



Request for Proposals

Winston-Salem Fire Department NFPA Physicals

PROPOSALS WILL BE RECEIVED UNTIL

12:00 Noon, Wednesday, August 8, 2018

in

**Purchasing Department, City Hall Building
101 North Main Street, Suite 324 Winston-Salem, NC 27101**

ADVERTISEMENT FOR PROPOSALS

Sealed proposals endorsed **Winston-Salem Fire Department NFPA Physicals** for the City of Winston-Salem will be received by the City/County Purchasing Department in Suite 324, City Hall Building, 101 North Main Street, Winston-Salem, NC, **until 12:00 Noon, Wednesday, August 8, 2018**. Instructions for submitting proposals and/or receiving the complete RFP document specifications may be obtained during regular office hours at the same location, or by contacting Jerry Bates via email jerryjb@cityofws.org (Email is preferred) or phone 336-747-6939. The City reserves the right to reject any or all proposals.

Jerry Bates
Purchasing Director

This document IS NOT the complete proposal. To obtain the completed proposal specifications contact Jerry Bates via email jerryjb@cityofws.org, by phone 336-747-6939, or visit the Purchasing Department, City Hall Building, Suite 324, 101 North Main Street, Winston-Salem, NC during regular office hours.

WSFD NFPA Physicals

INTRODUCTION

The City of Winston-Salem is soliciting proposals from Service Providers to conduct physical examinations as outlined below which may include the various medical services necessary for pre-employment screenings/assessments; required physical examinations and other medical services required by the National Fire Protection Association (NFPA).

Currently, all pre-employment medical services are conducted at a nearby vendor facility. Please specify locations where these services would be provided by your business. The City shall reserve the right to revise this location based on current needs of WSFD at the time in which Services are scheduled with the Service Provider.

It is the intent of the City of Winston-Salem to secure these services either as a complete package or separately.

The Service Provider shall meet the criteria listed below:

A. Pre-employment Medical Services

All fire fighters require Pre-Employment Examinations before they can begin employment by WSFD. These Pre-Employment Examinations should emphasize the otorhinologic, respiratory, cardio-vascular, and neurologic systems and shall consist of:

- Medical history review;
- Physical examination;
- Audiogram (pure-tone air and bone);
- 12 Lead ECG;
- Pulmonary function with flow loop;
- Complete blood count (CBC);
- Urinalysis;
- Heavy metals baseline blood work; and
- Further tests such as treadmill stress test or echocardiogram as deemed necessary based on preliminary examination findings.

All current WSFD fire fighters must undergo Annual Examinations each year. These Annual Examinations shall consist of:

- Medical history;
- Physical examination;
- Pulmonary function with flow loop;
- Complete blood count (CBC);
- Urinalysis; and
- For Examinees forty (40) years of age and over: Assessment of coronary artery disease risk factors including lipid profile; diabetic screening

From time to time, WSFD requires certain fire fighters to undergo further testing which shall consist of:

- Treadmill test or echocardiogram performed as deemed necessary based on preliminary findings as needed. In the event that it is necessary, substitutes for the treadmill shall be allowed when deemed appropriated by the examining physician;
- Additional heavy metals testing on an as-needed basis as a result of a suspected exposure;
- Additional prostate specific antigen tests on an as-needed basis;

- Additional chest x-rays on an as-needed basis; and
- For Examinees under forty (40) years of age: assessment of coronary artery disease risk factors including lipid profile and diabetic screening on an as-needed basis.

B. National Fire Protection Association (NFPA) Physical Examinations and Medical Provider Requirements

In accordance with NFPA 1582, conduct a comprehensive medical evaluation that matches the workloads of firefighters and the ability of a firefighter to medically and safely perform those duties.

The NFPA 1582 standard addresses risk factors such as high cholesterol, smoking, hypertension, and pulmonary issues, among others. The components of the exam include the following, but do not include drug screening:

- Medical history review
- Physical examination
- Labs –Executive Blood panel (CBC w/ diff & platelets, glucose, lipids profile, TSH)
- Comprehensive Metabolic Profile (14)
- PPD screening (Tuberculosis)
- Vision testing (Titmus)
- Pulmonary function testing (Spirometry)
- Respiratory questionnaire review
- Urinalysis
- Pulse oximetry
- Audiogram review
- Aerobic capacity testing
- Physician consultation

Additionally, other tests and immunizations may be requested, depending on age, race, and employee immunization history. The most common tests and immunizations that may be requested are: Prostate Specific Antigen (PSA), Tdap and EKG (> age 40).

In accordance with NFPA requirements, provide designated physician to conduct non-work related injury and illness return to work evaluations. Consult with the City of Winston-Salem’s nursing staff in the assessment of non-work related illnesses and injuries for clearance to return to work.

C. Conduct Urine Cotinine Screening Clinic for Certified Fire Department Personnel

The NFPA physical does not include cotinine screening for tobacco use. However, the City’s wellness insurance premium discount program requires cotinine screening as a part of the annual physical examination and, annually, a cotinine screening clinic is held for certified Fire Department personnel who want to participate in this program.

Reporting and Other Functions.

The Service Provider shall serve as a resource to the City by providing medical expertise and knowledge of NFPA and OSHA standards, to advise the City on a fire fighter’s fitness for duty. The Service Provider shall provide documentation to the City that clearly indicates whether an employee is fit for duty and what, if any, addition actions are warranted, and notify the City immediately if medical findings indicate there is sufficient reason to remove him or her from duty.

Rules and Regulations:

The Service Provider is responsible for ensuring physicals are compliant with the following specific rules and regulations:

- Pre-Employment Examinations must adhere to standards under NFPA 1582 Standards should include two (2) thresholds. One (1) for existing employees and one (1) for newly hired fire fighters. All employees

must meet the defined thresholds standards for their employee classification.

- Hazmat Team must adhere to above Pre-Employment Examination standards as well as OSHA regulation 1910.120.

Specific Medical Qualification.

The Service Provider shall employ a physician who specializes in occupational health. The Service Provider shall be versed in OSHA standards of performance and shall work to ensure that the highest standards of occupational health and safety are achieved. The occupational physician shall be certified by the Underwater Hyperbaric Medical Society (UHMS) for the medical evaluation of divers and be well versed in and have a working knowledge of public safety and, specifically, fire department operations (i.e. NFPA, OSHA, etc.).

Clearance Form Completion and Maintenance.

The Service Provider shall develop and utilize a specific clearance form specifying findings and fitness for duty. This form should utilize a “Pass” or “Fail” standard for all physicals as well as a separate section for Hazmat Team and Dive Group physicals. Any outlying medical conditions on Examinees shall be referenced on this form. This paperwork shall be submitted to CFD Human Resources upon completion.

Proposals should be prepared simply and economically. All data, materials, and documentation shall be available in a clear, concise form. **In addition to the proposal narrative, fee quotes must be submitted on the following “Proposals for Employee Medical Services – Fee Sheet”.**

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Proposal Evaluation

As part of the evaluation process, the Evaluation Panel, consisting of City Staff, may engage in discussions with any Proposer. Discussions might be held with individual Proposers to determine in detail the Proposer's qualifications, to explore with the Proposer the scope and nature of the required contractual Services, to learn the Proposer's proposed method of performance and the relative utility of alternative methods, and to facilitate arriving at a contract that will be satisfactory to the City.

Since the City may choose to award a contract without engaging in discussions or negotiations, the Proposals submitted shall define the Proposer's best offer for performing the services described in this RFP.

Selection Process

Proposals will be evaluated for quality, completeness, and price value to the City of Winston-Salem by an Evaluation Panel. Selection shall be made from all offers deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation of factors included in the RFP, including price. Price shall be considered, but need not be the sole determining factor. The Evaluation Panel may cancel this RFP or reject proposals at any time prior to an award and is not required to furnish a statement of the reason why a particular proposal was not deemed to be the most advantageous.

The City reserves the right, as part of the selection process, to request on-site (or virtual) demonstrations and/or presentations. In the event that such demonstrations or presentations take place, proposers will be selected for this process based on scores derived from the scoring matrix, which includes M/WBE participation, local availability, and all other applicable criteria. The scoring of the demonstration or presentation must be based upon the criteria from one or more of the original evaluation factors. After the demonstrations or presentations, each proposer will then be re-graded on the same criteria. The number of proposers chosen to take place in the demonstration/presentation process is subject to administrative discretion.

Evaluation Criteria

Below is a description of the evaluation criteria that will be used to evaluate the proposals. To be deemed responsive, it is important for the firm's proposal to contain appropriate detail to demonstrate satisfaction of each criterion and compliance with the performance provisions outlined in this RFP. The proposal will be the primary source of information used in the evaluation process. Proposal must contain information specifically related to the proposed services requested in this RFP. Failure of any firm to submit information requested may result in the elimination of the proposal from further evaluation.

Respondents will be evaluated for selection on the basis of the Proposer most qualified to meet the requirements of this RFP. Major criteria to be considered in evaluation may include, but shall not necessarily be limited to:

- **M/WBE Commitment** – Proposer's efforts to comply with all the terms and conditions of the City of Winston-Salem's Minority and Women Business Enterprise (M/WBE) Program through award of subcontracts to minority and women-owned business enterprises and utilization of minority and women owned business enterprise suppliers to the fullest extent consistent with the efficient performance of this contract. **Please refer to pages 12 through 25**
- **Local Business (Distance from City of Winston-Salem)** - Proposer's business location/distance from City of Winston-Salem.
- **Relevant Experience/Qualification**
Service Providers will be evaluated on the background and experience information provided in tis RFP. In addition, Service Providers will be evaluated based upon their understanding and qualifications in performing the same or substantially similar Services, as reflected by its experience in performing such Services. The evaluation will include references regarding work for organizations with needs similar to the City's, and the feasibility of the Service Provider's approach for the provision of the Services.
- **Cost Effectiveness and Value.**
Under this criterion, Proposals will be compared in terms of the most reasonable and effective pricing options - The fixed price cost or hourly rate to provide services as required.

- **Quality of Proposal** - Meets RFP requirements - The respondent’s responsiveness and compliance with the RFP requirements and conditions. The respondent’s demonstrated ability to provide the service requested by the City through this RFP. The ability, capacity, and skill to fully and satisfactorily provide the service required in this RFP.

The following “Weighted Scale” will be used to evaluate each proposal

Evaluation Criteria	Weight
MWBE Commitment	20.00
Distance from the City of Winston Salem	20.00
Relevant Experience/Qualifications	30.00
Cost Effectiveness/Value	20.00
Quality of Proposal	10.00

Contract

Any contract resulting from this proposal shall be effective for a term of three (3) years beginning from date of properly executed contract.

The successful Proposer(s) for this service will be required to execute the City’s “Independent Contractor Agreement,” a sample copy of which is attached to this document. The Business may not begin work and a Purchase Order **WILL NOT** be issued until the individual doing business with or for the City has fully executed the contract document and the insurance requirements have been approved by the City.

IMPORTANT: Winston-Salem City Code (Chapter 2, Article 1, Sec. 2-3) provides that the City may disqualify any business from bidding on contracts of the City if a business fails to perform satisfactorily on past or current projects.

The City of Winston-Salem reserves the right to cancel the contract without prejudice or cause by providing a thirty (30) day written notice.

INSTRUCTIONS TO PROPOSERS

INTRODUCTION:

This entire set of documents constitutes the RFP. The proposer must return the RFP with all information necessary to properly analyze the proposer's response as stated within the RFP document. **All proposals should be returned in a sealed container/envelope marked "WSFD NFPA Physicals"** and must be submitted to the City/County Purchasing Department in Suite 324, City Hall Building, 101 North Main Street, Winston-Salem, NC, no later than **12:00 Noon, Wednesday, August 8, 2018. Late proposals will not be considered.**

Proposer Questions and Inquiries

Proposer Questions and Inquiries relative to this RFP must be submitted **in writing only** by **12:00 Noon, Tuesday, July 31, 2018**, to Jerry Bates, City/County Purchasing Director, 101 North Main Street, Winston-Salem, NC 27101 or e-mail: jerryjb@cityofws.org (**Email is preferred**), Fax: (336) 727-2443. The City will provide written responses to all inquiries received by this date, and responses will be made available to all recipients of this RFP. Any oral responses made by any representative of the City may not be relied upon. Any supplements or amendments to this RFP will be in writing and furnished to potential bidders.

RFP Response Submission

Proposals must be submitted in a **sealed container/envelope** containing **one (1) original (please mark document as original)** proposal showing original signatures and seals signed in ink by a company official authorized to make a legal and binding offer, **and four (4) copies** of the complete proposal. Submittals **will not be accepted by fax or electronic mail.**

The City will not be obligated for the expenses of any provider arising out of preparation and/or submittal of responses to this RFP. Any and all proposals to this RFP are to be prepared at the cost and expense of the respondents, with the express understanding that there may be no claims whatsoever for the reimbursement of any costs, damages, or expenses relating to this procurement from the City or any other party for any reason (including the cancellation of this RFP).

Proposals must be made in the official name of the individual, firm, or corporation under which the business is conducted (showing official business address) and must be signed in ink by a person duly authorized to legally bind the business entity submitting the proposal.

All proposals should be complete and carefully worded and must convey all of the information requested by the City. If errors or exceptions are found in the proposal, or if the proposal fails to conform to the requirements of the RFP, the City will be the sole judge as to whether that variance is significant enough to reject the proposal.

Proposals should be prepared simply and economically. All data, materials, and documentation shall be available in a clear, concise form. The City reserves the right to reproduce proposals for internal use in the evaluation process.

Proposers are expressly forbidden from contacting any other city employee or city of Winston-Salem elected official regarding this Request for Proposals. Any such outside contact may result in disqualification from the request for proposal process.

The City reserves the right to hold proposals open for a period of sixty days (60) days after due date before making awards.

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