



# Naperville

## CITY COUNCIL AGENDA ITEM

**SUBJECT:** Recommend the Award of RFP 16-128, Health Screening Services

**TYPE OF VOTE:** Simple Majority

**ACTION REQUESTED:**

Approve the Award of RFP 16-128, Health Screening Services, to Edward Hospital for a three year contract in the amount not to exceed \$677,500, plus one additional two year option.

**BOARD/COMMISSION REVIEW:**

N/A

**COUNCIL ACTION PREVIOUSLY TAKEN:**

Date	Item No.	Action
N/A		

**DEPARTMENT:** Human Resources  
Finance Department

**SUBMITTED BY:** James Sheehan, Director of Human Resources  
Rachel Mayer, Finance Director

**FISCAL IMPACT:**

Account Number	Fund Description	Total Budget Amount	Available Funds
010-1117-411.35-07	General - Board of Fire and Police Commissioners	\$19,520	\$19,520
010-1410-414.35-07	General - Human Resources	\$16,830	\$16,830
010-2220-422.35-07	General - Fire	\$146,000	\$146,000
010-2110-421.35-07	General - Police	\$27,500	\$27,500
010-4210-431.35-07	General - Public Works	\$7,450	\$7,450
410-3310-533.35-07	Electric Fund	\$1,960	\$1,960
430-3710-537.35-07	Water Fund	\$1,300	\$1,300
623-9711-585-30.29	Self-Insured Workers Compensation	\$10,000	\$10,000

\*The amounts shown are budgeted for CY16. Additional funds will be budgeted for CY17 and 18.

**BACKGROUND:**

The City contracts with a vendor to provide the following services:

- Annual physicals for its sworn Police and Fire personnel
- Pre-employment physicals, including drug and alcohol screens, given on a post-offer basis to all prospective employees
- Random drug and alcohol testing for safety-sensitive positions requiring a Commercial Driver’s License (CDL)

These services are necessary to ensure that employees are healthy and fit to carry out their required job functions, and to comply with the Department of Transportation regulations. The proposed contract period is February 1, 2016 – December 31, 2018 with one two-year option to extend the contract.

This is a unit-price contract with expenditures depending on the actual services required/performed. Based on an estimate of 35 pre-employment physicals for Police and Fire employees, 120 pre-employment physicals for non-sworn municipal employees, 250 annual physicals for sworn police and fire personnel, 120 pre-employment drug and alcohol screens, 60 random drug screens for CDL drivers, and 20 functional physical assessments in calendar year 2016, costs are estimated at \$225,000. The 2017 costs would be the same (\$225,000), and 2018 costs would increase just 1% (\$227,250). Edward Health Services (EHS) agreed to no price increase in the contract’s second year, and to increase prices just 1% in the third year of the contract.

**DISCUSSION:**

Advertisement Date:	10/27/15	Notices Sent:	140
Opening Date:	11/17/15	Planholders:	7
		Bids Received:	1

One proposal was received from Edward Health Services.

Staff contacted the other planholders to determine why they decided not to respond to the RFP. One vendor responded that they had submitted a proposal. However, staff was unable to find the proposal and has no record of the proposal being delivered. The remaining five planholders did not respond to staff’s inquiry.

A six member evaluation committee made up of staff from the Board of Fire & Police Commission, Fire, Human Resources, Legal, and Police reviewed and scored the proposal based on the criteria/weights in the Request for Proposal:

- Prior Experience and Qualifications of Staff 15%
- References (Municipal Preferred) 15%
- Ability to Deliver All Requested Services 50%
- Location and Accessibility of Facilities 20%

After the proposal was evaluated, Edward Hospital was invited to interview with the evaluation committee to clarify points within their proposal. Following the interview, the fee proposal was opened. Edward Hospital has performed well as the City’s current health screening provider and

the costs within the fee proposal were consistent with staff's expectations. As such, staff recommends award to Edward Hospital.

**RECOMMENDATION:**

Approve the Award of RFP 16-128, Health Screening Services, to Edward Hospital for a three year contract in the amount not to exceed \$677,500, plus one additional two year option.

**ATTACHMENTS:**

N/A