



Legislation Text

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File #: 24-0005, Version: 1

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**CITY COUNCIL AGENDA ITEM**

**ACTION REQUESTED:**

Approve the award of Sole Source Procurement 24-051, Health Screening Services, to Edward-Elmhurst Health Services for an amount not to exceed \$250,000 and for a one-year term

**DEPARTMENT:** Human Resources

**SUBMITTED BY:** Blaine Wing, Director

**BOARD/COMMISSION REVIEW:**

N/A

**BACKGROUND:**

The City contracts with a vendor to provide the following services: 1) annual physicals for its sworn Police and Fire personnel, 2) pre-employment physicals, including drug and alcohol screens, given on a post-offer basis to all prospective employees, 3) random drug and alcohol testing for safety-sensitive positions requiring a Commercial Driver's License (CDL), and 4) functional physical assessments. 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.

**DISCUSSION:**

This Sole Source is requested for a one-year term from January 1, 2024, to December 31, 2024. Edward-Elmhurst Health Services (EEHS) has provided these services for multiple years and is the primary care provider with multiple locations within Naperville and surrounding areas. All prospective employees are required to complete a physical and the convenience of extended hours and locations allow prospective employees to complete screenings in an expedited manner.

This award is a unit-based contract with expenditures dependent on the actual services performed and there is no minimum. For 2024, costs are estimated at \$250,000.

Staff recommends keeping EEHS as the City's provider.

The term of contract is from January 1, 2024, through December 31, 2024. This includes a grace period extended by the vendor from January 1, 2024 awaiting the completion of this renewal procurement.

**FISCAL IMPACT:**

CIP #: N/A

Health Screening Services are expensed to the HR Services accounts listed below. A total of

\$256,325 has been budgeted in 2024 for various screening expenses. The requested award is within budget.

<b>Account Number</b>	<b>Fund Description</b>	<b>Total Budget Amount</b>
14101100-531305	General Fund	\$79,693
14161100-531305	General Fund	\$102,425
21101100-531305	General Fund	\$31,500
22251100-531305	General Fund	\$116,000
31101100-531305	General Fund	\$5,725
40101300-531305	Electric Fund	\$76,550
41101500-531305	Water Fund	\$3,000
51103200-531305	Settlement Fund	\$1,319