



Legislation Text

File #: 20-1018, Version: 1

CITY COUNCIL AGENDA ITEM

ACTION REQUESTED:

Waive the applicable provisions of the Naperville Procurement Code and award Procurement 20-333, Health Screening Services, to Edward Elmhurst Health Services (EEHS) for an amount not to exceed \$687,000 for a three-year term (requires six positive votes)

DEPARTMENT: Human Resources

SUBMITTED BY: James Sheehan, Director

BOARD/COMMISSION REVIEW:

N/A

BACKGROUND:

On October 15, 2015, the City requested proposals for pre-employment physicals, annual Police and Fire department physical examinations, and drug and alcohol testing for up to a three-year term (January 1, 2016 through December 31, 2018) with one two-year renewable option. The advertising of the RFP resulted in only one contributor, Edward-Elmhurst Health Services. The final optional extension was approved by City Council on February 5, 2019, for a term ending December 31, 2020.

Human Resources (HR) is requesting to waive the Procurement Code and continue with EEHS.

DISCUSSION:

Waiver of Section 1-9B-4 (Methods of Source Selection) of the Naperville Code is required because the recommended process is not one of the enumerated methods under the Code. Staff recommends awarding the contract to EEHS which will include the following components:

- annual physicals of sworn fire and police personnel;
- drug and alcohol screens, given on a post-employment offering;
- functional physical assessments for employees on disability;
- random drug and alcohol testing for safety-sensitive positions requiring a commercial driver's license (CDL);
- COVID-19 testing for public safety candidates; and
- COVID-19 testing for employees - no notice needed

EEHS has provided excellent service for the past five years and is a well-known care provider with multiple locations within the City and surrounding areas. All prospective employees are required to complete a physical and the convenience of hours, which include weekends at several locations, will continue to allow the City to expedite this portion of the hiring and employment process. EEHS also

has continued to provide services to the City during crises, including the ongoing pandemic.

Staff negotiated a zero-percent increase for various services offered and EEHS has agreed to hold the 2020 pricing through 2021. Staff feels it is within the best interest of the employees to keep with the current provider as they have proven to be a trusted partner.

This award is a unit-based contract with expenditures dependent on the actual services performed and there is no minimum. For 2021, costs are estimated at \$229,000 for the year for 35 pre-employment physicals for police and fire employees, 120 pre-employment physicals for non-sworn City employees, 250 annual physicals for sworn police and fire personnel, 120 pre-employment drug and alcohol screens for job candidates, 60 random drug screens for CDL drivers and 20 functional physical assessments.

The term of the three-year award will be from January 1, 2021 through December 31, 2023.

Approval of the award requires a Waiver of Section 1-9B-4 (Methods of Source Selection) of the Naperville Procurement Code because staff is requesting a three-year option term that is longer than approved by City Council with the original contract award in October 2015.

FISCAL IMPACT:

CIP: N/A

Health screening and fitness for duty services and physicals are expensed to the HR services accounts listed below. A total of \$220,705 is tentatively budgeted for various screening expenses in 2021, pending City Council budget approval later this year. Annual physicals are expensed for the Fire and Police departments and random CDL drug screenings are expensed to Electric, Water and Public Works. COVID-19 testing will be expensed to all departments as needed. The requested award is within budget.

Account Number	Fund Description	Total Budget Amount
14101100-531305	General Fund	\$88,367
14161100-531305	General Fund	\$87,927
21101100-531305	General Fund	\$31,500
22251100-531305	General Fund	\$120,000
31101100-531305	General Fund	\$5,725
40101300-531304	Electric Fund	\$3,550
41101500-531305	Water Fund	\$2,880
51103200-531305	Settlement Fund	\$3,600