



## Legislation Text

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**File #:** 14-722, **Version:** 1

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**DATE:** December 23, 2014

**TO:** Board of Mayor and Aldermen

**FROM:** Eric Stuckey, City Administrator  
Russell Truell, Assistant City Administrator / CFO  
Rocky Garzarek, Fire Chief  
Brian Wilcox, Purchasing Manager

**SUBJECT:**

Consideration Of Contract Award To Lifesigns / The Prevention Group Of Brentwood, TN In The Total Estimated Annual Amount Of \$72,685 For Firefighter Annual Physical Medical Exam Services For Uniformed Personnel Of The Franklin Fire Department For A Term Of Award Of Three (3) Years, With Two (2) Options To Extend The Term Of Award, Each Time For Up To One (1) Additional Year, For A Maximum Possible Term Of Award Of Five (5) Years Total (Purchasing Office Procurement Solicitation No. 2015-011; \$105,850 Budgeted In 110-82250-42200 For Fiscal Year 2015 For Physicals And Preventive Medical Care; Contract No. 2014-0347) Deferred from 01/13/15 BOMA

**Purpose**

The purpose of this procurement would be to purchase firefighter annual physical medical exam services for uniformed personnel of the Franklin Fire Department for a term of award of three (3) years, with two (2) options to extend the term of award, each time for up to one (1) additional year, for a maximum possible term of award of five (5) years total.

**Background**

The City published on October 23, 2014 a Notice to Proposers in the *Williamson Herald* for physical medical exam services for uniformed personnel of the Franklin Fire Department. In addition, solicitation documents were sent on or about the same date directly to eight (8) potential proposers known or thought to be interested in this solicitation. Proposals from three (3) vendors were publicly opened at the submittal opening held on November 25, 2014. A tabulation of the proposals received for this solicitation is attached.

**Financial Impact**

The proposal ranked highest by the proposal evaluation team, from Lifesigns / The Prevention Group of Brentwood, TN is in the total estimated annual amount of \$72,685 for firefighter annual physical medical exam services for uniformed personnel of the Franklin Fire Department for a term of award of three (3) years, with two (2) options to extend the term of award, each time for up to one (1) additional year, for a maximum possible term of award of five (5) years total. The Fire Department budget for fiscal year 2015 allocates \$102,691 out of the General Fund for firefighter annual physical medical exam services for uniformed personnel. The proposal amount for the proposal from Lifesigns / The Prevention Group is \$30,006 (29%) under budget.

**Options**

In accordance with the solicitation documents, the City reserves the right to reject any and all proposals.

**Recommendation**

Staff recommends that the City accept, contingent upon Law Department and City Administrator approval of City Contract No. 2014-0347, the proposal ranked highest by the proposal evaluation team, from Lifesigns / The Prevention Group of Brentwood, TN in the total estimated annual amount of \$72,685 for firefighter annual physical medical exam services for uniformed personnel of the Franklin Fire Department for a term of award of three (3) years, with two (2) options to extend the term of award, each time for up to one (1) additional year, for a maximum possible term of award of five (5) years total. Purchasing Manager Brian Wilcox is of the opinion that the prepared solicitation documents as distributed allowed for competition among multiple vendors, and that the staff recommendation appears to be made in a fair and impartial manner based upon the proposals received.