



Legislation Text

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TO: Board of Mayor and Aldermen

FROM: Eric Stuckey, City Administrator
Russell Truell, Assistant City Administrator / CFO
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Glenn Johnson, Deputy Fire Chief for Operations
Shirley Harmon-Gower, Director of Human Resources
Sara Sylvis, Risk Manager
Brian Wilcox, Purchasing Manager

SUBJECT:

Consideration Of Procurement Award To CareHere, LLC Of Brentwood, Tennessee In The Estimated Annual Amount Of \$88,285 For Firefighter Annual Physical Medical Exam Services For Uniformed Personnel Of The Franklin Fire Department, And In The Estimated Annual Amount Of \$17,100 For Pre-Employment Physicals For Candidates To Become Uniformed Personnel Of The Franklin Police Department And The Franklin Fire Department, For A Term Of Award (Purchasing Office Procurement Solicitation No. 2016-011; \$113,836.00 Budgeted In 110-82250-42200 For Fiscal Year 2016; Contract No. 2016-0017) (01/26/16 Worksession)

Purpose

The purpose of this procurement is to purchase firefighter annual physical medical exam services for uniformed personnel of the Franklin Fire Department, and pre-employment physicals for candidates to become uniformed personnel of the Franklin Police Department and the Franklin Fire Department for a term of award of one (1) year, with four (4) 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. In the case of the firefighter annual physical medical examinations, these services would be pursuant to (a) the requirements of NFPA 1582 (2013 edition), (b) applicable OSHA standards, and (c) in accordance with the employee's age, previous medical history and previous medical tests.

Background

The City published on December 10, 2015 a Notice to Bidders in the *Williamson Herald* for firefighter annual 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 five (5) potential proposers known or thought to be interested in this solicitation. Proposals from two (2) vendors were publicly opened at the submittal opening held on January 12, 2016. A tabulation of the proposals received for this solicitation is attached.

The following five criteria were used to score the proposals:

- A. Experience and qualifications: Experience and qualifications of the firm, as well as of key personnel to be assigned to the client, with similar scopes of service for clients of similar description. Quality and relevance of the identified client references. Any conflicts of interest between the firm and/or key personnel and the City. Whether the firm has the financial wherewithal to perform the services described by this Request for Proposals. Value: up to 30 points.
- B. Unique strengths of the proposer/proposal: Exceptional, value-added features or capabilities of the firm and/or individuals that would be assigned to the client; identifiable differentiation(s) between the firm and its competition. Unique strengths of the proposal. Value: up to 10 points.
- C. Thoroughness and quality of proposal: Thoroughness and degree of responsiveness of the proposal to this procurement solicitation, including the instructions. Degree to which the proposal conveys an understanding of the City's needs. Degree to which the proposal predicts the results of the City accepting that proposal and whether those results would address the City's stated goals and objectives. Value: up to 10 points.
- D. Methodology and schedule: Soundness of proposed approach; acceptability of proposed schedule. Value: up to 20 points.
- E. Fee for proposed products and services: Value of grand total pricing, with more points awarded to lower pricing. Level of detail of itemized pricing, including any unit pricing. Clarity as to how frequently fees would be invoiced and when payments would be due. Value: up to 30 points.

Financial Impact

The proposal ranked highest by the proposal evaluation team, from CareHere, LLC of Brentwood, Tennessee, is in the estimated annual amount of \$88,285 for firefighter annual physical medical exam services for uniformed personnel of the Franklin Fire Department, and in the estimated annual amount of \$17,100 for pre-employment physicals for candidates to become uniformed personnel of the Franklin Police Department and the Franklin Fire Department. The Fire Department budget for fiscal year 2016 allocates \$113,836, and the Police Department budget for fiscal year 2016 allocates \$5,000, both out of the General Fund, for the purchase of the required services.

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. 2016-0017, the proposal ranked highest by the proposal evaluation team, from CareHere, LLC of Brentwood, Tennessee, in the estimated annual amount of \$88,285 for firefighter annual physical medical exam services for uniformed personnel of the Franklin Fire Department, and in the estimated annual amount of \$17,100 for pre-employment physicals for candidates to become uniformed personnel of the Franklin Police Department and the Franklin Fire Department. 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.