

City Council – Action Request Form

Date: September 17, 2018

To: The City Manager

Damon Dequenne, Assistant City Manager

From: Trey Mayo, Fire Chief
Jerry Bates, Purchasing Director

Council Action Requested:

Adoption of Resolution Awarding Contract for Winston-Salem Fire Department Physical Examination Services.

Strategic Focus Area: Service Excellence

Strategic Objective: No

Strategic Plan Action Item: No

Key Work Item: No



The Winston-Salem Fire Department (WSFD) has a need for a service provider to conduct physical examination services, which may include the various medical services necessary for pre-employment screenings/assessments; required physical examinations and other medical services as required by the National Fire Protection Association (NFPA). A Request for Proposals (RFP) process was conducted and only one proposal was submitted. An evaluation panel of City staff reviewed the proposal received to verify the proposer met the requirements of the RFP. Exhibit B provides the combined scores of the evaluation panel for the proposal.

This item recommends awarding the WSFD physical examination services as required by NFPA to The Mobile Doc, PLLC, located in Winston-Salem, NC, in the annual estimated amount of \$172,000. Terms of the RFP specify a contract term of three years from date of award; therefore, the total contract award would be in the estimated amount of \$516,000. Funds for the service are included in the WSFD 2018-19 operations budget and subject to future City Council budget appropriations. Contract pricing may be adjusted in years two and three by an amount not to exceed 3% based on the Consumer Price Index.

M/WBE comment: Notifications were sent to all local M/WBE and area HUB businesses on a weekly basis. The bid opportunity was advertised on the City and State of NC Purchasing websites. See Exhibit A for a complete list of businesses notified of this bid as well as workforce demographics for the recommended vendor.

Committee Action:

Committee	<u>Finance 9/10/18</u>	Action	<u>Approval</u>
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For	<u>Unanimous</u>	Against	<u></u>
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Remarks: