

City Council – Action Request Form

Date: June 14, 2021

To: Mayor, Mayor Pro Tempore, and Members of the City Council

From: Damon Dequenne, Assistant City Manager
Trey Mayo, Fire Chief
Jerry Bates, Purchasing Director

Council Action Requested:
Resolution Awarding Contract for Winston-Salem Fire Department Medical Evaluation Services

Strategic Focus Area: Service Excellence
Strategic Objective: No
Strategic Plan Action Item: No
Key Work Item: No



Summary of Information:

The Winston-Salem Fire Department (WSFD) has a need for a service provider to conduct medical evaluation services, which may include the various medical services necessary for pre-employment screenings/assessments; required physical examinations and other medical services as recommended by the National Fire Protection Association (NFPA) and the Fire Service Accreditation Model. 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 proposal 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 medical evaluation services as recommended by NFPA and the Fire Service Accreditation Model to The Mobile Doc, PLLC, located in Winston-Salem, NC, in the estimated annual amount of \$194,140. Terms of the RFP specify an initial contract term of three years from date of award with the option to extend this service contract for as many as two additional 12-month periods, if both parties agree and funds are made available for that purpose, for a potential total contract value in the estimated amount of \$970,700. Funds for the service are subject to approved City Council budget appropriations. Contract pricing may be adjusted annually by an amount not to exceed 3% based on the Consumer Price Index.

Committee Action:

Committee	<u>Finance 6/14/21</u>	Action	<u>Approval</u>
For	<u>Unanimous</u>	Against	<u></u>

Remarks:

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.