



**CITY OF MEMPHIS**

**REQUEST FOR PROPOSAL #1633**

**HAZARDOUS MATERIAL PHYSICALS**

**Prepared By: Division of Fire Services  
Closing Date for Proposal: January 8, 2010  
Proposals Accepted at Attn: Purchasing Agent  
Hazardous Material Physicals/RFP  
125 North Main Street, Suite 354  
Memphis, TN 38103**

## CITY OF MEMPHIS

### DIVISION OF FIRE SERVICES

#### REQUEST FOR PROPOSAL

#### HAZARDOUS MATERIAL PHYSICALS

The City of Memphis Division of Fire Services hereinafter referred to as "City", will contract with a firm interested in providing baseline medical examinations for one year for approximately 100 personnel. The successful bidder will be expected to begin performance of the tasks mandated by the contract on the date the agreement is signed. The City reserves the right to extend the contract for two additional one-year periods.

Interested parties are invited to submit a proposal and credentials outlining their qualifications to provide these services to the Division of Fire Services of a major urban municipality.

The proposal should clearly define how the firm plans to satisfy the requirements of the City of Memphis. This written Request for Proposal (RFP) states the scope of those requirements and specifies the general rules for preparing the proposal. The terms "vendor" and "bidder" are used interchangeably to refer to the proposing party.

#### General Information

A copy of this Request for Proposal will be distributed to prospective bidders. Bidders will prepare proposal in compliance with all of the instructions outlined in this RFP, completing the requested information and returning the completed document to the City by the deadline. Bidders will submit an original version of the proposal, plus three copies.

**General Conditions:** The successful bidder will begin health Baseline Physicals immediately upon receipt of a fully executed contract. The bidder will submit unit cost per person, plus total cost for approximately 100 personnel for Baseline Physicals.

**The successful bidder must offer office hours, schedule appointments and complete Baseline Physicals Monday through Friday for Fire personnel.**

**Specifications:** Baseline Physicals should be performed by Physicians with experience in performing Baseline Physicals for Hazardous Materials Handlers and/or other industrial workers. Additionally, it is necessary that each individual examined assure that the Memphis Fire Department OSHA Office is furnished a copy of all medical reports for reference purposes. Medical testing for Baseline Physicals shall include but not be limited to the following tests:

**Medical History:** The physician shall cover past medical history emphasizing these systems; nervous, skin, lung, blood-forming, cardiovascular, genitourinary, reproductive, ear, nose, throat, family history (high blood pressure, diabetes, etc.) and review of symptoms.

**Occupational History:** A complete occupational history shall be performed by the physician on each individual who is to undergo a Baseline Physical; this is to determine if a past occupation(s) may have an effect on the individual's present occupation with the Memphis Fire Department Hazardous Material team. The physician shall question the individual about any present OFF duty occupation that might have an effect on the outcome of the physical. Should there be medical records available from past or present occupation, these shall be requested by the physician.

**Physical Examinations:** A physical examination of each individual who is to undergo a Baseline Physical shall be performed by the physician. This examination shall include: height, weight, pulse, respiration, blood pressure, nose, throat, eyes, and ears: with special emphasis on the organs likely to be affected and specific physical findings likely to be seen in those organs that might be affected by exposure to hazardous conditions (kidney, liver, lung, etc.).

**Laboratory Test:** The physician shall perform the following laboratory test on the individuals who are undergoing Baseline Physical:

1. Lungs: Shall be tested for such ailments as cancer, emphysema, and asbestosis, using chest X-RAYS (a B reader shall be used as needed in the evaluation of the chest X-RAY), and pulmonary function testing. Measurements shall include FEV 1 to FEC ratio with interpretation and comparison to normal predicted values corrected for age, height, race, and sex.
2. Heart: Shall be tested using at 12 Lead electrocardiograms (EKG WITH INTERPRETATION) with a treadmill stress test.

3. Liver, Kidney, and Blood: Shall be checked using the following tests:

A. Urinalysis

B. Blood Test (SAMC-25) which shall consist of the following tests:

- a. Alkaline Phosphates (Bone)
- b. GGT (Liver)
- c. GOT (Liver)
- d. GPT (Liver)
- e. BUN (Kidney)
- f. Glucose
- g. Calcium
- h. Cholesterol
- i. Triglyceride (Dilute then repeat-H)
- j. Uric Acid
- k. Creatinine (Kidney)
- l. Bilirubin (Liver)
- m. BUN/Creatinine (Liver)

During blood testing procedures, testing shall be done to determine the levels of sodium, potassium, chlorine, and Co<sub>2</sub>, in each individual. Blood shall also be screened for proper thyroid function and a cholesterol profile. If abnormal levels of toxins appear in the blood or urine, this information shall be referred to the Fire Division for directions.

C. Ears: This test will include, audiometric tests performed at 500, 1000, 2000, 3000, 4000, and 6000 hertz pure tone in an approved booth. Testing shall be administered by a qualified technician, and the results read by a certified audiologist or a physician familiar with audiometric evaluation. The integrity of the eardrum shall be established since perforated eardrums can provide a route of entry for chemicals into the body.

D. Eyes: This test shall include a vision test that measures refraction, depth perception, and color vision. It shall include glaucoma testing, a slit lamp exam, and a dilated exam. These tests shall be administered by a qualified technician or physician. Vision quality is essential to safety, the accurate reading of instruments and labels, the avoidance of physical hazards, and for appropriate response to color-coded labels and signs.

The medical testing mentioned in this report addresses the minimum OSHA requirements concerning Baseline physicals for those personnel on the Memphis Fire Department who are directly involved in the management of Hazardous Materials Incidents or are members of Tennessee Task Force 1. It shall be understood that information regarding abnormalities discovered in the course of the examination shall be referred to the Fire Division for direction.

The bid for additional tests listed below must be submitted separately from the tests mentioned above and the successful bidder must be willing to submit a separate invoice for these tests.

CBC differential, platelets  
Blood pressure check 3 times  
Overread  
Calcium scoring  
Heb B series  
PPD skin test annually

Bidders are to submit an original and three (3) copies of their proposal, in accordance with the instructions in the RFP notice, to:

**City of Memphis  
RFP #1633 Proposal for Hazardous Materials Physicals  
Finance Division  
Purchasing Department  
125 Main Street, Room 354  
Memphis, TN 38103**

Incomplete submissions and submissions received later than the above stated date and time shall be rejected without consideration. The City of Memphis shall not be responsible for, nor accept as a valid excuse for late delivery, any delay in mail service or other method of delivery used by the submitting organization. The City of Memphis will not accept RFP responses sent by fax or e-mail.

It is requested that responses be sealed to assure potential respondents that the content of an early submission will not be available to any other firm that has not yet responded.

All questions concerning this proposal should be directed to Chief Derek Brassel, Chief of Safety, Division of Fire Services who is serving as the project coordinator for the City of Memphis.

**Phone:** (901) 354-6733

**Email:** [Derek.Brasel@memphistn.gov](mailto:Derek.Brasel@memphistn.gov)

## Insurance Requirement

The Company shall not commence any work under this contract until it has obtained and caused its subcontractors to procure and keep in force all insurance required. The Company shall furnish the Risk Manager a Certificate of Insurance and/or policies attested by a duly authorized representative of the insurance carrier evidencing that the insurance required hereunder is in effect. All insurance companies must be acceptable to the City of Memphis and licensed in the state of Tennessee.

If any of the Insurance Requirements are non-renewed at the expiration dates, payment to the company may be withheld until those requirements have been met, or at the option of the City. The City may pay the renewal premiums and withhold such payments from any monies due the Company.

The Company shall indemnify, defend, save and hold harmless the City, its officers, employees, and agents, from and against any and all claims, demands, suits, actions, penalties, damages, settlements, costs, expenses, or other liabilities of any kind and character arising out of or in connection with the breach of this Agreement by Company, its employees, subcontractors, or agents, or any negligent act or omission of Company, its employees, subcontractors, or agents, which occurs pursuant to the performance of this Agreement, and this indemnification shall survive the expiration or earlier termination of this Agreement. The provisions of this paragraph shall not apply to any loss or damage caused solely by the acts, errors, or omissions of the City, its officers, employees and agents.

Each certificate or policy shall require and state in writing the following clauses:

“Thirty (30) days prior to cancellation or material change in the policy, notice thereof shall be given to the City of Memphis Risk Manager” by registered mail, return receipt requested to the following address.

City of Memphis  
Attn: Risk Management  
2714 Union Extended, Suite 200  
Memphis, TN 38112

**“The City of Memphis, its officials, agents, employees and representatives shall be named as additional insured on all liability policies.” The additional insured endorsements shall be attached to the Certificate of Insurance.**

## **WORKERS COMPENSATION**

The Company shall maintain in force Workers’ Compensation coverage in accordance with the Statutory Requirements and Limits of the State of Tennessee and shall require all subcontractors to do likewise.

Employer's Liability	\$100,000 Each Accident
	\$500,000 Disease-Policy Limit
	\$100,000 Disease-Each Employee

**COMMERCIAL GENERAL LIABILITY:**

Comprehensive General Liability Insurance, including Premises and Operations, Contractual Liability, Personal Injury Liability, Independent Contractor's Liability (if applicable), and Broad Form Property Damage (if applicable) in an amount of not less than One Million Dollars (\$1,000,000.00) per occurrence, written on an occurrence form.

**PROFESSIONAL LIABILITY:**

In an amount of not less than One Million Dollars (\$1,000,000.00) each wrongful act, and CONSULTANT shall maintain such coverage for at least three (3) years from the termination of this agreement.

**PROPERTY INSURANCE:**

The Company shall be responsible for maintaining any and all property insurance on their own personal property and equipment and shall require all subcontractors to do likewise. The Company shall require all subcontractors to carry insurance as outlined above, in case they are not protected by the policies carried by the Company.

The Company is required to provide copies of the insurance policies upon request.

**LIVING WAGE ORDINANCE**

This solicitation is subject to Living Wage Ordinance #5185 as amended by Ordinance #5257 (effective July 1, 2008) that requires contractors who enter into a service contract with the City to pay employees who work under the service contract a living wage. The minimum hourly wage shall be at least \$10.27 per hour with health benefits for employees and their dependents or \$12.32 per hour without health benefits. The City will request all certified payrolls associated with this contract to be forwarded to the City Comptroller, c/o Dwayne A. Jones, Manager, Prevailing Wage Office, 125 N. Main Street, Room 1B-18, Memphis, TN 38103. Copies of the Ordinances are posted on the City of Memphis Website ([www.memphistn.gov](http://www.memphistn.gov)). Once on the City's homepage, click on the "Business" link, and then click on "Doing Business with the City" link. A link to the Ordinance will be on the top right side under the section "Links". Annual adjustments to the rates will be posted on the side for the next year in February.

## **Selection Criteria**

The proposals will be evaluated by the Fire Services Chief of Safety, and/or the Division of Fire Services Medical Director. The City intends to evaluate the proposals in accordance with the criteria itemized below. A maximum of four (4) medical organizations with the highest scoring proposals based upon points awarded. The highest scoring Bidder after points awarded for fee proposals, ability to provide all services in one centralized location and the ability to supply the Division of Fire Services with a copy of the results of the complete physicals within ten (10) days of the examination date will be selected. Afterward, the City will announce the intent to award the Contract to the highest scoring Bidder based on the total cumulative score for the evaluation elements described above.

## **Evaluation Criteria**

- Experience with similar projects – 10 points (Please describe)
- Ability to offer and complete physical exams Monday through Friday of most business weeks. – 50 points (please describe)
- Ability to provide all required services in one location – 20 points
- Bidder's ability to provide the results of all physical examinations within ten (10) days of examination date. – 20 points



**NON-COLLUSION AFFIDAVIT**

STATE OF \_\_\_\_\_ )  
 ) ss  
COUNTY OF \_\_\_\_\_ )

\_\_\_\_\_, Being first duly  
sworn, deposes and says that he/she is the \_\_\_\_\_  
of \_\_\_\_\_, the Bidder

(NAME OF PROPOSER/BIDDER)

Which has submitted to the City of Memphis, Tennessee a bid/proposal for:

\_\_\_\_\_

All as fully set forth in said bid/proposal; and that except as specified below, the  
aforementioned bidder constitutes the only person, firm or corporation having an interest  
in said bid or in any contract, benefit or profit which may, might or could accrue or grow  
out of the acceptance in whole or in part of said bid/proposal, said exceptions beings as  
follows:

\_\_\_\_\_

Affiant further states that said bid/proposal is in all respects fair and is submitted without  
collusion or fraud; and that no member of the City Council or officer or employee of said  
City has direct or indirect interest in said Bid/Proposal.

\_\_\_\_\_  
**AFFIANT**

**SWORN TO AND SUBSCRIBED BEFORE ME, A NOTARY PUBLIC IN AND FOR THE  
ABOVE NAMED STATE AND COUNTY, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.**

\_\_\_\_\_  
**NOTARY PUBLIC**

