

**Columbus Consolidated Government  
Council Meeting Agenda Item**

<b>TO:</b>	Mayor and Councilors
<b>AGENDA SUBJECT:</b>	Employee Physicals (Annual Contract) – RFP No. 21-0013
<b>INITIATED BY:</b>	Finance Department

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**(A) EMPLOYEE PHYSICALS (ANNUAL CONTRACT) – RFP NO. 21-0013**

It is requested that Council authorize the execution of an annual contract with Occupational Medicine of Columbus (Columbus, GA) to provide employee physicals on an “as needed” basis for Columbus Consolidated Government Human Resources Department and Public Safety Departments. The services will include:

- Pre-employment physicals
- Periodic employee physicals
- Drug/alcohol testing
- Related employee health services

The initial term of the contrast will be for two (2) years with the option to renew for three (3) additional twelve-month periods. Contract renewal will be contingent upon the mutual agreement of the City and the Contractor.

**Annual Contract History:**

The previous contract was awarded to Occupational Medicine of Columbus on August 25, 2015, per Resolution No. 243-15. The contract initiated on September 1, 2015 and expired on August 31, 2020. In accordance with Article 3-109 (Annual Contracts: Price Agreement and Service Contracts) of the Procurement Ordinance, the contract was extended twice. Due to the COVID-19 Pandemic, the contract was extended for an additional six months, through February 28, 2021. A second extension was necessary due to the additional time needed to complete the evaluation process for the new RFP. Therefore, the contract was extended for two additional months, through April 31, 2021.

**RFP Advertisement and Receipt of Proposals:**

RFP specifications were posted on the web pages of the Purchasing Division, the Georgia Procurement Registry, and on DemandStar on November 13, 2020. This RFP has been advertised, opened, and evaluated. Two (2) proposals were received on December 18, 2020.

The responding vendors were:

Occupational Medicine of Columbus (Columbus, GA)  
 Concentra (Atlanta, GA)

The following events took place after receipt of proposals:

<b>RFP MEETINGS/EVENTS</b>		
<b>Description</b>	<b>Date Held</b>	<b>Agenda/Action</b>
Pre-Evaluation Meeting	02/04/2021	Purchasing advised evaluation committee members of the RFP rules and process. Project Manager provided overview and expectations of the project. Proposals were disbursed to each committee member to review. Amendment to RFP requested regarding vendors' ability to perform After Hours Drug and Alcohol Screens.
Amendment Requested	02/16/2021	Letters sent to both responding vendors requesting an amendment to the vendor requirements. Vendors requested to comply with the City's request for After Hours Drug and Alcohol Screens.
Amendment Response Received	03/02/2021	Vendor responses received regarding the request for After-Hours Drug and Alcohol Screens.
1 <sup>st</sup> Evaluation Meeting	03/17/2021	Discussed each of the proposals received, as well as the responses to the request for After Hours Drug and Alcohol Screens. The Committee requested clarifications and additional information from Concentra.
Clarification Requested	03/19/2021	Request for clarification forwarded to vendor.
Clarification Received	03/23/2021	Clarification response received and forwarded to committee members.
Evaluation Forms Sent	03/23/2021	Evaluation forms were forwarded to the voting committee members.
Evaluation Forms Completed	04/02/2021	Evaluation forms were completed and returned to Purchasing for compilation results.
Evaluation Results	04/08/2021	Results were sent to Evaluation Committee members.
Recommendation received	04/14/2021	Evaluation Committee voted to award to highest scoring vendor.

**Evaluation Committee:**

Proposals were reviewed by members of the Evaluation Committee, which consisted of one voting member from Human Resources, one voting member from Public Works, one voting member from Sheriff's Office, one voting member from Columbus Police Department, and one voting member from Fire and EMS. A representative from Human Resources and a representative from Parks and Recreation served as alternate voters.

A representative from Human Resources and a representative from Public Works served as non-voting advisors.

**Award Recommendation:**

The evaluation committee, as reflected by their comments provided below, unanimously recommended the award of the contract to Occupational Medicine of Columbus for the following reasons:

- The ability of the vendor to perform the tasks required by the City without causing difficulties to the employees.
- The availability of medical staff to respond to questions, and present results, in a timely manner is key and the facilities are easily accessible to employees in all Departments (e.g., Fire Department employees can maneuver their trucks into parking places).
- Occupational Medicine of Columbus has been in Columbus since 1987 and Dr. Sherrer has been the primary physician for the Columbus Consolidated Government.
- Occupational Medicine of Columbus is familiar with our operations.

**Vendor Qualifications/Experience:**

- Since 2003, Occupational Medicine of Columbus has been providing services for the following local businesses: Golden’s Foundry (Columbus, GA), WestRock (Phenix City, AL), and Containers By Reaves (Phenix City, AL).
- Occupational Medicine of Columbus has a long and proven track record in its ability and experience in providing the requested services for over 34 years.
- Dr. Jack Sherrer, M.D. has been certified as a Medical Review Officer since 2003.
- Proximity of Occupational Medicine of Columbus to the following facilities:
  - Government Center 7.0 miles
  - Annex 6.8 miles
  - Citizens Service Center 6.7 miles
  - Public Safety Building 6.9 miles
  - Public Works, Cusseta Road 7.9 miles
  - METRA Transit System 6.5 miles
  - Transportation Department 9.1 miles

The City’s Procurement Ordinance Article 3-110 (Competitive Sealed Proposals for the procurement of Equipment, Supplies and Professional Services) governs the RFP Process. During the RFP process, there is no formal opening due to the possibility of negotiated components of the proposal. In the event City Council does not approve the recommended offeror(s), no proposal responses or any negotiated components are made public until after the award of the contract. Therefore, the evaluation results and cost information has been submitted to the City Manager in a separate memo for informational purposes.

Funds are budgeted each fiscal year for this ongoing expense: Various Departments - Pre-Employment Physicals.

**A RESOLUTION**

**NO.**\_\_\_\_\_

**A RESOLUTION AUTHORIZING THE EXECUTION OF AN ANNUAL CONTRACT WITH OCCUPATIONAL MEDICINE OF COLUMBUS (COLUMBUS, GA) TO PROVIDE EMPLOYEE PHYSICALS ON AN “AS NEEDED” BASIS FOR COLUMBUS CONSOLIDATED GOVERNMENT HUMAN RESOURCES DEPARTMENT AND PUBLIC SAFETY DEPARTMENTS.**

**WHEREAS**, an RFP was administered (RFP No. 21-0013) and two (2) proposals were received; and,

**WHEREAS**, the proposal submitted by Occupational Medicine of Columbus, met all proposal requirements, and was evaluated most responsive to the RFP; and,

**WHEREAS**, the initial term of the contract shall be for two (2) years, with the option to renew for three (3) additional twelve-month periods. Contract renewal will be contingent upon the mutual agreement of the City and the Contractor.

**NOW, THEREFORE, THE COUNCIL OF COLUMBUS, GEORGIA, HEREBY RESOLVES AS FOLLOWS:**

That the City Manager is hereby authorized to execute an annual contract with Occupational Medicine of Columbus (Columbus, GA) to provide employee physicals on an “as needed” basis for Columbus Consolidated Government Human Resources Department and Public Safety Departments. Funds are budgeted each fiscal year for the ongoing expense: Various Departments – Pre-Employment Physicals.

\_\_\_\_\_ Introduced at a regular meeting of the Council of Columbus, Georgia, held the \_\_\_\_\_ day of \_\_\_\_\_, 2021 and adopted at said meeting by the affirmative vote of \_\_\_\_\_ members of said Council.

- Councilor Allen voting \_\_\_\_\_
- Councilor Barnes voting \_\_\_\_\_
- Councilor Crabb voting \_\_\_\_\_
- Councilor Davis voting \_\_\_\_\_
- Councilor Garrett voting \_\_\_\_\_
- Councilor House voting \_\_\_\_\_
- Councilor Huff voting \_\_\_\_\_
- Councilor Thomas voting \_\_\_\_\_
- Councilor Tucker voting \_\_\_\_\_
- Councilor Woodson voting \_\_\_\_\_

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Sandra T. Davis, Clerk of Council  
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B.H. “Skip” Henderson III, Mayor