

**Columbus Consolidated Government
Council Meeting Agenda Item**

TO:	Mayor and Councilors
AGENDA SUBJECT:	Medical Evaluation Services for Columbus Fire and EMS Department (Annual Contract) – RFP No. 20-0006
INITIATED BY:	Finance Department

It is requested that Council authorize the execution of an annual contract with North Greenville Fitness (Travelers Rest, SC) for Medical Evaluation Services for Columbus Fire and EMS Department on an “as needed” basis. The recommended firm’s cost proposal is within the Department’s budget.

The services are needed to assist the Columbus Fire & EMS Department in evaluating the physical condition of its firefighter workforce and to make recommendations for a physical fitness program. The contractor will provide medical evaluation services, for each member of the Columbus Fire & EMS Department, which shall comply with all requirements prescribed in the most current National Fire Protection Association (NFPA) 1201, Developing Fire Protection Services for the Public, sections 7-2.4.2 and 7-2.2.4, NFPA 1582; Standard on Medical Requirements for Firefighters and all other applicable standards, guidelines, laws, regulations and acts. Approximately 358 personnel will be examined, as needed, contingent upon budget appropriations.

The contract term 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.

Annual Contract History:

The previous contract was awarded to SiteMed North America, LLC (Garner, NC) on October 14, 2014 per Resolution No. 319-14.

Prior to the above, the contract was awarded to North Greenville Fitness (Travelers Rest, SC) on July 14, 2009 per Resolution No. 247-09.

RFP Advertisement and Receipt of Proposals:

RFP Specifications were posted on the web pages of the Purchasing Division and the Georgia Procurement Registry on September 12, 2019. This RFP has been advertised, opened and evaluated. Four (4) proposals were received on October 18, 2019.

The responding vendors were:

North Greenville Fitness (Travelers Rest, SC)

SiteMed North America, LLC (Garner, NC)
 Acute Care Emergence (ACE (Columbus, GA)
 St. Francis Health, LLC (Columbus, GA)

The following events took place after receipt of the proposals:

RFP MEETINGS/EVENTS		
Description	Date	Agenda/Action
Pre-Evaluation	11/4/19	The Purchasing Manager advised evaluation committee members of the RFP rules and process. The proposals were distributed to the committee.
1 st Evaluation	11/18/19	The Evaluation Committee discussed each proposal and determined if clarifications were required.
Clarifications Requested	11/20/19	Requests for clarification forwarded to vendors.
Clarifications Received	11/26/19	Clarification Responses received and forwarded to committee members.
Evaluation Ballots Sent to Committee	12/02/19	Evaluation ballots forwarded to voting committee members.
Evaluation Ballots Received	1/14/20	Final ballots received from voting committee members.
Recommendation Received	1/21/20	Via ballot, the committee members unanimously voted to award to the highest scoring vendor.

Evaluation Committee:

The proposals were reviewed by the Evaluation Committee, which consisted of two (2) voting members from the Fire and EMS Department and one (1) voting member from the Human Resources Department. One representative from the Fire and EMS Department served as a non-voting advisor.

Award Recommendation:

The Evaluation Committee unanimously recommends award of the contract to North Greenville Fitness (Travelers Rest, SC), the highest scoring vendor, as reflected by their comments provided below:

- Credentials for team to include [multiple] exercise physiologists. All are ACLS certified.
- North Greenville Fitness is capable of completing physicals in days versus weeks. Due to our other obligations, we need a company to complete physicals in days versus weeks.
- The vendor offers field testing and will develop a physical fitness program which was impressive.

Vendor Experience/Qualifications:

- North Greenville Fitness has been in the business of providing physical examinations and exercise programs for public safety departments since 1979.
- North Greenville Fitness tests approximately 12,000 public safety personnel per year for approximately 450 departments.

- The president of North Greenville Fitness is a multi-state licensed Registered Nurse with over 35 years' experience in testing and health enhancement programming, directly related to public Safety.
- North Greenville Fitness' program is reviewed by OSHA Compliance annually. This includes not only the program, but also the Physician's Certificate to meet all of OSHA's regulations under 1910.156,1910.120 and 1910.134.

Client Work History:

- **Anderson County Fire Department** (Anderson, SC)
- **Camden Fire Department** (Camden, SC)
- **Clarendon County Fire Department** (Manning, SC)

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, 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.

The recommended firm's cost proposal is within the Department's budget. Funds are budgeted each fiscal year for this on-going expense: General Fund - Fire/EMS Department - Special Operations - Pre-Employment Physical; 0101-410-2600-SPCO-6324.

A RESOLUTION

NO. _____

A RESOLUTION AUTHORIZING THE EXECUTION OF AN ANNUAL CONTRACT WITH NORTH GREENVILLE FITNESS (TRAVELERS REST, SC) TO PROVIDE MEDICAL EVALUATION SERVICES FOR THE COLUMBUS FIRE AND EMS DEPARTMENT ON AN “AS NEEDED” BASIS.

WHEREAS, an RFP was administered (RFP No. 20-0006) and four (4) proposals were received; and,

WHEREAS, the proposal submitted by North Greenville Fitness 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. The 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 North Greenville Fitness (Travelers Rest, SC) for medical evaluation services for the Columbus Fire and EMS Department on an “as needed” basis. Funds are budgeted each fiscal year for this ongoing expense: General Fund - Fire/EMS Department - Special Operations - Pre-Employment Physicals; 0101-410-2600-SPCO-6324.

Introduced at a regular meeting of the Council of Columbus, Georgia, held the _____ day of _____, 2020 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 Thompson voting _____.
- Councilor Woodson voting _____.

Sandra T. Davis, Clerk of Council

B.H. “Skip” Henderson III, Mayor