



**City of Coral Gables  
CITY COMMISSION MEETING  
October 26, 2010**

**ITEM TITLE:**

Resolution accepting the recommendation of the Chief Procurement Officer to award an HR Medical Services contract to Richard L. Dolsey PHC Inc., d/b/a Physicians Health Center pursuant to Section 2-828 of the Procurement Code and Request for Proposals (RFP) 2010.09.01 for an initial three (3) year term with two (2) additional one (1) year renewal options; further authorizing the execution of the contract.

**DEPARTMENT HEAD RECOMMENDATION:**

Approval.

**BRIEF HISTORY:**

The purpose of this contract is to provide HR Medical Services, which consists of pre-employment physical examinations, annual physical examinations, drug and alcohol testing, workers compensation services, fit-for-duty examinations, and other medical services required by applicable law, City policy or by labor contract.

On August 27<sup>th</sup>, 2010, the Procurement Division of the Finance Department formally advertised RFP 2010.09.01, HR Medical Services. Eleven (11) vendors downloaded the RFP from the Procurement website or picked up the package from the Procurement Division Office. On September 23, 2010, two (2) companies submitted proposals as follows: Larkin Community Hospital and Physicians Health Center. One (1) no bid response was received from Mercy Outpatient Center.

On September 24, 2010, the Evaluation Committee met to evaluate proposals using the following criteria: contractors' qualifications, professional's experience, facilities/location(s) and price. On October 4, 2010, the Evaluation Committee heard presentations from proposers and completed their evaluation. The Procurement Division evaluated proposal pricing separately from other evaluation criteria

This combined evaluation resulted in Physicians Health Center being selected by the Evaluation Committee as the most responsive and responsible proposer with a combined evaluation of ninety-eight (98) total points, while Larkin Community Hospital scored seventy-four (74) points out of a maximum of one-hundred (100) points.

**FINANCIAL INFORMATION: (If Applicable)**

No.	Amount	Account No.	Source of Funds
1.	\$24,435.00	001-1120-513-3130	General Fund
Total:	\$24,435.00	APPROVED BY: <i>Donald S. Miller</i>	

**APPROVED BY:**

Department Director	City Attorney	City Manager
<i>Donald S. Miller</i>	<i>J. B. Johnson</i>	<i>John P. Alborno</i>

**ATTACHMENT(S):**

1. Draft Resolution

2. Bid Evaluation

3. Bid Response

4. Bid Tabulation