



**City of Coral Gables**  
**CITY COMMISSION MEETING**  
**March 14, 2017**

**ITEM TITLE:**

A Resolution accepting the recommendation of the Chief Procurement Officer to award and negotiate the Occupational Health Services contract to Richard L. Dolsey PHC Inc. d/b/a Physicians Health Center., the most responsive-responsible proposer, pursuant to Section 2-828 of the Procurement Code entitled “Contract Award” and Request for Proposals (RFP) 2016.11.YG-3; with said contract running for a period of two (2) years with an option to renew for two (2) additional two (2) year periods exercisable at the option of the City Manager, subject to negotiations of unit prices and percentage discounts for each renewal term of the contract, pursuant to Section 2-768(h)(3) entitled “Competitive Sealed Proposals; Award”; should negotiations fail with the most responsive-responsible proposer, negotiations shall commence with next most responsive-responsible proposer until an agreement and contract amount acceptable to the City has been reached. *(This contract will primarily be used for pre-employment health screenings and workers compensation treatment services.)*

**DEPARTMENT HEAD RECOMMENDATION:**

Approval.

**BRIEF HISTORY:**

The purpose of this RFP is to solicit proposals to secure Occupational Health Services from a qualified, experienced, and licensed firm (“Proposer”) specializing in the area of occupational health. At a glance, the awarded firm (“Successful Proposer”) will be required to provide the City with pre-employment physical examination, annual physical examination, drug testing, fitness for duty examinations, return to work physical examination, treatment and diagnosis of work related injuries (worker’s compensation) and other contractual obligations (“Services”).

On November 15, 2016, the Procurement Division of Finance formally advertised, issued, and distributed Occupational Health Services, RFP 2016.11.YG-3. On November 30, 2016, a non-mandatory pre-proposal conference was held with seven (7) prospective proposers in attendance of the fifty-two (52) prospective proposers who downloaded the RFP package from Public Purchase, the City’s web based e-Procurement service. On January 5, 2017, three (3) proposals were received in response to the Occupational Health Services, RFP 2016.11.YG-3 from: Mount Sinai Medical Center of FLA, Inc., Occupational Health Centers of the Southwest PA d/b/a Concentra Medical Centers, and Richard L. Dolsey PHC Inc. d/b/a Physicians Health Center.

On February 9, 2017, the Evaluation Committee convened to evaluate the three (3) responsive proposals, and after oral presentations and a question and answer session with each firm, the Evaluation Committee ranked the three (3) firms in the following order: Richard L. Dolsey PHC Inc. d/b/a Physicians Health Center (top-ranked), Occupational Health Centers of the Southwest PA d/b/a Concentra Medical Centers (second ranked), and Mount Sinai Medical Center of FLA, Inc. (third ranked). The Evaluation Committee recommended that the City award and negotiate a contract with Richard L. Dolsey PHC Inc. d/b/a Physicians Health Center (the current provider). The Chief Procurement Officer, the Human Resources Department, and the Office of Labor Relations and Risk Management concur with the recommendation of the Evaluation Committee to award the Occupational Health Services contract to Richard L. Dolsey PHC Inc. d/b/a Physicians Health Center.

Compensation under this new contract will be based on the unit prices and percentage discounts proposed by the firm in their RFP response. After award of contract, the City reserves the right to negotiate the firm’s proposed pricing. Services under this new contract will be ordered on an as needed basis, subject to the availability of funds and budgetary approval at time of need. Between 2013 and 2016, the City spent an estimated annual average of \$28,000 for pre-employment and annual physicals (police and fire), drug testing, fitness for duty, return to work...etc) and an estimated annual average of \$44,000 for Workers’ Compensation Services (2012-2016).

**FINANCIAL INFORMATION:**

No.	Amount	Account No.	Source of Funds
1	\$ 50,419	001-1120-513-3130	General Fund
2	\$ 20,000	001-1040-513-3130	General Fund
3	\$2,965,000	540-0000-590-24-00	Workers Comp Insurance Cost
<b>Total:</b>	<b>\$3,035,419</b>	<b>APPROVED BY:</b>	

**ATTACHMENT(S):**

- 1. Draft Resolution
- 2. Evaluation Results
- 3. RFP Response