

## CITY OF CORAL GABLES

### -MEMORANDUM-

**TO:** Honorable Mayor and  
Members of the City Commission

**Date:** October 25, 2023

**FROM:** Peter J. Iglesias, P.E.  
City Manager

**SUBJECT:** Award Recommendation  
RFP 2023-022 Drug/Alcohol Screening &  
Physical Examination Services

---

At the next available City Commission Meeting an award recommendation for Request for Proposal (RFP) 2023-022 Drug/Alcohol Screening & Physical Examination Services will be included on the agenda. This memorandum serves to notify you that in accordance with Section 2-763 of the City Code entitled "Contract Award", my recommendation to the City Commission for award of the subject RFP is as follows:

- 1) Accept the recommendation of the Chief Procurement Officer to award the RFP and authorize negotiations with Richard L. Dolsey PHC, Inc. dba Physicians Health Center the highest ranked responsive and responsible proposer.
- 2) Should negotiations fail with the top-ranked proposer, negotiations may commence with the next highest ranked responsive-responsible proposer Occupational Health Centers of the Southwest, P.A. dba Concentra Medical Centers, if determined to be in the best interest of the city, until a satisfactory agreement and contract amount that is fair, competitive, and reasonable is reached.
- 3) Reaffirm the City's right to pursue alternative courses of action.

On August 14, 2023, the Procurement Division of Finance formally advertised, issued, and distributed Drug/Alcohol Screening & Physical Examination Services, RFP 2023-022. Twenty (20) prospective proposers were notified of the RFP package from INFOR.

On September 11, 2023, three (3) firms submitted proposals in response to the RFP: Occupational Health Centers of the Southwest, P.A. dba Concentra Medical Centers, Moya-Prida MD, Inc., and Richard L. Dolsey PHC, Inc. dba Physicians Health Center.

The responses were reviewed by the Procurement Division in order to determine responsiveness to the requirements of the RFP. All firms were deemed responsive.

On October 6, 2023, the Evaluation Committee convened to evaluate proposals and ranked the firms in the following order: Richard L. Dolsey PHC, Inc. dba Physicians Health Center (top-ranked) and Occupational Health Centers of the Southwest, P.A. dba Concentra Medical Centers (second ranked) and Moya-Prida MD, Inc. (third-ranked). The Evaluation Committee determined that Richard L. Dolsey PHC, Inc. dba Physicians Health Center, was the highest ranked responsive-responsible proposer for the services for an initial three (3) year term with two (2) one (1) year renewals.

The Evaluation Committee further recommended that should negotiations fail with Richard L. Dolsey PHC, Inc. dba Physicians Health Center negotiations could be conducted with the next ranked firm Occupational Health Centers of the Southwest, P.A. dba Concentra Medical Centers.

After successful negotiations, a Professional Services Agreement will be executed. A more detailed description of the RFP, proposal response and evaluation results will be provided to you as part of the Agenda package.

Please contact me should you have any questions.

Copy:

Cristina M. Suárez, City Attorney

Billy Y. Urquia, City Clerk

Alberto N. Parjus, Assistant City Manager

Raquel Elejabarrieta, Director, Human Resources

Jose Rodriguez, Assistant Director of Human Resources

Diana M. Gomez, Finance Director

Celeste S. Walker-Harmon, Chief Procurement Officer