

CITY OF SAULT STE. MARIE
REQUEST FOR PROPOSAL
Fire Department | Medical Assessments & Physical Evaluations
B-42-23

The City of Sault Ste. Marie will receive sealed bids in the office of the City Clerk, City Hall - 225 East Portage Ave., Sault Ste. Marie, Michigan 49783, for Medical Assessments & Physical Evaluations.

Sealed bids will be publicly opened on **3pm, Wednesday, October 25, 2023** in the City Clerk's office.

To order bid documents or for questions regarding the bidding process please contact the City Clerk's Office at (906) 632-5715 or visit www.saultcity.com.

The City reserves the right to reject any and all bids and to waive irregularities in bids and to accept any bids which in the opinion of the City Commission may be most advantageous to the City of Sault Ste. Marie and in accordance with the City's "Award Process" and other bidding documents.

ROBIN R. TROYER MMC, DEPUTY CITY MANAGER

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OVERVIEW

The City of Sault Ste. Marie is accepting sealed bids for the provision of 'medical assessments' and 'physical fitness evaluations' to be administered to fire department personnel. The Fire Department expects to provide these services to all sworn personnel, presently 19 uniformed employees. The number of personnel is an estimate at the time of this solicitation preparation and may be adjusted at a later date. Cost-per-member pricing shall remain firm for a one-year period if the City opts to have additional personnel evaluated.

Funding for 90% of this expenditure is being provided by the Federal Emergency Management Agency (FEMA) and the Department of Homeland Security (DHS) based on a grant application submitted under the Assistance to Firefighters Grant (AFG) Program. **All bids must be submitted on the enclosed forms before 3 p.m. on Wednesday, October 25, 2023.**

This invitation to bid encompasses Medical Assessments as directed by NFPA 1582 "Standard on Comprehensive Medical Program for fire departments. The City reserves the right to split the overall award to realize the greatest cost savings and receive the highest level of service. All bids will be reviewed, recommended, and awarded based on their individual merit.

Parameters

The Sault Ste. Marie Fire Department requires that the provider shall ensure that the physician administering the medical assessments is a licensed Doctor of Medicine or Osteopathy who has completed residency training in an accredited medical training program and/or is American Boards of Medical Specialties (ABMS) or American Osteopathic Association (AOA) board certified or international equivalent.

Medical Information system/confidentially

This specification is to ensure that information from baseline examinations is not improperly released and does not subsequently become harmful to uniformed personnel and their careers while being easily accessible for pre/post comparison in case of a major disaster.

- Medical information must be collected in a database that can provide both aggregate reports as well as information specific to the individual. This database must provide electronic security, and access will be exclusive to pre- authorized medical providers.
- The medical provider will identify and retain medical records, in a manner of their choosing, so that they can be secured as Sault Ste. Marie Fire Fighter personal medical records.
- At no time will an individual's medical information be released, or shared, with any city department and/or any other medical provider without written authorization by the employee.
- Requests for authorization to transfer or destroy any or all of the medical information must be made in writing to all involved individuals.

- Aggregate data may be provided to the Sault Ste. Marie Fire Chief to look at general trends, as long as data from the report cannot lead to the identity of a specific individual. Prior to report generation, contractors shall communicate with Fire Administration to ensure demographic data does not identify any specific individual.

Project Staff

The Proposer will identify the staff that will provide services defined in this ITB.

Provide a resume for key medical and management staff members as well as medical providers. Resumes should be no longer than three (3) pages and should contain the following information about each:

- ◆ Describe the role that s/he will serve.
- ◆ Position with the Company and work location
- ◆ Years with the Company
- ◆ Education, Licenses, and Certifications
- ◆ Work experience related to purpose of contract

Identify a Project Manager as a primary contact with the Fire Department for the duration of the contract, and a consistent point of contact for scheduling exams and other work scope matters. Also, identify the location of the Proposer's office that will serve this contract, and the clinic sites where the exams will be performed.

Please indicate the members of your project team who are sub-contractors (if any) to your organization. What is the ratio of staff to subcontractors in your proposed project team?

Follow-Up or Referral to Personal Physician, Specialist(s) or other Health Care Practitioner(s)

The NFPA 1582/Wellness-Fitness Initiative recognizes the importance of consultation and/or referral to outside health care providers and/or specialists. Only possible life threatening abnormal cardiac findings will become automatic referrals. Health care providers will be provided specific instructions for those referrals.

General follow-up care is **not** supported by this ITB. Uniformed personnel have the right to choose who provides follow-up care. Therefore, it becomes the individual uniformed personnel's responsibility for his/her medical provider selection and payment of any follow-up visits and or procedures.

When appropriate, and within the scope of practice, uniformed personnel, at their own expense, may choose the contracted medical provider to provide follow-up services.

II. SPECIFICATIONS – MEDICAL ASSESSMENT COMPONENTS

1. **Medical History Questionnaire** - According to NFPA 1582 7.5.1-3, a medical history questionnaire shall be completed by each member to provide baseline information with which to compare future medical concerns. A medical history questionnaire, which includes changes in health status and known occupational exposures since the previous evaluation, shall be completed by each member to provide follow-up information. Information on the questionnaire and interval concerns shall be reviewed with each member by the physician or designated medical evaluator.
2. **Physical Exam** - Each member scheduled for a physical exam shall receive evaluation of the following concentrations that are identified in Chapter 7 of the NFPA 1582 Standard. These items include:

- Vital signs
- Medical history / medical conditions
- Head and Neck
- Eyes and Vision
- Ears and hearing
- Nose, Oropharynx, Trachea, Esophagus, & Larynx
- Lungs and Chest Wall
- Heart and Vascular system
- Abdominal organs
- Gastrointestinal system
- Genitourinary (including Pap smear, testicular exam)
- Hernia
- Urinary system
- Spine and axial skeleton
- Extremities
- Neurological disorders
- Skin
- Blood and blood-forming organs
- Endocrine and metabolic disorders
- Lymphatic system
- Systemic diseases and miscellaneous conditions
- Tumors and malignant diseases
- Breast
- Musculoskeletal system

3. **Blood Work** - Blood testing shall be performed and shall include the following:
 - CBC with differential, RBC indices and morphology, and platelet count
 - Electrolytes (Na, K, HCO₃, or CO₂)
 - Renal function (BUN, creatinine)
 - Glucose
 - Liver function tests (ALT, AST, direct and indirect bilirubin, alkaline phosphatase)
 - Total cholesterol, HDL, LDL, clinically useful lipid ratios (eg. percent LDL), and triglycerides
 - Prostate specific antigen (PSA) after age 40
 - Testosterone levels
4. **Coronary Calcium Scan** - Performed using specialized x-ray technology ie: multidetector row or multislice computerized tomography (CT). The scan creates multiple images that show any plaque deposits in blood vessels.
5. **Urine Lab Tests** - The urine laboratory tests required shall include the following:
 - Dipstick analysis for glucose, ketones, leukocyte esterase, protein, blood, and bilirubin
 - Microscopic analysis for RBC, WBC, casts, and crystals if indicated by results of dipstick analysis
 - Analysis for occupational chemical exposure if indicated

6. **Audiology** - Audiology thresholds shall be assessed in each ear at each of the following frequencies:
 - 500 Hz
 - 1000 Hz
 - 2000 Hz
 - 3000 Hz
 - 4000 Hz
 - 6000 Hz
 - 8000 Hz
7. **Spirometry** - Pulmonary function testing shall be conducted to measure the member's forced vital capacity (FVC), forced expiratory volume in 1 second (FEV1), and the FEV1/FVC ratio.
8. **Chest Radiographs** - Chest x-rays shall be performed as part of the medical evaluation.
9. **Electrocardiograms** - A resting 12 lead EKG shall be performed as part of the medical evaluation as well as a Stress EKG during the physical fitness exam.
10. **Immunizations and Infectious Disease Screening** - Prescreening and immunization against biological threat agents shall be made available to members following CDC guidelines or recommendations. All members shall be immunized against infectious diseases as required by the AHJ and by 29 CFR 1910.1030. The contracted physician shall ensure that all members are offered currently recommended immunizations and titers. The following infectious disease immunizations, titers, or infectious disease screenings shall be provided, as indicated:
 - Tuberculosis screen (PPD) – according to CDC guidelines unless member has a history of positive PPD, in which case CDC guidelines for management and subsequent chest radiographic surveillance shall be followed
 - Hepatitis C virus screen – baseline and following occupational exposure
 - Hepatitis B virus vaccinations and titers – as specified in CSC guidelines
 - Tetanus/diphtheria vaccine – booster every 10 years
 - Measles, mumps, rubella vaccine (MMR) – one dose of MMR vaccine to members born after 1957 without prior immunization and/or evidence of immunity as outlined in *Morbidity and Mortality Weekly Report* 49(2000): 1-22
 - Polio vaccine - a single booster of IPV for members traveling to endemic areas in the line of duty, or as outlined in *Morbidity and Mortality Weekly Report* 49(2000): 1-22
 - Hepatitis A vaccine – offered to high-risk (HazMat, USAR, and SCUBA team members) and other personnel with frequent or expected exposures to contaminated water
 - Varicella vaccine – offered to all non-immune personnel
 - Influenza vaccine – offered to all personnel annually
 - HIV screening – available to all personnel
11. **Colon Cancer Screening** - Fecal occult blood testing shall be provided to all members above the age of 30 or earlier if clinically indicated. Screening colonoscopy services shall be recommended to all members above the age of 50 or earlier if clinically indicated.
12. **Written Documentation** - The service provider shall provide each participant with written documentation of testing results and evaluation. These results may be used in the future to predict trends and intrapersonal directional assistance, when available. Testing for illegal drugs shall not be performed as part of the annual medical evaluation.

* All medical information and findings shall remain confidential.

13. **Review of results** - Any blood work, urinalysis, or other pre-examination work should be completed in such a way for the examining physician to have the results to review with the individual at the time of the exam. If multiple trips are involved, this shall be identified in the proposal for scheduling purposes. In an effort to reduce the impact on the participating members and Fire Department, it is desirable for the physical evaluations and body material analysis be conducted during the same appointment.
14. **Professional Review of results and copy** - A medical practitioner (M.D., D.O., P.A., or N.P.) shall review all medical assessment findings with each member. The member shall be given an optional private individual opportunity to review such findings and have an opportunity to present any questions and concerns. The contractor shall provide each member a comprehensive hard copy of the collected statistical analysis.
15. **Location of Evaluations** - The Fire Department prefers to have the medical assessments conducted at a medically licensed and insured **mobile** facility provided by the vendor that will be positioned on the City of Sault Ste. Marie' property under agreement between the Fire Chief (or his representative) and contractor(s) as opposed to an off-site medical location out of the convenience and cost minimization.

Proposals that are not able to provide mobile facilities will not be excluded from consideration. If mobile facilities are not available, facility locations to be used shall be identified along with any deviation in scheduled hours identified.
16. **Summary Profile** - A summary profile shall be provided to the Fire Department through the Fire Chief (or his representative) identifying trends, department-wide recommendations, and a general data summary including comparisons between other benchmarks and previous test results, if available. This summary shall be suitable for sharing with the entire membership.
17. **Future Assessment** - For future assessments, the contractor shall agree to confidentially provide the information collected from these assessments (upon request of the member), to the medical professional of their choosing for future medical assessment/reference purposes.
18. **Assessment Scheduling** - Scheduling shall be coordinated with the Fire Chief (or his representative). Scheduling shall be conducted on 3 consecutive days in order to accommodate multiple shift schedules. The assessments are to be conducted from 8:00 AM to 5:00 PM. This provides each shift three opportunities to satisfy their mandatory participation requirement. If members are unable to participate in the mandatory assessments within the previously mentioned time period, provisions must be made to ensure that each member is given alternative options to completely satisfy his or her requirements. These options must remain local (within a fifty mile radius from the Sault Ste. Marie border), remain convenient to both the member and the fire department, and provide all the necessary components of the assessments while being performed.

III.**BID FORM – 3 Pages**

<u>DESCRIPTION</u>	<u>QTY</u>	<u>COST PER MEMBER</u>	<u>TOTAL BID</u>
<p>A complete and comprehensive medical assessment in accordance with NFPA 1582 (and ITB specifications) to be completed by April 30, 2024 for all uniformed personnel. (Please complete the itemized unit price listing on the following page.)</p> <p>Do you have a mobile facility in which you are able to provide the medical assessments? Yes No</p>	19	\$ _____	\$ _____

	UNIT PRICE:
Physical Exam	\$ _____
Blood Work	\$ _____
Calcium Scan	\$ _____
Urine Lab Tests	\$ _____
Audiology	\$ _____
Spirometry	\$ _____
Chest Radiographs	\$ _____
Electrocardiograms	\$ _____
Immunizations and Infectious Disease Screening:	
• Tuberculosis screen (PPD)	\$ _____
• Hepatitis C virus screen	\$ _____

• Hepatitis B virus vaccinations and titers	\$
• Tetanus/diphtheria vaccine	\$
• Measles, mumps, rubella vaccine (MMR)	\$
• Polio vaccine	\$
• Hepatitis A vaccine	\$
• Varicella vaccine	\$
• Influenza vaccine	\$
• HIV screening	\$
• Colon Cancer Screening	\$
• Covid-19 Vaccination	\$

Note: All bidders must list as an attachment to the bid form submitted, a listing of any and all additional costs and fees that may be charged, including:

- Travel
- Vehicle/Equipment rental/use
- Food
- Testing/services not otherwise listed.
- Fees for after-hours/overtime/weekend services
- Mileage
- Overnight accommodations
- Per diem allowances

BID AGREEMENT

The undersigned hereby declares that the instructions and specifications have been carefully examined and bidder will provide medical and/or fitness evaluations for fire personnel that comply with the National Fire Protection Association standard titled: NFPA 1582 Standard on Comprehensive Occupational Medical Program for Fire Departments 2022 Edition. It is the intention of the City to conduct medical and fitness evaluations on 19 sworn fire personnel. It is understood and agreed that all bid prices shall remain in effect for at least ninety (90) days from the date of the bid opening to allow for the award of the bid.

The undersigned bidder further agrees and understands that the City of Sault Ste. Marie is reserving the right to reject any and all bids and the right to waive irregularities in bidding if it determines such action to be in the best interest of the City. The City reserves the right to split all bids to realize the greatest cost savings.

I hereby state that I have read, understand and agree to be bound by all the terms of this bid document. The undersigned certifies that he has downloaded all documents/addendums associated with this bid.

SIGNED: _____

PRINTED NAME: _____

TITLE: _____

FIRM NAME: _____

PHONE NUMBER: _____

EMAIL: _____

ADDRESS ENVELOPE:

City of Sault Ste. Marie
Attention City Clerk's Office
225 East Portage Avenue
Sault Ste. Marie, MI 49783
B-42-23 **FD Medical Assessments & Physical Fitness Evaluations**