


ISSUING AGENCY – CITY OF SCOTTSDALE	
	<b>FORMAL REQUEST FOR PROPOSAL</b>  <b>26RFP056</b>  <b>EMPLOYMENT RELATED MEDICAL SERVICES</b>

CRITICAL DATES	
<b>PROPOSAL SUBMITTAL DUE:</b>	<b>2:00 PM Local Time, July 1, 2026</b>
<b>QUESTIONS DUE:</b>	<b>2:00 PM Local Time, July 13, 2026</b>

SUBMITTAL RECEIPT AND OPENING
<p>The City of Scottsdale is utilizing Bonfire Interactive to provide a procurement portal that allows access to business opportunities and to submit bids and proposals electronically. If you are not registered as a City of Scottsdale Bonfire vendor visit the Bonfire portal at <a href="https://cityofscottsdale.az.bonfirehub.com">City of Scottsdale, AZ (bonfirehub.com)</a> then follow the link to the Bonfire vendor registration page to register your company. Registration is <u>easy and free</u>. If you have any challenges with the registration process, please contact Bonfire Interactive Support at <a href="mailto:support@gobonfire.com">support@gobonfire.com</a>.</p> <p><b>SEALED SOLICITATION SUBMITTALS WILL BE ELECTRONICALLY RECEIVED</b> until the time and date stated in the portal and in the <b>CRITICAL DATES</b> section of the solicitation document. It shall be the responsibility of the proposer to confirm that proposals contain all required documents and are submitted electronically through the City of Scottsdale procurement portal at: <a href="https://cityofscottsdale.az.bonfirehub.com">City of Scottsdale, AZ (bonfirehub.com)</a>.</p> <p><b>LATE SUBMITTALS WILL NOT BE ACCEPTED</b> The Purchasing office will conduct a remote/online Microsoft Teams Live Event meeting for the public opening of the solicitation. To virtually attend this meeting, visit us online by clicking the following link <a href="#">26RFP056</a>.</p> <p>It is strongly recommended you begin your submission upload process at least one (1) day prior to the deadline. Any technical or internet-related issues that may arise during your submission are not grounds to extend the deadline.</p>


INFORMATION REQUESTS
<p><b>Requests for any information relating to this solicitation should be directed to the purchasing staff listed below:</b></p> <p style="text-align: center;"> Josh Dukelow  Buyer  jdukelow@scottsdaleaz.gov  480-312-5715 </p> <p>Bidders shall not contact any City of Scottsdale employee, officer, or director other than purchasing regarding this solicitation until after the award of a contract. Any such unauthorized contact may result in bidder being disqualified from further consideration.</p>

## INSTRUCTIONS TO BIDDERS AND GENERAL TERMS AND CONDITIONS

The Instructions to Bidders and General Terms and Conditions for formal solicitations, are listed as attachments A and B as outlined below and shall be downloaded by prospective Bidders as part of the solicitation.

**Attachment A - Formal Solicitation Instructions to Bidders** (current version at time of posting). Applies to all formal Invitation for Bids (IFB) and Request for Proposals (RFP).

**Attachment B - Formal Solicitation General Terms and Conditions** (current version at time of posting). Applies to all formal Invitation for Bids (IFB) and Request for Proposals (RFP).

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SECTION 1 - INTRODUCTION	
	<p><b>FORMAL REQUEST FOR PROPOSAL</b></p> <p><b>26RFP056</b></p> <p><b>EMPLOYMENT RELATED MEDICAL SERVICES</b></p>

**A. INTENT**

1. The City of Scottsdale invites sealed proposals from qualified firms in order to enter into a contract with an occupational medical healthcare provider with laboratory access for the treatment of various employment-related physicals and medical tests.

**B. BACKGROUND**

1. Located in the beautiful Sonoran Desert, Scottsdale, Arizona is bordered by Phoenix to the west and the McDowell Mountains on the east. Scottsdale is annually rated among the nation's most desirable communities to live in, visit and do business in. Scottsdale's vibrant Old Town is considered the finest urban center in Arizona. It is home to more than 90 restaurants, 320 retail shops and more than 80 art galleries. Scottsdale's McDowell Sonoran Preserve, in the city's northern reaches, is the largest urban wilderness area in the United States and features more than 60 miles of trails through diverse and scenic desert terrain.
2. The City of Scottsdale is organized into multiple City departments and divisions, and has over 2,600 City employees (part-time, full-time, temporary/seasonal, and job share). For review of the City of Scottsdale's organizational structure, please click here: [City of Scottsdale Org Chart](#).

SECTION 2 – STATEMENT OF NEED	
	<p><b>FORMAL REQUEST FOR PROPOSAL</b></p> <p><b>26RFP056</b></p> <p><b>EMPLOYMENT RELATED MEDICAL SERVICES</b></p>

#### A. SPECIFICATIONS

1. The City of Scottsdale has over 2,600 employees that include full-time, part-time, job share, and temporary employees. The City also utilizes the services of volunteers and contract workers. The City desires to contract with qualified vendors to provide pre-employment physicals (to include Arizona Peace Officer Standards and Training or AZ POST), drug/alcohol/urinalysis screens (to include reasonable suspicion/post-accident), breathalyzer, and Commercial Driver's License (CDL)/non-CDL Federal Transit Authority (FTA) random drug screenings. The pre-employment requirements are based on Safety Sensitive positions and Department of Transportation (DOT) requirements. Fire Department sworn personnel are not included as they have a separate contract for these services. The City's job descriptions that contain the pre-employment requirements can be viewed or obtained through the following link:

<https://www.governmentjobs.com/careers/scottsdaleaz/classspecs>

2. The Contractor shall provide employment related medical services including, but not limited to the following:
  - Physical Exams (including DOT medical certification physicals)
  - Peace Officer Standards and Training (P.O.S.T.) physicals
  - Audiograms
  - Color vision tests (Ishihara, Titmus)
  - Respirator/pulmonary function tests
  - CDL and non-CDL drug testing
  - Urine and/or breath alcohol testing
  - Onsite random drug testing
3. The Contractor shall have the capability of providing all of the services, as described herein, to those individuals referred by the City under normal or other conditions (i.e. emergency).

All services provided in conjunction with the following, must meet or exceed applicable Federal, state and local standards, including applicable accreditations:

- Actual collection and transportation of specimens
- Testing
- Evaluation and reporting procedures
- Record administration

These services may be provided in conjunction with situations that include, but are not limited to pre-employment, random, reasonable suspicion, post-accident, or follow-up testing.

4. Contractor shall provide work-related drug testing for applicable employees, potential City of Scottsdale employees, applicable volunteers, and contract workers.

5. Contractor shall provide specialized employment exams for employees or potential City of Scottsdale employees.
6. Contractor shall have and maintain adequate staffing levels of experienced personnel capable to accomplishment the work to be performed under this contract.

#### 7. Collection Services

- 7.1 Contractor shall have and maintain collection/testing facilities that are stationed within the corporate limits of Scottsdale, Mesa, and Phoenix throughout the initial contract term and any exercised contract extensions, with at least one twenty-four (24) hour, seven (7) days a week facility.
- 7.2 Contractor shall provide at minimum the following:
  - All applicable Chain of Custody forms
  - Specimen supply kits for urine collection
  - Specimen supply kits for oral fluid collection
- 7.3 Contractor shall have the ability to provide at least 100 oral fluid collection kits at one time on an annual basis, for the mass seasonal hiring process (temporary staff) as requested by the City.
- 7.4 Contractor shall have the ability to provide on-site staff to collect oral fluid tests at multiple dates at a location designated by the City of Scottsdale.
- 7.5 Contractor shall have the ability to provide pre-printed Chain of Custody forms for specimen supply kits. All Chain of Custody forms and supportive documentation shall, at a minimum, comply with procedures established by the laboratory certifying agencies and reflect reported test results including any other information required at the Federal and state agency levels.
- 7.6 Contractor shall have and maintain third-party collection site locations within and outside the State of Arizona, for out-of-state candidates, with the ability to provide overnight mail delivery from the third-party collection sites. The Contractor shall be able to accommodate mobile unit collection, including the ability to provide services outside normal business hours.
- 7.7 Collection sites must be able to accommodate random selection/notification for:
  - Testing
  - Collection/testing of blood
  - Collection/testing of urine
  - Vision testing to include testing for color blindness
  - Collection/testing of oral fluid
  - Breath alcohol testing

#### 8. Laboratory Services

- 8.1 Contractor, with or without subcontractors, shall have direct access to a qualified, accredited and/or certified laboratory (i.e., Commission on Laboratory Accreditation of the College of American Pathologists).
- 8.2 Laboratory shall have the ability to successfully perform laboratory testing of each of the Panels for breathalyzers, urine, and oral fluid specimens. See Exhibit F – Example List of Required 9

Panel Drug Screen for details, the City is open to recommendations based on industry standards and best practices regarding panel testing options.

- 8.3 Laboratory shall only use approved equipment and testing procedures for conducting workplace drug and alcohol testing per the Department of Transportation's (DOT) rule, 49 CFR Part 40.
- 8.4 Security controls and procedures for the facility, specimens, computer systems, and chain of custody shall meet or exceed industry standards and requirements.
- 8.5 Specimen storage, retrieval, and/or transportation shall be performed by the Contractor in accordance with industry standards and/or regulations.
- 8.6 Whether a "positive" or "negative" screen or confirmation, documentation and reporting of test results, shall be provided to the designated individual(s) in the City's Human Resources Department or the designated Medical Review Officer (MRO) in accordance with DOT requirements (Exhibit A) and non-DOT requirements (Exhibit B).

#### 9. Medical Review Officer (MRO) Services

- 9.1 In accordance with Department of Transportation's (DOT) rule, 49 CFR Part 40, the workplace drug and alcohol testing program shall include utilization of a MRO who must be a licensed physician with the knowledge of substance abuse disorders and appropriate medical training to interpret and evaluate a confirmed positive test result, medical history, and other biomedical information relevant to this review.
- 9.2 The MRO shall have no connection or vested interest whatsoever with the designated laboratory that performs the laboratory analysis and report the test results.
- 9.3 The City reserves the right to separately contract services for an MRO as necessary. The Contractor shall agree to utilize the services of the City's contracted MRO if requested.

#### 10. Exam Requirements

- 10.1 The Contractor shall **NOT** request family medical history or genetic information. Age, race, sexual orientation, gender, or any other non-work related characteristics shall not be considered as the basis for any decision including ordering any required and/or involuntary test.
- 10.2 The contracted authorized medical professional shall make an independent medical assessment based upon a reasonable degree of medical certainty about whether the employee being evaluated can safely perform the essential functions of his or her job.
- 10.3 Contractor shall supply all necessary ancillary supplies to perform the required testing and any medical evaluation at no additional cost to the City.

#### *Medical Examination Packages*

The City of Scottsdale has "Medical Examination Packages" that contain the minimum requirements for the applicable examinations to include, but not limited to, the following:

#### 10.4 Non-P.O.S.T Pre-Placement Physical Exam

*(For all applicable positions that require a Non-DOT physical; apart from Police Officers, and other identified Police Department job classifications.)*

- Blood pressure, pulse, urine analysis, and basic vision testing

- Audiogram under the supervision of a licensed audiologist (if applicable)
- Color vision test (Titmus/Ishihara, if applicable)
- Lifting and/or body mechanics assessments (if applicable)

10.5 *Respirator Physical with Pulmonary Function Test*

- Blood pressure, pulse, urine analysis, and basic vision testing
- Color vision test (Titmus/Ishihara, if applicable)
- Respirator Physical
- Pulmonary Function Test
- Quantitative Respiratory Fit Test for N95, full face and half face respirators
- OSHA Respiratory Protection Standard and Questionnaire

10.6 *Pre-Placement Physical Exam for (P.O.S.T.) Certified Police Officers*

- Blood pressure, pulse, urine analysis and basic vision testing
- Audiogram under the supervision of a licensed audiologist (if applicable)
- Color vision test (Titmus/Ishihara, if applicable)
- Bloodwork

10.7 Within 24 hours from the completion of any pre-employment exam, the Contractor shall submit to the City of Scottsdale Human Resources Department via secured email, the following:

- A completed “Release Form” signed by a licensed physician the indicates either (a) Candidate can perform the essential functions of the job; (b) Candidate is unable to perform the essential functions of the job; or (c) Candidate requires further review and/or testing.

10.8 Contractor shall provide and complete all applicable AZ POST forms as required for applicable positions. <https://post.az.gov/administration/agency-forms>

10.9 Contractor shall provide test results of all exams, within 24 hours of the exam, via secure email to a designee in the City’s Human Resources Department.

11. *CDL/FTA Random Workplace Drug and Alcohol Testing Program*

11.1 Contractor shall utilize a certified laboratory and a MRO for the random Workplace Drug and Alcohol Testing program, including but not limited to performing the following:

- Random drug screening
- CDL post-accident Breath Alcohol Testing
- Urine collection for testing per Federal Motor Carrier Regulations

11.2 Contractor shall complete urine collection of random drug testing within two (2) hours of employees’ arrival at the facility.

11.3 Contractor shall perform urine collection and breath alcohol testing on an as needed basis for CDL/FTA post accidents and as defined by the Department of Transportation’s (DOT) rule, 49 CFR Part 40, as well as 49 CFR Part 655, Prevention of Alcohol Misuse and Prohibited Drug Use in Transit Operations.

11.4 Contractor shall provide a method of performing a random selection of CDL drivers and covered FTA employees to be tested based upon the City’s selection pool.



- 11.5 The City's Human Resource Department will provide the selection pool, number of persons to be selected and request a random draw approximately once per month for each CDL & FTA program.
- 11.6 Contractor shall notify the City Human Resources Department's designee of those randomly selected for testing via a list through secure email. This list is to include the employee name, supervisor name, department, and employee ID number.
- 11.7 Contractor shall provide an adequate number of personnel for collection, and notification to the City's Human Resources Department designee or designated MRO of the results within 24 hours. Mobile unit capabilities as necessary shall be available.
- 11.8 The City will provide the awarded Contractor with a written process of the City's CDL RANDOM and FTA DRUG AND ALCOHOL TESTING PROGRAM.

## 12. Post-Accident and Reasonable Suspicion Drug and Alcohol Testing

- 12.1 Contractor shall utilize a certified laboratory and a MRO, including but not limited to, for performing Breath Alcohol Testing and urine collection for testing.
- 12.2 Contractor shall complete urine collection of alcohol/drug testing within two (2) hours of employees' arrival at the facility.
- 12.3 Contractor shall perform urine collection and breath alcohol testing on an as needed basis for post-accident testing.
- 12.4 Contractor shall provide an adequate number of personnel for collection, and notification to the City's Human Resources Department designee or designated MRO of the results within 24 hours. Mobile unit capabilities as necessary shall be available.
- 12.5 The City's "Medication and Substance Abuse Policy" is included in this solicitation as Exhibit C. The City's "Compliance with DOT Regulations Regarding Drugs and Alcohol Policy" is included in this solicitation as Exhibit D. The City's "Commercial Driver's License Policy" is included in this solicitation as Exhibit E.

## **B. CONTRACTOR QUALIFICATIONS**

1. The Contractor shall have the credentials, experience, expertise, record of successful performance, trained personnel, designated equipment/materials/supplies, as required to satisfy applicable Federal, State, and City policies, mandates, requirements, and all other applicable regulations for the term of this Contract.
2. The Contractor shall have been conducting business for a **MINIMUM** of three (3) consecutive years. Contractor shall have been providing similar services, with similar frequencies and to a degree & scope similar to those outlined in this solicitation.
3. The Contractor **SHALL** have and maintain a Local Presence, which is to say, Contractor's place of business **SHALL** be physically located in the Scottsdale/Phoenix metropolitan area, with the ability and authority to address all Contract issues that may develop. Further, Contractor shall have and maintain collection/testing facilities that are stationed within the corporate limits of Scottsdale, Mesa, and Phoenix throughout the initial contract term and any exercised contract extensions, with at least one twenty-four (24) hour facility.

4. The Consultant shall be in compliance with all applicable Federal, State, Local, ANSI and OSHA laws, rules and regulations and all other applicable regulations for the term of this contract and any subsequent contract extensions.
5. The Consultant, without additional expense to the City, shall be responsible for obtaining and maintaining any necessary licenses, permits, or registrations required in connection with the completion of the required services herein.

#### **C. CONTRACTOR'S RESPONSIBILITIES**

1. The Contractor is encouraged to read the Solicitation documents very carefully, as the City of Scottsdale shall not be responsible for errors and omissions on the part of the Contractor.
2. The Contractor shall familiarize themselves with the nature and extent of the solicitation and contract documents, work to be performed, all local conditions, and federal, state and local laws, ordinances, rules and regulations that may in any manner affect cost, progress or performance of the work.
3. The Contractor shall furnish all labor, equipment, supervision, and any other necessary services required for the successful completion of the scope of work described herein. The Contractor shall have sufficient personnel and equipment to complete all work requests, as defined in this Solicitation, in the time frame required by the COS Contract Administrator.
4. The Contractor may not subcontract any segment or services covered herein, without prior approval of the Contract Administrator. All subcontractors used under the scope of this contract shall meet all requirements, terms and conditions set forth herein. All subcontracted services shall be warranted by and be the responsibility of the Contractor.

#### **D. CITY'S RESPONSIBILITIES**

1. The Contract Administrator for the resulting contract shall be Sue Sola the Human Resources Manager or designee.

### SECTION 3 - SPECIAL TERMS AND CONDITIONS



#### FORMAL REQUEST FOR PROPOSAL

26RFP056

#### EMPLOYMENT RELATED MEDICAL SERVICES

#### 1. **ACCEPTANCE / AGREEMENT**

Contractor shall act under the authority and approval of the Contract Administrator for the City, further named herein, to provide the services required by this Contract.

If for any reason the Offeror should fail to accept in writing, any conduct by Offeror which recognizes the existence of a Contract/Agreement pertaining to the subject matter hereof shall constitute acceptance by Offeror of the Contract/Agreement and all of its terms and conditions. Any terms proposed in Offeror's acceptance of City's Contract which adds to, varies from or conflicts with the terms herein are hereby rejected by the City. Any such proposed terms shall be void and the terms herein shall constitute the complete and exclusive statement of the terms and conditions of the Contract/Agreement between the parties.

#### 2. **ACCURACY OF WORK**

The Contractor shall be responsible for the accuracy of the work requested and shall promptly make all necessary revisions or corrections without additional compensation. Acceptance of the work by the Project Manager will not relieve the Contractor of the responsibility for subsequent correction of any errors and the clarification of any ambiguities. Failure to meet accuracy standards may be treated as a material breach of this Agreement.

#### 3. **ADDITIONAL LOCATIONS**

The City of Scottsdale reserves the right to add or subtract to this Contract as the need arises due to changes in the amount of buildings. In the event the City needs to add to this Contract, the pricing for any additions to services shall be applied per the applicable Contract unit costs. Any additions or subtractions to the Contract shall be done via a written amendment and be a **MINIMUM** of thirty (30) days prior to the changes taking effect.

#### 4. **BACKGROUND CHECK**

The Contractor acknowledges that the City may require a background and/or criminal records check of Contractor, which may include fingerprinting. If, in the City's sole discretion, the City determines that the Contractor refused to participate in a background and/or criminal records check or the City no longer wishes to contract with the Contractor due to the results of a background and/or criminal records check, the CITY may terminate this agreement effective immediately upon the CITY'S notice to the Contractor.

#### 5. **CITY ASSURANCE**

The Contract Administrator shall report to the Contractor in writing, via email, or other written documentation, all deficiencies in the quality of performance of the maintenance service. All

communication, written or verbal, between the City of Scottsdale and the Contractor shall be in English.

All deficiencies in the performance of the Contractor's service shall be corrected promptly by the Contractor as directed by the Contract Administrator.

The Contract Administrator may monitor and review the performance of the Contractor and employees. The outcomes of this oversight may have a direct bearing on the opportunity to negotiate a renewal of the Contract, when applicable.

## **6. CITY OBSERVED HOLIDAYS**

City holiday time frame to be 6:00 P.M. the eve of the holiday until 6:00 A.M. on the day after the holiday.

City Holidays Include: New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day (plus Day after Thanksgiving), Christmas Day.

- |                           |  |
|---------------------------|--|
| a. New Year's Day         | January 1st (or Friday before or Monday after)   |
| b. Martin Luther King Day | 3rd Monday in January                            |
| c. President's Day        | 3rd Monday in February                           |
| d. Memorial Day           | Last Monday in May                               |
| e. Juneteenth             | June 19 <sup>th</sup>                            |
| f. Independence Day       | July 4th (or Friday before or Monday after)      |
| g. Labor Day              | 1st Monday in September                          |
| h. Veteran's Day          | November 11 (or Friday before or Monday after)   |
| i. Thanksgiving Day       | 4th Thursday in November                         |
| j. Day after Thanksgiving | 4th Friday in November                           |
| k. Christmas Day          | December 25th (or Friday before or Monday after) |

## **7. COMPLETENESS AND ACCURACY**

The Consultant will be responsible for the completeness and accuracy of work prepared by the Consultant and will correct, at its expense, all errors or omissions which may be disclosed. The cost to correct those errors will be chargeable to the Consultant. Additional construction added to the project will not be the responsibility of the Consultant unless the need for additional construction was created by any error, omission, or negligent act of the Consultant. The City's acceptance of the Consultant's work will not relieve the Consultant of any of its responsibilities. The professional standard to which the Consultant is held will be that of a similar Consultant as practiced in the State of Arizona.

## **8. CONTRACT ADMINISTRATION**

The Contract Administrator, as identified in the Statement of Need shall audit the billings, approve payments, establish schedules, approve addenda to the contract, and generally be responsible for overseeing the execution of the contract.

## **9. DELAYS AND EXTENSIONS**

During the course of this Contract, if deemed in the best interest of the City of Scottsdale, an extension of time may be granted. However, any time extension so granted shall not constitute or operate as a waiver by the City of Scottsdale of any of its rights herein.

## **10. FREIGHT**

All shipments of goods covered under the scope of this Contract are F.O.B. City of Scottsdale. All standard freight and/or delivery charges shall be included in the unit pricing quoted/bid herein. The only allowable freight and/or delivery charges shall be if the Contract Administrator specifically requests other than standard freight and/or delivery (e.g., overnight delivery, etc.). Special freight charges shall be quoted to and authorized by the Contract Administrator prior to invoicing.

## **11. INSURANCE REQUIREMENTS**

### **Insurance Representations and Requirements**

#### General

Contractor agrees to comply with all applicable City ordinances and state and federal laws and regulations.

Without limiting any obligations or liabilities of Contractor, must purchase and maintain, at its own expense, this Contract's stipulated minimum insurance with insurance companies properly licensed by the State of Arizona (admitted insurer) with an AM Best, Inc. rating of B ++ 6 or above or an equivalent qualified unlicensed insurer by the State of Arizona (non-admitted insurer) with policies and forms satisfactory to City of Scottsdale. Failure to maintain insurance as specified may result in termination of this Contract at City of Scottsdale's option.

#### No Representation of Coverage Adequacy

By requiring the insurance stated in this Contract, the City of Scottsdale does not represent that coverage and limits will be adequate to protect Contractor. City of Scottsdale reserves the right to review any and all of the insurance policies and/or endorsements required by this Contract but have no obligation to do so. Failure to demand any evidence of full compliance with the insurance requirements stated in this Contract or failure to identify any insurance deficiency does not relieve Contractor from, nor may it be construed or considered a waiver of Contractor's obligation to maintain the required insurance at all times during the performance of this Contract.

#### Coverage Term

All insurance required by this Contract must be maintained in full force and effect until all work or services required to be performed under the terms of this Contract are satisfactorily performed, completed and formally accepted by The City of Scottsdale, unless specified otherwise in this Contract.

#### Claims Made

In the event any insurance policies required by this Contract are written on a "claims made" basis, coverage shall continue uninterrupted throughout the term of this Contract by keeping coverage in force using the effective date of this Contract as the retroactive date on all "claims made" policies. The retroactive date for exclusion of claims must be on or before the effective date of this Contract and can never be after the effective date of this Contract. Upon completion or termination of this Contract, the "claims made" coverage shall be extended for an additional three (3) years using the original retroactive date, either through purchasing an extended reporting option; or by continued renewal of the original insurance policies. Submission of annual Certificates of Insurance, citing the applicable coverages and provisions specified herein, shall continue for three (3) years past the completion or termination of this Contract.

#### Policy Deductibles and or Self-Insured Retentions

The policy requirements may provide coverage which contains deductibles or self-insured retention amounts. Any deductibles or self-insured retention are not applicable to the policy limits provided to City of Scottsdale. Contractor is solely responsible for any deductible or self-insured retention

amount. City of Scottsdale, at its option, may require Contractor to secure payment of any deductible or self-insured retention by a surety bond or irrevocable and unconditional letter of credit.

#### Use of Subcontractors

If any work under this Contract is subcontracted in any way, Contractor must execute a written agreement with Subcontractor containing the same Indemnification Clause and Insurance Requirements as stated in this Contract protecting City of Scottsdale and Contractor. Contractor will be responsible for executing the agreement with Subcontractor and obtaining Certificates of Insurance verifying the insurance requirements.

#### Evidence of Insurance and Required Endorsements

Before starting any work or services under this Contract, Contractor must furnish City of Scottsdale with Certificate(s) of Insurance, or formal endorsements as required by this Contract, issued by Contractor's insurer(s) as evidence that policies are placed with acceptable insurers as specified in this Contract and provide the required coverage, conditions, and limits of coverage and that this coverage and the provisions are in full force and effect. If a Certificate of Insurance is submitted as verification of coverage, City of Scottsdale will reasonably rely upon the Certificate of Insurance as evidence of coverage, but this acceptance and reliance will not waive or alter in any way the insurance requirements or obligations of this agreement. If any of the above cited policies expire during the life of this Contract, it is Contractor's responsibility to forward renewal Certificates within ten (10) days after the renewal date containing all the aforementioned insurance provisions. Certificates must specifically cite the following provisions endorsed to the Contractor's policy:

1. City of Scottsdale, its agents, representatives, officers, directors, officials and employees must be named an Additional Insured under the following policies:
  - a) Commercial General Liability
  - b) Auto Liability
  - c) Excess Liability - Follow Form to underlying insurance as required.
2. Contractor's insurance must be primary insurance as respects performance of subject contract.
3. All policies, except Professional Liability Insurance, if applicable, waive rights of recovery (subrogation) against City of Scottsdale, its agents, representatives, officers, directors, officials and employees for any claims arising out of work or services performed by Contractor under this Contract.
4. If the Contractor's receives notice that any of the required policies of insurance are materially reduced or cancelled, it will be Contractor's responsibility to provide prompt notice of same to the City, unless such coverage is immediately replaced with similar policies.

#### **Required Coverage**

##### Commercial General Liability

Contractor must maintain "occurrence" form Commercial General Liability Insurance with a limit of not less than \$1,000,000 for each occurrence, \$2,000,000 Products and Completed Operations Annual Aggregate, and a \$2,000,000 General Aggregate Limit. The policy must cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury. If any Excess insurance is utilized to fulfill the requirements of this section, the Excess insurance must be "follow form" equal or broader in coverage scope than underlying.

##### Vehicle Liability

If any vehicle is used in the performance of the Scope of Work that is the subject of this Contract, the Contractor must maintain Business Automobile Liability Insurance with a limit of \$1,000,000 each occurrence on Contractor's owned, hired, and non-owned vehicles assigned to or used in the performance of the Contractor's work or services under this Contract. If any hazardous material, as

defined by any local, state or federal authority, is the subject, or transported, in the performance of this contract, an MCS 90 endorsement is required providing \$5,000,000 per occurrence limits of liability for bodily injury and property damage. If any Excess insurance is utilized to fulfill the requirements of this section, the Excess insurance must be “follow form” equal or broader in coverage scope than underlying.

#### Workers’ Compensation Insurance

Contractor must maintain Workers’ Compensation Insurance to cover obligations imposed by federal and state statutes applicable to Contractor’s employees engaged in the performance of work or services under this Contract and must also maintain Employers’ Liability Insurance of not less than \$100,000 for each accident, \$100,000 disease for each employee and \$500,000 disease policy limit. If the Contractor is a sole proprietor or a single member limited liability company with no employees and has elected not to purchase Workers’ Compensation Insurance; a completed and signed Workers’ Compensation Waiver Form will substitute for the insurance requirement.

#### Professional Liability

If the Contract is the subject of any professional services or work, or if Contractor engages in any professional services or work adjunct or residual to performing the work under this Contract, Contractor must maintain Professional Liability Insurance covering errors and omissions arising out of the work or services performed by Contractor or anyone employed by Contractor or anyone for whose acts, mistakes, errors and omissions Contractor is legally liable, with a liability insurance limit of \$1,000,000 each claim and \$2,000,000 all claims.

## **12. INVOICING**

All invoices submitted for work done under the scope of this Contract **MUST BE ITEMIZED**. Itemized invoices shall contain a **MINIMUM** of the following information:

- Vendor Name
- Remit to Address
- Purchase Order Number
- Invoice Date
- Invoice Number
- Date service/work was completed
- Complete description of work completed
- Location where service/work was performed
- Itemized list of all charges (quantity, description, unit pricing per the contract)
- Tax Amount (if applicable)
- Total Invoice Amount

The Contractor shall submit invoices with all supporting documentation within thirty (30) days after the service/work is completed and approved by the Contract Administrator.

## **13. KEY PERSONNEL**

The Contractor shall provide an adequate staff of experienced personnel capable of and devoted to the successful accomplishment of Contract work. The Contractor shall assign the specific individuals identified in its proposal to key positions. The Contract is predicated, in part and among other considerations, on the utilization of the specific individual(s) and/or personnel qualification(s) identified and/or described in the Contractor’s offer. Therefore, no substitution of such specified individuals and/or personnel shall be made without prior written approval of the CA. Any substitution of personnel under this Contract shall be equal or better than those identified in the Contract. The City’s approval of a personnel substitution shall not be construed as an acceptance of the

substitution's performance potential. No approval shall be unreasonably withheld of a proposed substitution of personnel. The Contractor shall bear all transitional expenses incurred for any costs associated with removing or replacing Key Personnel who are performing work under the Contract.

#### **14. MULTIPLE AWARDS**

If deemed to be in the City of Scottsdale's best interests, the City reserves the right to award multiple Contracts as a result of the solicitation process. While multiple awards are possible, the preferred procedure is to make a single award for each commodity or category of commodity.

#### **15. OWNERSHIP OF PROJECT DOCUMENTS**

All documents, including but not limited to notes, records, data compilations, studies, and reports in any format, including but not limited to, written or electronic media, prepared in the performance of this Contract will remain the property of the City and must be delivered to the Contract Administrator before final payment is made to the Consultant.

When the work detail covers only the preparation of preliminary reports or documents, there will be no limitations upon the City concerning use of the ideas or recommendations in the reports or documents. The City will release the Consultant from any liability for the preparation and use of preliminary reports or documents.

Any use of the project documents for purposes other than intended under this Contract will be at the sole risk of the City, and the Consultant will not be liable for any losses or injuries arising out of that use.

#### **16. PRICE ADJUSTMENTS**

Price increases may only be requested by the Contractor, thirty (30) days prior to the anniversary date of the Agreement. Failure to do so may result in the denial of any increase requested.

A requested price increase will become effective only after approval by the Contract Administrator and the Purchasing Director. Once approved the price increase will be adjusted into a new base price for the remainder of the contract period. Any future requested price increases to the base price will only be reviewed at annual renewal time and require the approval of the Contract Administrator and Purchasing Director.

The proposed increased rate shall be based upon presentation by the Contractor and review by the Contract Administrator; however, the Contract Administrator shall evaluate the Contractor's performance, services and records documentation to determine the appropriateness of the increase requested.

#### **17. PRICING**

Pricing shall be listed on the Pricing Proposal Form. Prices quoted by the Offerors shall be applicable during the entire initial term of the Contract.

For reasons of clarity all submissions of pricing shall be priced in the same unit (size, volume, quantity, weight, etc.) as requested on the Pricing Proposal Form herein. Offerors failing to comply with this requirement may be declared non-responsive.

The Offeror is strongly encouraged to offer additional pricing for related items, products and services, which are not specifically addressed as line items in this solicitation but are directly related



to the items and products requested by the City herein and offered by the Offeror. Additional items, products and services proposed pricing should be noted on the Pricing Proposal Form or a separate attachment to Offeror's submittal document.

**18. PURCHASING PROCEDURE**

All orders require a City of Scottsdale purchase order that will be communicated by phone, fax or e-mail. No parts or commodities or work shall be rendered/are to be delivered without the issuance of a City of Scottsdale purchase order. Any invoices received from the Contractor without a City of Scottsdale purchase order number, referenced on the invoice, may remain unpaid.

**19. QUALITY STANDARDS OF MATERIAL**

If desired by the City, items/services bid shall be subjected to testing, dissection or analysis by a recognized testing laboratory or consultant selected by the City to determine that the material(s)/services(s) submitted for bid conform to the bid specifications. The cost of testing, dissection or analysis shall be borne by the bidder.

**20. QUANTITY**

The estimated quantities that will be required during the initial term of this Contract are indicated on the Pricing Proposal Form contained herein.

The actual service requests, and service requests for future years may be more or less, and any quantities listed herein should be used for information purposes only.

**21. REVIEW OF CONTRACTOR'S WORK**

Work performed by the Contractor shall be subject to periodic reviews and partial acceptance at various stages. The Department may make such reviews and pass upon the acceptability of Contractor's work. Partial acceptance shall not relieve the Contractor of its obligation to correct, without charge, any errors in the work on this project.

The City reserves the right to perform background checks on the Contractor and their employees who will be conducting onsite activities and have direct contact with the City's client.

**22. SINGLE AWARD**

The City of Scottsdale reserves the right to award this solicitation as deemed in the best interest of the City. While multiple awards are possible, the preferred procedure is to make a single award as a result of this solicitation process.

**23. SUBSTANCE ABUSE SCREENING & BACKGROUND CHECK REQUIREMENTS**

Any and all employees, including all owners and officers of Contractors who perform work in City facilities, shall submit to and pass a criminal background investigation and substance abuse screening as outlined herein.

The Contractor shall provide the City of Scottsdale written certification that all employees of the Contractor, who will be performing work in City of Scottsdale facilities, have successfully completed and passed both a criminal background investigation and substance abuse screening prior to engaging in any work in any City of Scottsdale facility.

All employees of the Contractor shall abstain from the use of illegal drugs and/or alcohol, and the misuse of controlled substances while performing work in City of Scottsdale facilities. The Contractor shall be notified and required to immediately remove any employee that is suspected of being under the influence of a controlled substance while performing work in a City of Scottsdale facility. The employee removed under these circumstances may return to performing work in City of Scottsdale facilities only after it has been determined and verified by the City of Scottsdale, that the employee was not under the influence of a controlled substance at the time of the incident.

- **Substance Abuse Screening**

Contractor's employees, prior to engaging in work in any City of Scottsdale facility, shall be required to submit to and successfully complete a substance abuse screening for illegal drugs and controlled substances that includes at least the following: Amphetamines, Barbiturates, Benzodiazepines, Cocaine, Marijuana, Methadone, Opiates, PCP, and Propoxyphene. The substance abuse screening shall be performed by a laboratory legally authorized to perform such screenings and any related cost will be at the sole expense of the Contractor.

- **Criminal Background Investigation**

Contractor and/or Contractor's employees, prior to engaging in work for or in any City of Scottsdale facility, shall be required to submit to and successfully complete a full state and local federal criminal background investigation. The Contractor (if the Contractor performs work individually) shall not perform any work and the Contractor shall not allow any employee to perform work for or in a City of Scottsdale facility, if it is determined through the background investigation that the person has a history of conviction or arrest involving crimes of violence against others, sex offense, theft, or the sale and/or use of illegal drugs. Any cost incurred by the Contractor as a result of performing background investigation on their employees shall be at the sole expense of the Contractor.

Following Contractor award, the Contractor shall provide the Contract Administrator with a list of the "routine" contract assigned employees and include their Legal Name (First/Last), Date of Birth and Social Security Number. The City will conduct an ACJIS background check and issue an ID Badge to each routine contract employee who successfully passes the City's background clearance.

All background checks are required to be updated annually based on the issuance date of the City issued picture identification badge, such annual updates will be performed by the City at the City's expense.

Further, Contractor agrees that City policy does not permit, and the Contractor shall not allow, any individual who meets any of the following criteria to have unescorted access to any area that is considered vital infrastructure or to have unsupervised contact with members of a vulnerable population (such as children, those with mental disabilities or the elderly):

**List of Automatic Disqualifiers:**

- Pending criminal charges of any kind except for minor traffic offenses.
- Active warrants of any kind.
- Violent felony convictions within either the last 10 years after conviction or release from prison, whichever is longer.
- Non-violent felony convictions within either the last 5 years after conviction or release from prison, which ever period is longer.
- Affiliation, past or present, with a terrorist organization.
- Current affiliation with an organized crime syndicate or street gang or past membership within the last 10 years.

**City of Scottsdale Vital Infrastructures includes but is not limited to:**

- Public Safety Facilities
- Water Department Facilities

- Prosecutors' Office
- City Courts
- City Hall

Any facility defined under A.R.S. 41-1801 - "Critical Infrastructure", means systems and assets, whether physical or virtual, that are so vital to this state and the United States that the incapacity or destruction of these systems and assets would have a debilitating impact on security, economic security, public health or safety.


#### **24. TERM OF AGREEMENT**

The term of this Contract shall be for a one (1) year period from the effective date of the contract award.

The City and Contractor may mutually agree to extend this Contract for four (4) additional one (1) year periods, upon the recommendation of the Contract Administrator, concurrence of the Purchasing Director and/or City Council, depending on the Contract.

#### **25. THIRD PARTY BENEFICIARY**

Nothing under the Contract Documents will be construed to give any rights or benefits in the Contract Documents to anyone other than the City and the Consultant, and all duties and responsibilities undertaken in accordance with the Contract Documents will be for the sole and exclusive benefit of the City and the Consultant and not for the benefit of any other party.

SECTION 4 – EVALUATION CRITERIA	
	<b>FORMAL REQUEST FOR PROPOSAL</b>
	<b>26RFP056</b>
	<b>EMPLOYMENT MEDICAL SERVICES</b>

## A. EVALUATION CRITERIA

### GENERAL

After receipt of all proposals, each submittal shall be screened to determine if any shall be deemed non-responsive. Unsigned proposals, incomplete proposals, non-conformance with mandatory requirements, etc., may result in the determination of non-responsive.

Subsequent to the initial review, all remaining proposals shall be reviewed by the Proposal Evaluation Committee.

### PROPOSAL EVALUATION

All responsive proposals shall be evaluated by the Proposal Evaluation Committee using the criteria listed below. The recommendation for contract award will be made to the responsible Offeror whose proposal is determined to be the most advantageous to the City.

The following is the criteria that will be used to review the proposals:

DESCRIPTION
Method of Approach
Firm Qualifications
Pricing
Key Personnel
Exceptions, References, Subcontractors List
Sample Documents

The following items may be used by the Proposal Evaluation Committee to evaluate each proposal submitted:


1. Cost factors associated with performing the work required by the contract.
2. Length of time the Offeror will warranty their workmanship and materials.
3. The returned satisfaction surveys from the Offeror's submitted references.
4. The Offeror's demonstrated experience on similar types of projects, including satisfactory reference checks relating to past work relationships, past performance on projects of similar scope and size, level of knowledge, reliability, flexibility and ability to meet project deadlines.
5. The ability and willingness of the Offeror to meet or exceed the specifications and standards of this solicitation and Offeror's understanding and perceived perception of the scope of work contained herein.
6. The content and quality of the Offeror's proposal and other presentation materials.

The evaluation committee may establish a short list of those proposals considered most advantageous to the City of Scottsdale.

- Short-listed Offerors may be invited to make presentation. At the presentation, the evaluation committee will score each Offeror.
- At the conclusion of all presentations, an overall ranking of proposals will be performed.

The City of Scottsdale intends to enter into negotiations with the top ranked Offeror determined to provide the most advantageous combination of product and services as determined by the proposal and presentation.

Should negotiations with the top ranked Offeror fail to reach a satisfactory conclusion, the City of Scottsdale may at its sole discretion enter into negotiations with the second ranked vendor, or the City of Scottsdale may determine that no further negotiations will be conducted.

SECTION 5 – SUBMITTAL PREPARATION REQUIREMENTS	
	<b>FORMAL REQUEST FOR PROPOSAL</b>
	<b>26RFP056</b>
	<b>EMPLOYMENT RELATED MEDICAL SERVICES</b>

All required documents shall be submitted electronically through the City of Scottsdale procurement portal at: [City of Scottsdale, AZ \(bonfirehub.com\)](http://City of Scottsdale, AZ (bonfirehub.com)). Offerors are expected to download the solicitation documents from the Bonfire procurement portal at [City of Scottsdale, AZ \(bonfirehub.com\)](http://City of Scottsdale, AZ (bonfirehub.com)). To prepare your electronic submission please do the following:

Review the solicitation document downloaded from the procurement portal and navigate to Section 5 – Submittal Preparation Requirements. This page is provided to give Offerors a list of the items that will be required to be submitted as a part of their official proposal. We have designated in the description of each item how Offerors are to respond:

- COS Form means there is a corresponding form that needs to be completed by the Offeror and saved as a PDF.
- If COS Form is not listed this means the Offeror shall prepare their information as detailed in Section 5 – Submittal Preparation Requirements. For example, Offerors are required to prepare their own Project Approach response, making sure they provide all of the information requested in that specific section below. Offerors could write the document using Word or Google Docs and then saving the document as a PDF.
- Once the Offeror has PDF documents for all of the items listed in the Section 5 – Submittal Preparation Requirements checklist they will upload those file as noted within the Requested Information section of the City of Scottsdale procurement portal at: [City of Scottsdale, AZ \(bonfirehub.com\)](http://City of Scottsdale, AZ (bonfirehub.com)).
- In the case of pricing, there may or may not be a form to be completed, we provide instructions on how to provide the pricing information for each solicitation. In some instances, Offerors will fill out a pricing form and upload them as a PDF document. In some instances, Offerors will download a pricing spreadsheet from the procurement portal, enter in their pricing information, and then upload the completed spreadsheet into the procurement portal. Some solicitations will have a browser-based pricing sheet that Offerors will complete directly in the procurement portal.

☐ **Method of Approach** – Offeror’s document shall indicate how the firm proposes to successfully perform the services required under this Statement of Need. Offeror’s proposal shall address a MINIMUM of the following:

- Offeror’s document shall contain a comprehensive description of all services that shall be provided and how the Offeror will perform the services requested herein.
- Offeror’s document shall demonstrate an understanding of the goals identified herein for this contract and provide a basic overview for the accomplishment of these goals.
- Offeror’s document shall identify any problems the firm anticipates, and possible solutions to these problems.

Provide any other relevant information that demonstrates the firm's working knowledge in order to successfully perform the range of services required under this Statement of Need.

☐ **Firm Qualifications** – The Offeror shall submit a Firm and Staff Qualifications document which illustrates the Offeror's understanding of the objectives of this solicitation, as well as the qualifications, experience, training and other credentials that illustrate the Offeror and employee's abilities to successfully complete the scope of work represented in this solicitation. The Firm and Staff Qualifications document should include a **MINIMUM** of the following items:

- Offeror's document shall contain a synopsis of the firm's history, including a statement indicating the length of time the Offeror has been doing business including detailed information that pertains to the Phoenix Metropolitan area.
- Offeror's document shall contain information containing full company contact information, including but not limited to: Company Name, Main office business address, local office business address (if different), Office phone, fax and email address and Company website.
- Facilities that will be used to perform the services required by the Statement of Need herein:
  - Physical address of all collection/testing facilities located within the corporate limits of the City of Scottsdale as required by Section B (3) of the Statement of Need detailed on page 8 herein.
  - Physical address of all other available facilities
  - Office hours for each facility (Normal, Extended, Weekend, etc.)
  - Facility's capabilities i.e. DOT and non-DOT medical exams, P.O.S.T. medical exams, laboratory, imaging, etc.
- Laboratories that will be used to perform the services required by the Statement of Need herein:
  - Physical address of laboratories
  - Laboratories capabilities
- Offeror's document shall demonstrate previous experience performing work similar to the size and scope of the work identified herein including a written description of your qualifications and capabilities pertaining pre-employment medical services. The Offeror should emphasize experience providing pre-employment medical services for governmental customers.
- Offeror's document shall include copies of any licenses or certifications the firm is required to hold to provide the required services in the State of Arizona or by the Federal government.
- Offeror's document shall provide confirmation that the firm has been conducting business for a **MINIMUM** of three (3) consecutive years as required by Section B (2) of the Statement of Need detailed on page 8 herein.
- Offeror's document shall provide confirmation that the firm meets the Local Presence requirement detailed in Section B (3) of the Statement of Need detailed on page 8 herein.
- Detail if your firm has any other experience(s) that makes it uniquely qualified to work with the City of Scottsdale.

- ☐ **Key Personnel** – Offeror’s proposal shall include the qualifications of the key personnel that will be involved in providing services covered by the scope of this solicitation. The qualifications provided shall include experience, academic credentials, applicable training, professional licensure/certifications, professional association memberships, etc.

- Offeror’s document shall contain an organizational chart that identifies key personnel by name, title and contract roles.
- The qualifications provided shall include resumes of all key personnel and include a brief summary of the employee’s experience, training, and past accomplishment, academic and professional credentials; please limit to one (1) page only per resume.
- Clearly indicate the Medical Review Officer(s) who your firm is proposing for this Contract and make sure a resume is included for the MRO.
- Offeror’s document shall include copies of any licenses or certifications that any key personnel are required to hold to provide the required services in the State of Arizona or by the Federal government.
- Clearly indicate the principal contact who will have day-to-day responsibilities for the working with the City.
- Include relevant experience and expertise for the last three years, emphasis should be with experience providing services for governmental customers.

- ☐ **Exceptions** – All exceptions included with the Offer shall be submitted in clearly identified separate section of the Offer in which the Offeror clearly identifies the specific paragraphs of the Solicitation where the exceptions occur. Any exceptions not included in such a section shall be without force and effect in any resulting Contract unless such exception is specifically accepted by the City of Scottsdale in a written statement. The Offeror’s preprinted or standard terms shall not be considered by the City as a part of any resulting Contract.

- ☐ **Sample Documents** – Offeror shall provide samples of their work which demonstrates their ability to complete the scope of work as listed herein. The Offeror shall provide samples for a **MINIMUM** of the following documents with their proposal:


- Invoices with account summary
- Reports for positive and negative testing results
- MRO report
- Chain of custody form
- Release form
- Treatment authorization form

**NOTE:**

“Please **do not** return a copy of the solicitation/addenda(s) with your proposal/submittal. Return only the required documents as referenced on the Submittal Checklist.”

All submittals are to be completed on the City of Scottsdale (**COS**) forms without any alterations; failure to do so may result in your submittal being rejected.



SECTION 6 – REQUIRED FORMS	
	<b>FORMAL REQUEST FOR PROPOSAL</b>  <b>26RFP056</b>  <b>EMPLOYMENT RELATED MEDICAL SERVICES</b>

**Proposal Signature Page (COS Form) – Fully completed**

**Pricing Proposal Form (COS Form)– Fully completed**

**General Disclosure Form (COS Form) – Fully completed**


**Litigation Disclosure Form (COS Form) – Fully completed**

**References (COS Form) – Fully completed**

**Subcontractor List (COS Form) - Fully completed**

**Bidder Questionnaire Form(s) Company Information (COS Form) – Fully completed**

**Bidder Questionnaire Form(s) Similar / Relevant Projects (COS Form) – Fully completed**

PROPOSAL SIGNATURE PAGE	
	<b>FORMAL REQUEST FOR PROPOSAL</b>  <b>26RFP056</b>  <b>EMPLOYMENT RELATED MEDICAL SERVICES</b>

The undersigned hereby offers and agrees to furnish the material, or service, in compliance with all the terms and conditions, instructions, specifications, and any amendments contained in this Request for Proposal document and attached Professional Services Contract and any written exceptions in the offer accepted by the City.

The Offeror also certifies it is in compliance with the Non-Collusion and the Immigration Compliance and Federal and Arizona State Immigration Laws requirements of the solicitation.

_____			_____
Company Name			Signature of Authorized Person
_____			_____
Address			Printed Name
_____	_____	_____	_____
City	State	Zip	Title
_____			_____
Telephone Number			Fax Number
_____			_____
Date			E-Mail Address

If Applicable, Contractor's License Number and Classification: \_\_\_\_\_

The Offeror hereby acknowledges that the proposal pricing is based on all of the addenda that were issued by the City prior to opening of this proposal.

Proposal must be signed by a duly authorized representative eligible to sign contract documents for the firm. Consortiums, joint ventures, or teams submitting proposals will not be considered responsive unless it is established that all contractual responsibility rests solely with one contractor or one legal entity. The Proposal must indicate the responsible entity.

Offerors should be aware that joint responsibility and liability will attach to any resulting contract and failure of one party in a joint venture to perform will not relieve the other party or parties of total responsibility for performance.

**PRICING PROPOSAL FORM – PAGE 1 of 1**



**FORMAL REQUEST FOR PROPOSAL**

**26RFP056**

**EMPLOYMENT RELATED MEDICAL SERVICES**

QUANTITY	DESCRIPTION	UNIT PRICE EXCLUDING TAX	TOTAL BID COST EXCLUDING TAX
10	<b>Non-P.O.S.T Pre-Placement Physical Exam</b> <ul style="list-style-type: none"> <li>• Blood pressure, pulse, urine analysis, and basic vision testing.</li> <li>• Audiogram (if applicable)</li> <li>• Color Titmus/Ishihara (if applicable)</li> </ul>	\$ _____	\$ _____
180	<b>DOT Medical Examination</b> Meeting 49 CFR 391.41 Standards	\$ _____	\$ _____
20	<b>Respirator Physical with Pulmonary Function Test</b> <ul style="list-style-type: none"> <li>• Blood pressure, pulse, urine analysis, and basic vision testing.</li> <li>• Audiogram (if applicable)</li> <li>• Color Titmus/Ishihara (if applicable)</li> <li>• Respirator Physical</li> <li>• Pulmonary Function Test</li> <li>• OSHA Respiratory Protection Standard and Questionnaire</li> </ul>	\$ _____	\$ _____
30	<b>Pre-Placement Physical Exam for (P.O.S.T.) Certified Police Officers</b> <ul style="list-style-type: none"> <li>• Blood pressure, pulse, urine analysis, and basic vision testing.</li> <li>• Audiogram (if applicable)</li> <li>• Color Titmus/Ishihara (if applicable)</li> <li>• Bloodwork</li> </ul>	\$ _____	\$ _____
350	<b>Non-DOT Drug Screening and Collection Services</b> <ul style="list-style-type: none"> <li>• Pre-Employment</li> <li>• Reasonable Suspicion</li> <li>• Post-Accident</li> </ul>	\$ _____	\$ _____
100	<b>Non-DOT Oral Fluid Screening and Collection</b> On-Site (for mass hiring)	\$ _____	\$ _____
140	<b>DOT Drug Screening and Collection Services</b> <ul style="list-style-type: none"> <li>• DOT Pre-Employment</li> <li>• CDL/FTA On-Site Random Tests, for all applicable shifts</li> <li>• Reasonable Suspicion</li> </ul>	\$ _____	\$ _____

	• Post-Accident		
140	<b>Medical Review Officer</b> (Review and/or Consultation)		

**\*\*TAXES**

1. Do not include any use, or federal excise tax in your bid. The City is exempt from the payment of federal excise tax and will add use tax as applicable.

**DELIVERY DESTINATION**

Delivery Location: (location)

1. Delivery terms are F.O.B. destination.
2. Delivery will be completed within \_\_\_\_\_ days after receipt of Purchase Order.
3. Prices quoted herein are effective through completion of delivery against this Contract.

**ADDENDA**


The Bidder hereby acknowledges that his bid/proposal pricing is based on all of the addenda that were issued by the City prior to the opening of this bid/proposal.

NO BID: If no bid please state reason:

\_\_\_\_\_

If Applicable, Contractor's License Number and Classification: \_\_\_\_\_

**COMPANY NAME:** \_\_\_\_\_

BIDDER GENERAL DISCLOSURE FORM	
	<b>FORMAL REQUEST FOR PROPOSAL</b>
	<b>26RFP056</b>
	<b>EMPLOYMENT RELATED MEDICAL SERVICES</b>

Bidder shall respond to each of the questions below by checking the appropriate box and provide supplemental information as needed. Failure to fully and truthfully disclose the information required by this disclosure form may result in the disqualification of your submittal from consideration or termination of the contract, once awarded.

**Debarment / Suspension Information** – Has the Respondent or any of its principals been debarred or suspended from contracting with any public entity?

☐ YES

☐ NO

If “YES”, in an attachment to this form identify the public entity and the name and current phone number of a representative of the public entity familiar with the debarment or suspension and state the reason for or circumstances surrounding the debarment or suspension, including but not limited to the period of time for such debarment or suspension.

**Surety Information** – Has the Respondent or any of its principals ever had a bond or surety cancelled or forfeited?

☐ YES

☐ NO

If “YES”, in an attachment to this form identify the name of the bonding company, date, amount of bond and reason for such cancellation or forfeiture.

**Bankruptcy Information** – Has the Respondent or any of its principals ever been declared bankrupt or filed for protection from creditors under State or Federal proceeding in the last seven (7) years?

☐ YES

☐ NO

If “YES”, in an attachment to this form identify the date, court, jurisdiction, case number, amount of liabilities and amount of assets.


\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

**COMPANY NAME:** \_\_\_\_\_

BIDDER LITIGATION DISCLOSURE FORM	
	<b>FORMAL REQUEST FOR PROPOSAL</b>
	<b>26RFP056</b>
	<b>EMPLOYMENT RELATED MEDICAL SERVICES</b>

Bidder shall respond to each of the questions below by checking the appropriate box and provide supplemental information as needed. Failure to fully and truthfully disclose the information required by this disclosure form may result in the disqualification of your submittal from consideration or termination of the contract, once awarded.

Have you or any member of your Firm or Team to be assigned to this contract ever been indicted or convicted of a felony or a misdemeanor involving theft or moral turpitude in the last five (5) years?

☐ YES

☐ NO

Have you or any member of your Firm or Team to be assigned to this contract ever been terminated (for cause or otherwise) from any work being performed for the City of Scottsdale or any other Federal, State or Local Government?

☐ YES

☐ NO

Have you or any member of your Firm or Team to be assigned to this contract ever been involved in any claim or litigation with the City of Scottsdale or any other Federal, State or Local Government during the last ten (10) years?

☐ YES

☐ NO

If you answered "YES", to any of the above questions, in an attachment to this form, please indicate the name(s) of the person(s), the nature, and status and/or outcome of the information, indictment, conviction, termination, claim or litigation, as applicable.


\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

**COMPANY NAME:** \_\_\_\_\_

REFERENCES	
	<b>FORMAL REQUEST FOR PROPOSAL</b>  <b>26RFP056</b>  <b>EMPLOYMENT RELATED MEDICAL SERVICES</b>

List minimum of three Arizona customers, excluding the City of Scottsdale, for whom your company has provided service(s) of a similar scope as this Request for Proposal, during the past three years. Include the length of any contracts listed. Offerors may make multiple copies of this document as needed.

The following questions are asked to enable the evaluation team to assess the qualifications of Offerors under consideration for final award. This information may or may not be a determining factor in award of this solicitation.

**Company Name:** \_\_\_\_\_

Company Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Email: \_\_\_\_\_ Date of Service: \_\_\_\_\_

Type of Service Provided: \_\_\_\_\_

**Company Name:** \_\_\_\_\_

Company Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Email: \_\_\_\_\_ Date of Service: \_\_\_\_\_

Type of Service Provided: \_\_\_\_\_

**Company Name:** \_\_\_\_\_

Company Address: \_\_\_\_\_


City/State/Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Email: \_\_\_\_\_ Date of Service: \_\_\_\_\_

Type of Service Provided: \_\_\_\_\_

**YOUR COMPANY NAME:** \_\_\_\_\_

<b>SUBCONTRACTOR'S LIST</b>	
	<b>FORMAL REQUEST FOR PROPOSAL</b>
	<b>26RFP056</b>
	<b>EMPLOYMENT RELATED MEDICAL SERVICES</b>

**COMPANY NAME:** \_\_\_\_\_

If any Bidder intends to subcontract any portion of this contract, the Bidder must submit the name, address, license number (if applicable) of each subcontractor including the extent of such subcontracting and include with bid submittal documents. (Bidder may supply additional pages as needed to identify all subcontractors).

NAME: \_\_\_\_\_ LICENSE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT PERSON/TELEPHONE#: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

EXTENT OF WORK: \_\_\_\_\_

NAME: \_\_\_\_\_ LICENSE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT PERSON/TELEPHONE#: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

EXTENT OF WORK: \_\_\_\_\_

NAME: \_\_\_\_\_ LICENSE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT PERSON/TELEPHONE#: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

EXTENT OF WORK: \_\_\_\_\_

NAME: \_\_\_\_\_ LICENSE: \_\_\_\_\_


ADDRESS: \_\_\_\_\_

CONTACT PERSON/TELEPHONE#: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

EXTENT OF WORK: \_\_\_\_\_



<b>BIDDER QUESTIONNAIRE – COMPANY INFORMATION</b>	
	<b>FORMAL REQUEST FOR PROPOSAL</b>
	<b>26RFP056</b>
	<b>EMPLOYMENT RELATED MEDICAL SERVICES</b>

**COMPANY INFORMATION**

Company Local Office Physical Address \_\_\_\_\_

Office Daytime Phone Number \_\_\_\_\_

Office Fax Number \_\_\_\_\_

Telephone Ordering Phone Number(s) \_\_\_\_\_

Company Email Address \_\_\_\_\_

Company Operating Hours (Monday – Friday) \_\_\_\_\_

Company Hours (Saturday) \_\_\_\_\_

**NAME OF MAIN CONTACT**

*(assigned to this contract)* \_\_\_\_\_

Office Phone Number of Main Contract \_\_\_\_\_

Cellular Phone Number of Main Contact \_\_\_\_\_

Email of Main Contact \_\_\_\_\_

**NAME OF COMPANY MANAGER**

Office Phone Number of Company Manager \_\_\_\_\_

Email of Company Manager \_\_\_\_\_

After Hour/Emergency Phone Number(s) \_\_\_\_\_

Signature \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title \_\_\_\_\_

Company \_\_\_\_\_

**BIDDER QUESTIONNAIRE - SIMILAR / RELEVANT PROJECTS****FORMAL REQUEST FOR PROPOSAL****26RFP056****EMPLOYMENT RELATED MEDICAL SERVICES**

All bidders shall list company's experience with a minimum of two (2) Arizona customers, excluding the City of Scottsdale, for whom your company has provided service of similar scope as stated herein, within the past four (4) years. (References may or may not be checked, so please ensure the information is accurate and current.) Additional documentation may be submitted with your bid to support the information as provided.) Offeror shall make an additional copy of this page, as needed.

The following information will enable the evaluation team to assess the qualifications of Bidders under consideration for final award. This information may or may not be a determining factor in award of this solicitation.

Name of the Project: \_\_\_\_\_

Description of the Project: \_\_\_\_\_

Location of the Project: \_\_\_\_\_

Owner Point of Contact: \_\_\_\_\_

Owner Email: \_\_\_\_\_ Owner Telephone: \_\_\_\_\_

Start date: \_\_\_\_\_

Final completion date: \_\_\_\_\_

Original Cost: \_\_\_\_\_

Final Cost: \_\_\_\_\_

Name of the Project: \_\_\_\_\_

Description of the Project: \_\_\_\_\_

Location of the Project: \_\_\_\_\_

Owner Point of Contact: \_\_\_\_\_


Owner Email: \_\_\_\_\_ Owner Telephone: \_\_\_\_\_

Start date: \_\_\_\_\_


Final completion date: \_\_\_\_\_

Original Cost: \_\_\_\_\_

Final Cost: \_\_\_\_\_

SECTION 7 - ATTACHMENTS	
	<b>FORMAL REQUEST FOR PROPOSAL</b>  <b>26RFP056</b>  <b>EMPLOYMENT RELATED MEDICAL SERVICES</b>

- A. INSTRUCTIONS TO BIDDERS – Shall be downloaded as part of this solicitation**
- B. GENERAL TERMS AND CONDITIONS - Shall be downloaded as part of this solicitation**
- C. Sample Contract - Professional Services Contract**

SECTION 8 – EXHIBITS	
	<b>FORMAL REQUEST FOR PROPOSAL</b>  <b>26RFP056</b>  <b>EMPLOYMENT RELATED MEDICAL SERVICES</b>

**REFERENCED DOCUMENTS**

- A. DOT requirements
- B. Non-DOT requirements
- C. City of Scottsdale Administrative Regulation/Policy Medication and Substance Abuse
- D. City of Scottsdale Administrative Regulation/Policy Compliance with Department of Transportation Regulations Regarding Drugs and Alcohol
- E. City of Scottsdale Administrative Regulation/Policy Commercial Driver’s License
- F. Example List of Required 9 Panel Drug Screen
- G. Police Officer Pre-Employment Medical Forms