

GENERAL SOLICITATION

2026-GEN-050

PRE-EMPLOYMENT PHYSICALS AND COMMERCIAL DRIVERS' LICENSE (CDL) DOT PHYSICAL EXAMINATIONS (RFP)

City of Sierra Vista
1011 North Coronado Drive
Sierra Vista, AZ 85635

RELEASE DATE: June 16, 2026

DEADLINE FOR QUESTIONS: June 24, 2026

RESPONSE DEADLINE: July 10, 2026, 3:00 pm

RESPONSES MUST BE SUBMITTED ELECTRONICALLY TO:

<https://secure.procurenow.com/portal/sierravistaaz>

City of Sierra Vista
GENERAL SOLICITATION
Pre-Employment Physicals and Commercial Drivers' License (CDL) DOT
Physical Examinations (RFP)

- I. Introduction.....
- II. Scope of Work
- III. Evaluation Criteria
- IV. Vendor Submissions.....

Attachments:

A - RFP PreEmployment and CDL DOT Physicals

B - SampleProfessionalServicesContract

Federal Clauses and Provisions

SOW - Transit Route Study 2024

Bid Terms and Conditions

1. Introduction

1.1. Summary

The City of Sierra Vista “City” is seeking proposals from qualified medical providers to conduct physical examinations for prospective employees and current employees who are required to maintain a valid Commercial Drivers’ License (CDL) certification.

1.2. Background

The services to be provided shall include, but not be limited to: post job offer/pre-employment physical examinations, occupational health medical services, and Arizona Department of Transportation Commercial Drivers’ license examinations. Advice and consultation services related to Occupational Health shall be provided to the City at no additional cost.

The Contractor shall have the ability to perform screenings, immunizations and vaccinations at their medical offices located within Cochise County.

The term of the agreement is for two (2) years, with the option to renew the contract for three (3) additional one-year periods, not to exceed five (5) contract years.

The City cannot guarantee the quantity of persons sent to the medical provider. Quantities are on an as-needed basis.

1.3. Contact Information

Debbie Felix

Procurement Analyst

1011 N Coronado Dr

SIERRA VISTA, AZ 85635

Email: debbie.felix@sierravistaaz.gov

Phone: [\(520\) 439-2155](tel:(520)439-2155)

Department:

HUMAN RESOURCES

Department Head:

Kennie Downing

Chief Human Resources Officer

1.4. Timeline

Release Project Date	June 16, 2026
Question Submission Deadline	June 24, 2026, 5:00pm

Question Response Deadline	July 1, 2026, 5:00pm
Submission Deadline	July 10, 2026, 3:00pm
Interviews (if needed)	July 2026

2. Scope of Work

2.1. Notice

The City of Sierra Vista "City" is seeking proposals from qualified medical providers to conduct physical examinations for prospective employees and current employees who are required to maintain a valid Commercial Drivers' License (CDL) certification.

The services to be provided shall include, but not be limited to: post job offer/pre-employment physical examinations, occupational health medical services, and Arizona Department of Transportation Commercial Drivers' license examinations. Advice and consultation services related to Occupational Health shall be provided to the City at no additional cost.

The Contractor shall have the ability to perform screenings, immunizations and vaccinations at their medical offices located within Cochise County.

The term of the agreement is for two (2) years, with the option to renew the contract for three (3) additional one-year periods, not to exceed five (5) contract years.

The City cannot guarantee the quantity of persons sent to the medical provider. Quantities are on an as-needed basis.

The City intends to enter into a contract with one or two medical providers; one as the primary, and the second as the secondary in the event the primary is not available to schedule appointments or is unable to provide the services. Scope of Work "A" is for general pre-employment physical exams, Scope of Work "B" is for Commercial Drivers' License (CDL) physical exams, and Scope of Work "C" is for vaccinations. Respondents may respond to any or all Scopes of Work.

This purchase will on occasion be grant funded by the FTA, and will be subject to federal requirements as defined under the 2 CFR 200. The City of Sierra Vista encourages businesses classified as DBEs, Small Business Enterprises (SBEs) and Minority Business owners to participate.

Proposals will be evaluated by the city's evaluation team based on selection criteria included in this RFP. It is anticipated that the highest-ranked proposal(s) will be recommended for award of a contract. Electronic bid submissions are being accepted through the City's eProcurement portal, administered by OpenGov at at <https://procurement.opengov.com/portal/sierravistaaz>

All questions related to solicitation shall be submitted in writing through the OpenGov Question/Answer Tab via the City's e-Procurement portal, on or before June 24, 2026 at 5:00 pm. Please include the section title for each question, if applicable, in order to ensure that questions asked are responded to correctly. All questions submitted and answers provided shall be electronically distributed to all prospective bidders through the City's e-Procurement Portal.

Electronic proposals are due by Friday, July 10, 2026 at 3:00 pm. Responses must be submitted in electronic form into the City's eProcurement system. The City may reject any proposal not in compliance with all of the prescribed solicitation procedures and requirements contained herein. The City also reserves the right to cancel the solicitation when cancellation is in the best interest of the City.

2.2. Scope of Work

The City intends to enter into a contract with one or two medical providers; one as the primary, and the second as the secondary in the event the primary is not available to schedule appointments or is unable to provide the services. Scope of Work "A" is for general pre-employment physical exams, Scope of Work "B" is for Commercial Drivers' License (CDL) physical exams, and Scope of Work "C" is for vaccinations. Respondents may respond to any or all Scopes of Work.

SCOPE OF WORK "A" - PRE-EMPLOYMENT GENERAL PHYSICAL EXAMINATIONS

The selected provider shall:

- Conduct pre-employment physical examinations at their place of business located within Cochise County, AZ.
- The medical professional must be licensed to provide the described medical services in the state of Arizona.
- Services shall include: checking the employee's weight, pulse, blood pressure, temperature and other vital signs conducted as part of a general physical exam. Examine the candidate's respiratory and cardiovascular health, vision, hearing, range of motion and reflexes.
- The medical professional shall complete Medical Examination Reports and issue Medical Examiner's Certificates as required and provide to the employee.
- Also provide a copy of the medical examiner's report to City of Sierra Vista Human Resources Department designated employee.
- The medical professional shall keep accurate records for the period of 5 years.
- Offer flexible scheduling options to accommodate workforce needs.
- Provide recommendations for employees with conditions requiring follow-up.
- Ensure confidentiality and compliance with HIPAA regulations.

SCOPE OF WORK "B" - COMMERCIAL DRIVERS LICENSE PHYSICAL EXAMINATIONS

The selected provider will be responsible for administering physical exams in compliance with Federal Motor Carrier Safety Administration (FMCSA) regulations and ensuring timely reporting of results.

- Medical professional must be listed as a certified medical examiners in the National Registry of Certified Medical Examiners (NRCME) on the Department of Transportation website.
- Conduct DOT physical examinations at the place of business located within Cochise County, AZ.

- Ensure compliance with FMCSA regulations.
- Complete Medical Examination Reports and issue Medical Examiner's Certificates as required, provide to the employee.
- Also provide a copy of the medical examiner's report to City of Sierra Vista Human Resources Department designated employee.
- Results shall be submitted within 24 hours into the ADOT on-line portal.
- Maintain accurate records for the period of 5 years.
- Offer flexible scheduling options to accommodate workforce needs.
- Provide recommendations for employees with conditions requiring follow-up.
- Ensure confidentiality and compliance with HIPAA regulations.

SCOPE OF WORK "C" – VACCINATIONS NEEDED ON AN AS-NEEDED BASIS

- On an "as-needed basis", the City may request a particular employee receive a vaccination. The City will provide to the medical provider an email or written request for the vaccination.

Proposal Requirements

Interested providers must submit a proposal that includes the following:

- **Company Information:** Name, address, contact details, and brief physician or company history. Are you submitting information to respond to Scope of Work A, Scope of Work B, Scope of Work C or Both/All.
- **Experience & Qualifications:** Description of experience conducting pre-employment physical examinations, and DOT physicals per FMCSA regulations. Provide copy of medical examiners' NRCME certification for conducting DOT physicals. Provide medical physician license number in Arizona.
- **Service Approach:** Proposed method for scheduling and conducting exams, including turnaround time for results.
- **Cost Proposal:** See Price Proposal Form. Prices shall be fixed for the initial 2-year contract period. If annual extensions are granted, the City shall negotiate the fees for Years 3, 4, or 5.
- **Insurance & Compliance:** Proof of liability insurance and compliance with FMCSA and HIPAA regulations shall be submitted with the proposal.

2.3. Federal Clauses and Certifications

The federal clauses included in the Vendor Submissions are incorporated by reference. By submitting a proposal and signing the Authorized Signature Form, proposer agrees to abide with all the terms, conditions, provisions, clauses and certifications contained within that document.

2.4. Response Format

A Statement of Qualifications shall be submitted in the format specified below. The material should be in sequence and related to the RFP. The City shall not provide any reimbursement for the cost of developing or presenting responses to this RFP. Failure to include the requested information may have a negative impact on the evaluation of the Offeror's response. RFP responses are limited to twenty-five (25) pages in length. In order for a statement of qualifications to be considered responsive, the following information must be provided:

- A. Cover Page - including: Name, size and description of firm and Location of main office and branch office where work will be administered.
- B. Qualifications and previous experience, including a list of former and current government clients, and relevant projects similar in scale and scope.
- C. Qualifications and experience of sub-consultants to be utilized by proposing firm (if applicable).
- D. Qualifications and experience proving ability to work with and abide by Federal Transportation (FTA) and Disadvantaged Business Enterprise requirements and programs.
- E. Resumes of key personnel and team members (does not count in page limit).
- F. Current and projected workload / projected timeline with milestones.
- G. Additional information applicant feels is relevant to the selection process.

2.5. Sam.Gov Registration

It is highly recommended that firms responding to this RFP register their entity at SAM.gov. The process is free and a requirement for award of work on federally funded projects. To register, follow the link provided: <https://sam.gov/content/entity-registration> . Once registered, your firm will be issued a Unique Identifier Number. The registration process usually takes several days but can be up to several weeks depending on demand.

2.6. Incorporation of FTA Terms

The provisions within include, in part, certain Standard Terms and Conditions required under the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR § 200), whether or not expressly set forth in the preceding contract provisions. All contractual provisions required by DOT, detailed in 2 CFR § 200 or as amended by 2 CFR § 1201, or the most recent version of FTA Circular 4220.1 are hereby incorporated by reference. Anything to the contrary herein notwithstanding, all mandated terms shall be deemed to control in the event of a conflict with other

provisions contained in this Contract. The Contractor shall not perform any act, fail to perform any act, or refuse to comply with any request which would cause a violation of the FTA terms and conditions.

2.7. Disadvantaged Business Enterprise (DBE)

The City of Sierra Vista encourages businesses classified as DBEs, Small Business Enterprises (SBEs) and Minority Business owners to participate. The City of Sierra Vista also encourages the use of Small Business Concerns as required by Title 49 CFR 26.39.

The City of Sierra Vista has an overall FTA program DBE Goal assessment posted to the City's website. There is no specific contract goal for this effort in accordance with the Interim Final Rule issued on October 1, 2025. To date, the City's UCP has not completed the re-evaluation process.

2.8. References

Proposer must provide three (3) references from customers whom the proposer is currently providing services similar in nature to the services requested herein. References should include government agencies, when possible. References should include Company name, company address, contact name, contact's email address and phone number and uploaded in the Vendor Questionnaire.

References may be contacted during the evaluation process to confirm the Proposer's experience, qualifications, customer satisfaction, project management/deliverable approach, and customer service levels provided during and after service implementation.

2.9. Proposals Must Conform to the Requirements and or Specifications

The Proposer shall adhere to the requirements and or specifications stated herein. Any exception taken to these requirements and or specifications shall be so stated on the returned Proposal. Deviations from any of the requirements in the specifications or drawings MAY RESULT IN PROPOSAL REJECTION. The City of Sierra Vista shall hold the Proposer to all specification requirements. There is no time limit on this requirement; deviations discovered after the unit(s) is accepted shall be corrected at no cost to the City. Any VERBAL communication from the City shall not be construed as approval of the acceptability of any deviation to any requirement, or as authorization for any change or additional charges on any contract. WRITTEN APPROVAL is required. Any deviation from the specification, or where submitted literature does not fully support the meeting of the specification, must be clearly cited in writing by the Proposer, but no deviation below minimum specifications will be accepted.

2.10. Periods of Time

Periods of time, stated as a number of days, shall be calendar days unless otherwise specified.

2.11. Proposal Withdrawal

Any Proposal may be withdrawn through the City's e-Procurement Portal, the responding firm may "unsubmit" their proposal in ProcureNow. After withdrawing a previously submitted proposal, the responding firm may submit another proposal at any time up to the deadline for submitting proposals prior to the bid opening.. The City will not accept late proposals, late requests for modifications, or late withdrawals. All Proposals shall be irrevocable for ninety (90) calendar days from the day of RFP closing.

2.12. Addenda

All addenda shall be issued no later than five (5) calendar days prior to the RFP closing date and posted on the City's eProcurement Portal. Addenda Notification: Bidders are required to register for an account via the City's e-Procurement Portal hosted by OpenGov. Once bidder has completed registration, you will receive addenda notifications to your email by clicking "Follow" on this project. Ultimately, it is sole responsibility of each bidder to periodically check the OpenGov portal for any addenda in the Addenda/Notices Tab. Proposals will not be able to be submitted unless all addenda have been acknowledged.

2.13. Documents are Public Records

All documents, reports, proposals, submittals, or other materials submitted to the City by Proposers shall become the sole and exclusive property of the City and become a public record.

2.14. Late Delivery of Proposal

Without exception, responses will not be accepted after the submission deadline regardless of any technical difficulties such as poor internet connections. The City strongly recommends completing your response well ahead of the deadline (Friday, July 10, 2026 at 3:00 pm).

2.15. Rejection of Proposals

The City reserves the right to waive technical defects, discrepancies and minor irregularities in a Proposal. The City reserves the right to re-seal any Proposal that was opened prematurely; the City has determined this event as a minor irregularity.

The City reserves the right to award any alternatives set forth in the RFP documents at its sole discretion. Proposals may be rejected if there are any alterations to the required forms, additions not called for, conditional proposals, incomplete proposals, or irregularities of any kind. The City reserves the right to reject any Proposal not in compliance with the RFP documents, or prescribed public proposal procedures and requirements. Written notice of rejection of all proposals shall be sent to all Proposers. ALL UNSIGNED PROPOSALS SHALL BE REJECTED.

2.16. Collusion

Upon evidence that collusion exists among Proposers, none of the Proposals of participants in such collusion will be considered. All involved Proposals shall be rejected. Proposals in which prices are unbalanced may be rejected. The Proposer will be required to electronically acknowledge the STATEMENT OF NON-COLLUSION in the eProcurement portal.

2.17. Selection Process

The City intends to select the Proposer who can provide the best value and highest quality product and service at a reasonable price. Proposers must meet the requirements under this proposal and demonstrate the necessary experience and quality to deliver the product on time and within budget.

If it is determined to be in the best interest of the City, an interview may be scheduled with any or all Proposers. The Evaluation Committee may ask additional questions related to the proposal and the

nature of the services requested. The City will schedule the time with the Proposer and the interview will be conducted via teleconferencing.

Each evaluator shall independently assign a score to each evaluation criterion based on the written proposals and additional details obtained during the interview. Criteria scores will be summed and the award will then be given to the highest scoring proposal.

2.18. Contract Negotiation and Award

Contract negotiations will proceed immediately after a recommendation for award is made to the highest ranked responsive, responsible Proposer(s). The City reserves the right to negotiate a final contract that is in the best interest of the City. The City may negotiate: (a) any material changes to the statement of work, (b) any pricing that might be affected by changes to the statement of work, (c) any modifications being offered by the Proposer for this project, and, (d) any other terms and conditions reasonably related to and authorized for negotiation in the RFP or addenda. Should contract negotiations be unsuccessful with the highest ranking Proposer, negotiations will be terminated with that Proposer and initiated with the second-ranked Proposer, and so forth. When negotiations become successful with a Proposer, an award shall be made by the Chief Procurement Officer.

An RFP response is an offer by a Proposer to contract with the City based upon the terms, conditions and specifications, statement of work contained in the RFP. RFPs do not become contracts unless, and until, they are accepted and an award is made by the City of Sierra Vista.

A contract is formed when the City of Sierra Vista gives written Notice of Award(s) to the successful Proposer(s) and executes a contract with the Proposer. The delivery or furnishing of any of the RFP items or services cannot commence until a contract is duly and properly executed and certificate of insurance provided with the required limits of coverage. The Proposer hereby agrees to accept the contract terms unless exceptions to the contract are submitted by the Proposer with their Proposer Response. If the Proposer does not provide written exceptions and the Proposer indicates exceptions during or after contract evaluations, the City reserves the right to reject the Proposal and negotiate a contract with the next ranked Proposer.

2.19. Rejection of All Proposals and Cancellation of Award

The City reserves the right to reject all proposals or to cancel award of the contract at any time before execution of the contract by both parties if rejection of all proposals or cancellation of the award is deemed to be in the City's best interest. In no event shall the City have any liability for the cancellation of award. The Proposer assumes the sole risk and responsibility for all expenses connected with the preparation of its Proposal and Contract negotiations.

2.20. Reissuance of RFP

The City reserves the right to re-issue a subsequent procurement for this service at any time if deemed to be in the best interest of the City.

2.21. Protest of Award

Any protest shall be in writing and shall be filed with the Chief Procurement Officer. A protest of an Invitation for Bids shall be received at the Office of the Chief Procurement Officer before the Bid

opening date. A protest of an award or of a proposed award shall be filed within fourteen (14) days after the protester knows or should have known the basis of the protest. A protest shall include:

- The name, address and telephone number of the protestor.
- The signature of the protestor or its representative.
- Identification of the Invitation for Bids or contract number.
- A detailed statement of the legal and factual grounds of protest including copies of relevant documents.
- The form of relief requested.

2.22. Notice of Award

Official Notice of Award, if any, shall be sent in the form of an "Award Letter" and shall be signed by the duly authorized City of Sierra Vista Official.

2.23. Vendor Registration and IRS Form

Prior to the execution of a Contract, the successful Proposer must properly fill out and complete an IRS W-9 Form, and any other documents required by the City's Finance Department.

2.24. Disputes

In the event any doubt or differences of opinions exists as to the items or service to be furnished hereunder, or from evaluation and/or testing of substitutes, or the interpretation of the provisions of this procurement, the decision of the City of Sierra Vista shall be final and binding upon all parties.

2.25. Solicitation Document Conflicts

In the event any discrepancies exist between the Proposer(s) submitted response and the original solicitation document, the Proposal on file with the City shall govern.

2.26. Response Preparation Costs

Costs incurred by any Proposer in preparation of a response to this RFP shall be the sole responsibility of the Proposer and will not be reimbursed by the City.

2.27. Confidentiality

The City of Sierra Vista is subject to the Arizona Revised Statutes, Title 39, Chapter 1, relating to public records. The RFP herein states that the following RFP materials shall be submitted in confidence, shall remain confidential, and are exempt from disclosure to the extent allowed by law and pursuant to ARS § 41-2534, D., "Proposals shall be opened publicly at the time and place designated in the Request For Proposals. The name of each offeror and such other relevant information as is specified by rule shall be publicly read and recorded in accordance with rules adopted by the director. All other information contained in the proposals shall be confidential so as to avoid disclosure of contents prejudicial to competing offerors during the process of negotiation. The proposals shall be open for public inspection after contract award. To the extent the offeror designates and the state concurs, trade secrets or other

proprietary data contained in the offer documents shall remain confidential in accordance with rules adopted by the director.”

3. Evaluation Criteria

No.	Evaluation Criteria	Scoring Method	Weight (Points)
1.	Provider qualifications and experience	Points Based	30 <i>(30% of Total)</i>
2.	Ability to provide all Scopes of Work described	Points Based	20 <i>(20% of Total)</i>
3.	Service delivery and scheduling flexibility	Points Based	15 <i>(15% of Total)</i>
4.	Cost	Points Based	20 <i>(20% of Total)</i>
5.	Insurance and regulatory compliance	Points Based	15 <i>(15% of Total)</i>

4. Vendor Submissions

4.1. [Offer & Authorized Signature*](#)

Please download the below documents, complete, and upload.

- [OFFER & AUTHORIZED SIGNATUR...](#)

*Response required

4.2. [Proposal Requirements*](#)

Did you read through and confirm that you met all of the requirements including the sections:

- A. Scope of Work (in Attachments)
- B. Federal Clauses and Requirements

☐ Yes

☐ No

*Response required

4.3. [Proposal*](#)

Please Upload your COMPLETE Proposal here. Multiple files can be uploaded, if needed.

*Response required

4.4. [Price Proposal Form*](#)

Please download the below documents, complete, and upload.

- [Price Proposal Form.docx](#)

*Response required

4.5. [Non-Collusion Affidavit *](#)

Please download the below documents, complete, and upload.

- [Non-Collusion for Consultan...](#)

*Response required

4.6. [References*](#)

Please download the below documents, complete, and upload.

- [References - Fillable Form.pdf](#)

*Response required

4.7. [Suspension & Debarment*](#)

Please download the below documents, complete, and upload.

- [Suspension & Debarment.pdf](#)

*Response required

4.8. [Subconsultants, Lower Tier Subconsultants & Material Suppliers List*](#)

Please download the below documents, complete, and upload.

- [Subconsultants Lower Tier F...](#)

*Response required

4.9. [Certification of Primary Participant Regarding Responsibility Matters*](#)

Please download the below documents, complete, and upload.

- [Primary Responsibility Matt...](#)

*Response required

4.10. [Certification Regarding Foreign Countries*](#)

Please download the below documents, complete, and upload.

- [Cert Regarding Foreign Coun...](#)

*Response required

4.11. [Certificate of Insurability*](#)

Please download the below documents, complete, and upload.

- [Cert of Insurability.pdf](#)

*Response required

4.12. [SAM.GOV REGISTRATION / UNIQUE ENTITY ID**](#)

Do you have a UEI number from Sam.Gov?

☐ Yes

☐ No

*Response required

When equals "Yes"

4.12.1. [UNIQUE ENTITY ID**](#)

Please enter your Unique Entity ID in the space provided.

*Response required

When equals "No"

4.12.2. [SAM.GOV REGISTRATION ACKNOWLEDGEMENT**](#)

It is highly recommended that firms responding to this RFP register their entity at SAM.gov. The process is free and a requirement for award of work on federally funded projects. To register, follow the link provided: <https://sam.gov/content/entity-registration> . Once registered, your firm will be

issued a Unique Identifier Number. The registration process usually takes several days but can be up to several weeks depending on demand. This will be a requirement for the firm selected for award.

☐ Please confirm

☐ Please confirm

*Response required

4.13. [Transaction Privilege Tax Form *](#)

Please download the below documents, complete, and upload.

- [TPT Request For Information...](#)

*Response required

4.14. [W9 Form / W8 Form Series Guide*](#)

Please download the below documents, complete, and upload.

- [COSV IRS W8 Form Series Gui...](#)
- [Blank W-9 Form.pdf](#)

*Response required

4.15. [Federal Clauses and Provisions*](#)

Please download the below documents, complete, and upload.

- [Federal Clauses and Provisi...](#)

*Response required

4.16. [Federal Terms and Conditions*](#)

Please download the below documents, complete, and upload.

- [Standard T&C + Federal Lang...](#)

*Response required