



City Council Report

Date: April 21, 2014
To: City Council
Through: Alex Deshuk, Manager of Technology and Innovation
From: Edward Quedens, MPA, C.P.M., CPPO, Business Services Director
Matt Bauer, MBA, CPPO, CPPB, CPSM, Procurement Administrator
Subject: Three (3)-Year Term Contract for the Executive Physical Examination Services requested by the Human Resources Department **(Citywide)**

Purpose and Recommendation

Council is requested to approve the Term Contract for Executive Physical Examination Services as recommended. A committee representing Human Resources and Purchasing evaluated responses.

The evaluation committee recommends awarding the contract to the highest scored proposal from Banner Occupational Health Clinics at \$88,500 annually, based on estimated requirements.

Background / Discussion

This contract provides annual physicals for City of Mesa executive staff as a means of maintaining optimum health. There are approximately fifty-seven positions eligible to participate in this program. There are several classifications that have more than one employee such as Councilmembers, Assistant Fire Chiefs, Assistant Police Chiefs, Deputy City Managers, etc. The actual number of employees eligible for executive physicals would be approximately 65 to 70.

Staff from Human Resources – Personnel and Employee Benefits Administration, evaluated the proposals based on the elements: Project methodology, approach, proposed staffing, equipment; Demonstrated experience and references; Price; Service and future (administrative) support; Proposal format/organization (thoroughness, clarity, organization, presentation); Facility / Diagnostic abilities; and Financial stability of company. The highest scored proposal, Banner Occupational Health Clinics is being recommended for award. The evaluation committee unanimously agreed on the recommendation.

Banner Occupational Health Clinics submitted the most thorough (in-depth), clear and concise proposal and scored substantially higher in all of the criteria elements except for Price (second lowest priced). Banner has been the City's contracted vendor for the program since April 2009. There are two East valley locations: Banner Desert in Mesa and Banner Gateway in Gilbert. Banner's customer service has been satisfactory over the past five years. This contract continues to be advantageous and in the City's best interest.

Alternatives

Council may choose not to authorize the purchase and new responses will be solicited.

Fiscal Impact

The total amount of \$88,500 annually is available through various City Departments.

Coordinated With

Human Resources – Personnel and Employee Benefits, and Purchasing

PURCHASING INFORMATION

Action: Initial Award

Procurement Type: Request for Proposals

Solicitation Number: 2014168

Vendors Registered on Bid List: Sixty-three (Ten Mesa)

Advertising: Arizona Republic, Bid Net, Purchasing Website

Downloads: Eighteen

Responses: Two

Local Consideration: Policy did not apply to this procurement

Protests Received: None

Initial Contract Term: Three years

Possible Renewals: Two, one-year renewals subject to future Council consideration

Prices: All pricing will be firm for the initial term of one-year except where otherwise provided by the specifications, and include all transportation, insurance and warranty costs.

Pricing Available to Other Cooperative Agencies: Yes

Proposals received on March 5, 2014:

Banner Occupational Health Clinics

Phoenix, AZ

Occupational Health Centers of the Southwest PA dba Concentra Medical Centers

Addison, TX

Proposal Scoring Results:

Elements / Possible Points	Banner Occupational Health Clinics Phoenix, AZ	Concentra Medical Centers Addison, TX
Project methodology, approach, proposed staffing, equipment / 200 points	175	50
Demonstrated experience and references / 200 points	175	50
Price / 200 points	184	200
Service and future (administrative) support / 150 points	125	25
Proposal format/organization (thoroughness, clarity, organization, presentation) / 100 points	100	25
Facility / Diagnostic abilities / 100 points	100	15
Financial stability of company / 50 points	50	50
Total / 1,000 Points	<u>909</u>	415

AWARD RECOMMENDATION
Banner Occupational Health Clinics
Phoenix, AZ

Description
Executive Physical Examination Services per Terms and Conditions, Specifications and Pricing as offered Annual Contract Amount: <u>\$88,500</u>