

PATRICIA A. PESHKA
PURCHASING AGENT



SCOTT AVEDISIAN
MAYOR

CITY OF WARWICK
PURCHASING DIVISION
3275 POST ROAD
WARWICK, RHODE ISLAND 02886
TEL (401) 738-2000 EXT. 6240
FAX (401) 737-2364

The following notice is to appear on the City of Warwick's website Friday, November 6, 2015. The website address is <http://www.warwickri.gov/purchasing-division/pages/request-proposals-and-invitations-bid>.

**CITY OF WARWICK
BIDS REQUESTED FOR**

Bid #2016-204 Medical Evaluations for Warwick Fire Department

Specifications are available in the Purchasing Division, Warwick City Hall, Monday through Friday, 8:30 AM until 4:30 PM on or after Friday, November 6, 2015. Please note that our offices will be closed on Wednesday, November 11, 2015.

Sealed bids will be received by the Purchasing Division, Warwick City Hall, 3275 Post Road, Warwick, Rhode Island 02886 up until 10:00 AM, Friday, November 20, 2015. The bids will be opened publicly commencing 10:00 AM, on the same day in the Lower Level Conference Room, Warwick City Hall.

Awards shall be made on the basis of the lowest evaluated or responsive bid price. Please note that no bids can be accepted via email or fax.

Individuals requesting interpreter services for the hearing impaired must notify the Purchasing Division at 401-738-2000, extension 6241 at least 48 hours in advance of the bid opening date.

Original Signature on File

Patricia A. Peshka
Purchasing Agent

CERTIFICATION & WARRANT FORM*

**This form must be completed and submitted with sealed bid.
Failure to do so will result in automatic rejection.**

Any and all bids shall contain a certification and warrant that they comply with all relevant and pertinent statues, laws, ordinances and regulations, in particular, but not limited to Chapter 16- Conflicts of Interest, of the Code of Ordinances of the City of Warwick. Any proven violation of this warranty and representation by a bidder at the time of the bid or during the course of the contract, included, but not limited to negligent acts, either directly or indirectly through agents and/or sub-contractors, shall render the bidder's contract terminated and the bidder shall be required to reimburse the City for any and all costs incurred by the City, including reasonable attorney fees, to prosecute and/or enforce this provision.

Signature

Date

Company Name

Address

Address

***This form cannot be altered**

PLEASE INCLUDE THIS PAGE WITH YOUR BID

Acknowledgement of Addendum (if applicable)

Addendum Number

Signature of Bidder

COMPANY NAME: _____

COMPANY ADDRESS: _____

BIDDER'S SIGNATURE: _____

BIDDER'S NAME (PRINT): _____

TITLE: _____ TEL. NO.: _____

EMAIL ADDRESS: _____*

*Please include your email address. Future bids will be emailed, unless otherwise noted.

II. AWARD AND CONTRACT:

The CITY OF WARWICK, acting as duly authorized through its Purchasing Agent/Finance Director/Mayor (delete if inapplicable), accepts the above bid and hereby enters into a contract with the above party to pay the bid price upon completion of the project or receipt of the goods unless another payment schedule is contained in the specifications. All terms of the specifications, both substantive and procedural, are made terms of this contract.

DATE: _____

BID #2016-204

PURCHASING AGENT

CITY OF WARWICK

NOTICE TO BIDDERS

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If you received this document from our homepage or from a source other than the City of Warwick Purchasing Division, please check with our office prior to submitting your bid to ensure that you have a complete package. The Purchasing Division cannot be responsible to provide addenda if we do not have you on record as a plan holder.

The opening of bids shall be in the order established by the posted agenda and the agenda shall continue uninterrupted until completion.

Once an item has been reached and any bids on that item has been opened, no other bids on that item will be accepted and any such bid shall be deemed late.

The contractor will not discriminate against any employee or applicant for employment because of physical or mental handicap for any position for which the employee or applicant is qualified and that in the event of noncompliance the City may declare the contractor in breach and take any necessary legal recourse including termination or cancellation of the contract.

A bidder filing a bid thereby certifies that no officer, agent, or employee of the City has a pecuniary interest in the bid or has participated in contract negotiations on the part of the City, that the bid is made in good faith without fraud, collusion, or connection of any kind with any other bidder for the same call for bids, and that the bidder is competing solely in his own behalf without connection with, or obligation to, any undisclosed person or firm.

All bids should be submitted with one (1) original copy and one (1) copy. The exterior of the envelope shall be plainly marked to include: *YOUR COMPANY NAME* and "Bid #2016-204 Medical Evaluations for Warwick Fire Department". Bids received prior to the time of the opening will be securely kept, unopened. No responsibility will be attached to an officer or person for the premature opening of a bid not properly addressed and identified. No bids shall be accepted via facsimile or email.

Should you have any questions, please contact Assistant Chief McLaughlin, Warwick Fire Department, at 401-468-4049.

All bids should be written in ink or typed. If there is a correction with whiteout, the bidder must initial the change.

Negligence on the part of the bidder in preparing the bid confers no rights for the withdrawal of the bid after it is opened.

Any deviation from the specifications must be noted in writing and attached as part of the bid. The bidder shall indicate the item or part with the deviation and indicate how the bid will deviate from specifications.

Per Section 56-5(f), Post-Bid Award Requirement. When a bid is awarded to a corporation, limited liability company or other legal entity, prior to commencing work under the awarded bid, that corporation, company or legal entity shall provide to the Purchasing Agent a Certificate of Good Standing dated no more than thirty (30) days prior to the date upon which the bid award was made.

The successful bidder will provide said Certificate of Good Standing within ten (10) calendar days after notification of award or the City reserves the right to rescind said award.

The certificate may be mailed to City of Warwick, Purchasing Division, 3275 Post Rd., Warwick, RI 02886 or emailed to bids@warwickri.com.

The City of Warwick reserves the right to award this contract as a one (1) year, two (2) year or three (3) year contract, as deemed most favorable to the interest of the City. Term contracts may be extended for one additional term upon mutual agreement unless otherwise stated.

The contractor must carry sufficient liability insurance and agree to indemnify the city against all claims of any nature, which might arise as a result of his operations or conduct of work.

The IRS Form W-9 attached should be completed and submitted with the bid if the bidder falls under IRS requirements to file this form.

The City is exempt from the payment of the Rhode Island Sales Tax under the 1956 General Laws of the State of Rhode Island, 44-18-30, Paragraph I, as amended.

The successful bidder must comply with all Rhode Island Laws, applicable to public works projects, including, but not limited to provisions of Chapter 13 of Title 37 of the Rhode Island General Laws, pertaining to prevailing wage rates, and all other applicable local, state and federal laws.

The Purchasing Agent reserves the right to reject any and all bids, to waive any minor deviations or informalities in the bids received, and to accept the bid deemed most favorable to the interest of the City.

The City reserves the right to terminate the contract or any part of the contract in the best interests of the City, upon 30-day notice to the contractor. The City shall incur no liability for materials or services not yet ordered if it terminates in the best interests of the City. If the City terminates in the interests of the City after an order for materials or services have been placed, the contractor shall be entitled to compensation upon submission of invoices and proper proof of claim, in that proportion which its services and products were satisfactorily rendered or provided, as well as expenses necessarily incurred in the performance of work up to time of termination.

No extra charges for delivery, handling or other services will be honored. All claims for damage in transit shall be the responsibility of the successful bidder. Deliveries must be made during normal working hours unless otherwise agreed upon.

All costs directly or indirectly related to the preparation of a response to this solicitation, or any presentation or communication to supplement and/or clarify any response to this

Solicitation, which may be required or requested by the City of Warwick shall be the sole responsibility of and shall be borne by the respondent.

If the respondent is awarded a contract in accordance with this solicitation and the respondents bid or response and if the respondent fails or refuses to satisfy fully all of the respondents obligations thereunder, the City of Warwick shall be entitled to recover from the respondent any losses, damages or costs incurred by the City as a result of such failure or refusal.

The City reserves the right to award in part or full and to increase or decrease quantities in the best interest of the City.

Any quantity reference in the bid specifications are estimates only, and do not represent a commitment on the part of the City of Warwick to any level of billing activity. It is understood and agreed that the agreement shall cover the actual quantities ordered during the contract period.

The City reserves the right to rescind award for non-compliance to bid specifications.

The successful bidder must adhere to all City, State and Federal Laws, where applicable.

WARWICK FIRE DEPARTMENT

SPECIFICATIONS FOR MEDICAL EVALUATIONS

The City of Warwick Fire Department is seeking bids for medical evaluations for a one (1) year, two (2) year or three (3) year period, as deemed most favorable in the interest of the City, and must meet the following specifications.

GENERAL REQUIREMENTS

The bidder agrees to assist the Fire Department management in preplanning the test process. The bidder shall supply all equipment needed to process the examinations including all clinical testing facilities, medical questionnaires, all specimen collection supplies, and instructional materials. The bidder must be able to provide enough medical personnel to do all testing in a timely fashion. Each fire fighter should have a complete physical, including examination, within an hour. Fire Fighters working the same truck assignments need to have testing done concurrently with no other patients injected in between them.

All medical screening must be performed by technicians trained and certified in each procedure. The physical examination must be performed by a licensed physician. Please review NFPA 1582 Standard on Comprehensive Occupational Medical Programs for Fire Departments 2013 Edition, to assure that you understand the scope of work required. All medical evaluations must comply with NFPA Standard 1582-2013 Edition

The bidder shall provide the name of the physician who would be fulfilling the role of Fire Department Physician as laid out in NFPA of Standard 1582-2013 Edition Section 4.2 Fire Department Physician Responsibilities.

The bidder shall provide documentation outlining their policy and procedures for quality control and quality assurance on all medical equipment.

All test results and interpretations shall be treated as a confidential medical record. The distribution of the results shall be at the direction of the Fire Department. An Alpha List will also be provided with a listing of everyone completing the exam or any portion thereof.

Physicals shall be conducted on an ongoing schedule, throughout any mutually agreed-upon day, by a staff, which is dedicated to that purpose. While testing, the fire fighters must not have other patients injected into the process, thus slowing down the testing being done for the City. The fire fighters shall be seen, one at a time, from a grouping assigned for that day, without placing patients from other employers in between.

A release shall be secured by the vendor from each individual to be examined and a copy of their reports shall be mailed to each individual.

All procedures necessary for the conducting of physicals shall take place at a single facility, with the option to perform the tests at the Fire Department Headquarters, if necessary.

Bidder shall be responsible for providing DOT driver's certification cards.

The tests and exams indicated for the purpose of this physical shall be the only ones given. Under no circumstances will any additional tests be given other than those specified. Only the findings from specified physicals shall be given the individual being examined. Any other findings shall be given only to the individual being tested.

(See NFPA 1582-2013 Edition Chapter 4)

Bidder shall be responsible for maintaining medical records for a period of not less than 30 years Post retirement date.

EXAMINATIONS/SERVICES TO BE PERFORMED

1. **Physical Examinations** - Physical exams shall be conducted by licensed physicians. The medical evaluations shall consist of the following minimum protocol: record height and weight; examine ears, eyes, nose, throat, head and face, thyroid, skin, lymphatics; heart and lungs; thorax; abdomen; extremities, spine, musculoskeletal system hernia screening, rectal examination to include PSA Blood Test to screen for prostate cancer and review of the medical history. The examiner shall also review the audiogram, chest X-ray, EKG, pulmonary function test and vision tests for significant abnormalities. Examinees shall be advised during the procedure of abnormalities identified by the examiner that require immediate follow-up.
2. **Laboratory Analysis** - Specimen collection shall be performed by trained phlebotomists to ensure proper procedures for accurate sampling is observed. The clinical testing shall be comprised of a complete blood count (CBC) with a differential and platelet count, a general chemistry 24-parameter profile to include PSA for prostate cancer screening and a microscope urinalysis. The bidder shall demonstrate compliance with 29 CFR 1910.1030 in its collection procedures and staff employed. A heavy metal test will be done for any new Haz-Mat technicians (OSHA 1910.120) or at the request of the department. This test will be for arsenic, mercury, lead and cadmium. Hepatitis B Surface Antibody testing will be done and the levels will be in a quantitative series.
3. **Blood Pressure** - Blood pressure shall be recorded for each patient by a technician trained in utilizing hospital grade sphygmomanometers and stethoscopes. The criteria for evaluation shall be those established by the American Heart Association, and patients shall be immediately notified of any significant abnormality. Repeat measurements shall be provided for all members not meeting the AHA normal criteria.
4. **Chest X-rays** - A posterior-anterior chest x-ray shall be administered by a registered and licensed ARRT technologist. X-rays shall be interpreted by a NIOSH certified "B" reader. The x-ray room shall be fully lead shielded to prevent hazardous emissions to the environment.
5. **Audiometric** - Audiometric testing shall be performed by a Certified Hearing Conservationist. The equipment room and procedures shall meet both the OSHA standard set forth at 29 CFR 1910.95 as well as the ANSI guidelines (s3.6-1969). The frequencies to be tested are 500, 1000, 2000, 3000, 4000, 6000, and 8000 Hz.
6. **Pulmonary Function Test** - Pulmonary function testing shall be performed by technicians having passed NIOSH approved curriculum courses in occupational spirometry. The analytical equipment shall measure FVC, FEV1, PEF, FEF 25-75% and FEV1/FVC. These tests shall

meet all OSHA and state imposed regulations for pulmonary function testing. Interpretations shall be performed by a board-certified pulmonary specialist.

7. **T. B. Testing**
8. **Electrocardiograms** - Electrocardiograph testing shall be performed by trained technicians. Test results shall be interpreted by a board-certified cardiologist, when a significant problem is discovered. The physician's report shall contain appropriate commentary regarding the examinee's cardiac condition and follow-up recommendations shall be made where warranted.
9. **Vision Tests** - Vision screening shall be performed by trained technicians, and test results shall be interpreted by an optometrist. The test procedures shall meet the standards imposed by DOT for vision acuity screening.

Medical evaluations will be divided into the following groups:

Firefighter Annual Medical Evaluation (see NFPA Standard 1582-2013 Chapter 7)

Physical w/Respirator Questionnaire
Audiogram
Chem 20,CBC,CHD,UA
Chest X-Ray 1-view (every five years or medically indicated)
EKG
PPD 1 step
Hep B Surface Antibody (titer)
PSA (age 40 and over)
Pulmonary Function Test
Titmus Vision

Candidate Medical Evaluation (see NFPA Standard 1582-2013 edition Chapter 6)

Physical
Drug Screen (5 Panel)
Respirator Questionnaire
Audiogram
Chem 20,CBC,CHD,UA
Chest X-Ray 2 view
EKG
PPD 1 step
PPD 2 step
Hep B Surface Antibody (Titer)
Hep C Surface Antibody (Titer)
PSA (age 40 and over)
Pulmonary Function Test
Titmus Vision

Firefighter Annual Medical Evaluation HAZ-MAT Tech (Existing)
(see NFPA Standard 1582-2013 edition Chapter 7)

Hazardous Material Physical w/Respirator Questionnaire
Audiogram
Chem 20,CBC,CHD,UA
Cholinesterase RBC, (Serum)
Archiving Urine and Blood (Existing Techs)
Chest X-Ray 1 view (every five years or medically indicated)
EKG
PPD 1 step
PSA (age 40 and over)
Pulmonary Function Test
Titmus Vision

Firefighter Annual Medical Evaluation HAZ-MAT Tech (New to HAZ-MAT)
(see NFPA Standard 1582-2013 edition Chapter 7)

Hazardous Material Physical w/Respirator Questionnaire
Audiogram
Chem 20,CBC,CHD,UA
Blood Lead/ZPP
Cholinesterase RBC, (Serum)
Heavy Metals (urine) Arsenic, Cadmium, Mercury, Lead (Baseline for new Techs)
Chest X-Ray 1 view (every five years or medically indicated)
EKG
PPD 1 step
PSA (age 40 and over)
Pulmonary Function Test
Titmus Vision

Firefighter Exit Medical Evaluation (see NFPA Standard 1582-2013 Chapter 7)

Physical
Audiogram
Chem 20,CBC,CHD,UA
Chest X-Ray 1 view (every five years or medically indicated)
EKG
PPD 1 step
Hep C Surface Antibody (Titer)
PSA (age 40 and over)
Pulmonary Function Test
Titmus Vision
Heavy Metals (if Haz-Mat Tech)

Fire Department Physician

Name _____

PRICING

Item #	Description	1 st Year	2 nd Year	3 rd Year
1.	Firefighter Annual Medical Evaluation			
2.	Candidate Medical Evaluation			
3.	Firefighter/HAZ-MAT Annual Medical Evaluation			
4.	Firefighter Exit Medical Evaluation			
5.	Physical			
6.	Hazardous Material Physical			
7.	Audiogram			
8.	Chem 20,CBC,CHD,UA			
9.	Blood Lead/ZPP			
10.	Cholinesterase RBC, (Serum)			
11.	Chest X-Ray 1 & 2-view			
12.	EKG			
13.	Hep A Vaccine			
14.	Hep B Surface Antibody (titer)			
15.	PSA (age 40 and over)			
16.	Pulmonary Function Test			
17.	Titmus Vision			
18.	Archiving Urine and Blood (Existing Techs)			
19.	Heavy Metals (urine) Arsenic, Cadmium, Mercury, Lead			
20.	Drug Screen			
21.	PPD 1 step			
22.	PPD 2 step			
23.	Hep C Surface Antibody (Titer)			
24.	Hep B Vaccine			
25.	Hemocult			
26.	HIV Titer			
27.	MMR Titer			
28.	MMR Vaccine			
29.	Varicella			

CITY OF WARWICK

BID AND CONTRACT FORM

TITLE OF SPECIFICATION: Bid #2016-204 Medical Evaluations
for Warwick Fire Department

I. BID:

WHEREAS, the CITY OF WARWICK has duly asked for bids for performance of services and/or supply of goods in accordance with the above-indicated specifications.

The person or entity below does irrevocably offer to perform the services and/or furnish the goods in accordance with the specifications, which are hereby incorporated by reference in exchange for the bid price below;

This offer shall remain open and irrevocable until the CITY OF WARWICK has accepted this bid or another bid on the specifications or abandoned the project.

The bidder agrees that acceptance below by the CITY OF WARWICK shall transform the bid into a contract. This bid and contract shall be secured by Bonds, if required by the specifications.

Pricing as Submitted