



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

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TRANSMITTAL LETTER FOR BOARD MEETING OF DECEMBER 15, 2016

COMMITTEE ON PROCUREMENT

Mr. David St. Pierre, Executive Director

Issue purchase orders and enter into agreements for Contract 16-RFP-27 (REBID) Pre-employment Physical Examination and Drug-Alcohol Testing Services with Ingalls Memorial Hospital in an amount not to exceed \$120,000.00 and with Mobile Health and Testing Services, Inc. in an amount not to exceed \$20,000.00, Account 101-25000-612430, Requisition 1432072

Dear Sir:

Authorization is requested to enter into an agreement with Ingalls Memorial Hospital (Ingalls), to provide pre-employment and return-to-work physical and drug testing services and with Mobile Health and Testing Services, Inc. (Mobile Health) to provide on-site (mobile) drug testing services. Both agreements will be for a three-year period from January 1, 2017 through December 31, 2019.

The District re-advertised Request for Proposal 16-RFP-27 (REBID) Pre-employment Physical Examination and Drug-Alcohol Testing Services on October 12, 2016. The original Request for Proposal had no responsive bidders. Based on feedback from vendors regarding the initial advertisement, the Request for Proposal was re-advertised with two program options: pre-employment and return-to-work physical and drug testing services; and on-site (mobile) drug testing services. Vendors were invited to submit a proposal for either of these plan options or both options. Seventy-six (76) firms were notified and sixteen (16) firms requested proposal documents.

The District received a total of five (5) responsive proposals on November 4, 2016. Three (3) proposals were received for the pre-employment and return-to-work physical and drug testing services option. These proposals were submitted by Advocate Occupational Health, Occupational Health Center of Illinois, P.C. and Ingalls. Two (2) proposals were received for the on-site (mobile) drug testing option. These proposals were submitted by Blue Lizard Inc./Shamey, LLC and Mobile Health.

The proposals were evaluated by staff from the Human Resources and Procurement and Materials Management Departments. The criteria for these evaluations were outlined in Request for Proposal 16-RFP-27 (REBID) and included: understanding of the project; approach to the work; and technical competence. Following the preliminary evaluation of proposals, excluding cost, all three (3) proposers for the pre-employment and return-to-work physical and drug testing services option were deemed to be finalists and both proposers for the on-site (mobile) drug testing option were deemed to be finalists. Finalist interviews were conducted on November 17, 2016 and November 18, 2016. A solicitation was sent to each finalist on November 21, 2016 for an unqualified "best and final" offer. The "best and final" offers were returned to the Director of Procurement and Materials Management on November 30, 2016.

Based on the evaluation of the proposals using the criteria described above and the pricing provided in the "best and final" offer, it is recommended that a contract be awarded to Ingalls for the pre-employment and return-to-work physical and drug testing services option. Ingalls received the highest technical score overall

for the pre-employment and return-to-work physical and drug testing services component of the contract. Ingalls has four occupational health facilities in the Chicagoland area. Ingalls offers an online scheduling system to allow candidates to schedule a pre-employment screening. Walk-in visits are also accepted. Ingalls utilizes an online medical records systems that allows the District to access pre-employment test results via an employer portal. Ingalls screening programs are designed and clinicians are trained specifically for an occupational health setting. In addition to these qualifications, Ingalls provided the most cost effective proposal for these services.

A separate evaluation was conducted for the on-site (mobile) drug testing option. Proposals for this option were also evaluated using the criteria set forth in the request for proposal document and the pricing provided in the "best and final" offer. Based on this evaluation, it is recommended that a contract be awarded to Mobile Health for the on-site (mobile) drug testing services. Mobile Health received the highest technical score for this component of the contract. Mobile Health collectors are available 24/7/365 to perform on-site drug testing services with collectors arriving on-site 60-90 minutes from the time of dispatch. All collectors are certified in accordance with Department of Transportation (DOT) guidelines. They are experienced with random testing programs including the District's and utilize a third-party consortium to randomly generate testing lists. Mobile Health provides drug testing services to several large employers in the area including Power Construction, International Paper and Envoy Air (an affiliate of American Airlines). Based on the information provided, Mobile Health is the most qualified vendor to provide on-site (mobile) drug testing services to the District.

It is requested that the Director of Procurement and Materials Management be authorized to issue a purchase order and enter into an agreement with Ingalls to provide pre-employment and return-to-work physical and drug testing services in an amount not to exceed \$120,000.00. It is also requested that the Director of Procurement and Materials Management be authorized to issue a separate purchase order and enter into an agreement with Mobile Health to provide on-site (mobile) drug testing services in an amount not to exceed \$20,000.00. Both agreements will be for the period January 1, 2017 through December 31, 2019.

The estimated expenditure for 2017 is \$45,000.00, for 2018 is \$45,000.00 and for 2019 is \$50,000.00, Funds for 2017, 2018, and 2019 are contingent on the Board of Commissioners' approval of the District's budget for those years.

Recommended, Beverly K. Sanders, Director of Human Resources
Recommended, Darlene A. LoCascio, Director of Procurement and Materials Management
Respectfully Submitted, Barbara J. McGowan, Chairman Committee on Procurement
Disposition of this agenda item will be documented in the official Regular Board Meeting Minutes of the Board of Commissioners for December 15, 2016