



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

File #: 19-0466, **Version:** 1

TRANSMITTAL LETTER FOR BOARD MEETING OF MAY 16, 2019

COMMITTEE ON PROCUREMENT

Mr. Brian A. Perkovich, Executive Director

Report on advertisement of Request for Proposal 19-RFP-14 Pre-Employment Physical Examinations, Post-Offer Physical Assessments and Related Services, estimated cost \$180,000.00, Account 101-25000-612260, Requisition 1519866

Dear Sir:

Request for Proposal documents are being prepared for a provider of pre-employment physical examinations, post-offer physical assessments and related services at the request of the Department of Human Resources.

The purpose of this contract is to select a vendor to perform the following services: pre-employment medical examinations and drug tests as part of the pre-employment screening process; return-to-work medical examinations and drug tests; and post-offer physical assessments for physically demanding jobs. The District conducts 175 - 200 pre-employment physicals each year. Approximately 50 of these candidates also receive the post-offer physical assessment to ensure the candidate can perform the essential functions of a physically demanding job classification. The contract will cover the period from January 1, 2020 through December 31, 2023.

The estimated cost for this contract is \$180,000.00 with an estimated annual cost of \$45,000.00.

No bid deposit is required for this request for proposal.

The Diversity Section conducted a review of the services included in the request for proposal. Since these types of services are typically performed by a single provider at the provider's facility, they do not provide practical or cost effective opportunities for subcontracting. Therefore, the Affirmative Action Appendix A and Appendix V are not included in the request for proposal document.

The tentative schedule for this contract is as follows:

Advertise	June 26, 2019
Proposals Received	July 26, 2019
Award	October 17, 2019
Completion	December 31, 2023

Funds are being requested in 2020, 2021, 2022 and 2023 in Account 101-25000-612260, and are contingent on the Board of Commissioners' approval of the District's budget for those years.

Requested, Beverly K. Sanders, Director of Human Resources, BKS:JEF
Respectfully Submitted, Darlene A. LoCascio, Director of Procurement and Materials Management