



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Details (With Text)

File #: 19-0466 **Version:** 1
Type: Report **Status:** Filed
File created: 5/3/2019 **In control:** Procurement Committee
On agenda: 5/16/2019 **Final action:** 5/16/2019
Title: 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

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
5/16/2019	1	Board of Commissioners	Published and Filed	Pass

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