

Bedford County Department of Finance

**200 Dover Street, Suite 102
Shelbyville, TN 37160
(931) 685-2024 FAX (931) 680-1029**

Request for Proposal

Firefighter Exams and Cancer Screenings Bid No. 24-14

The Bedford County Department of Finance is requesting proposals on **Firefighter Exams and Cancer Screenings**. Sealed bids will be received until **2:00 p.m., Wednesday, July 26, 2023**, in the office of the Bedford County Department of Finance and will be opened publicly at that time. The Department of Finance reserves the right to reject any and all bids and waive any irregularities for the purpose of ensuring the award given is in the best interest of Bedford County. Any bids received after the scheduled closing time for receipt of bids will be returned to the bidder unopened.

GENERAL BID TERMS AND CONDITIONS

Proposals from all responsible bidders will be considered. To qualify as a responsible bidder, the proposal submitted must:

1. **Meet or exceed the minimum requirements specified.**
2. **Furnish all documents requested by the representative of the Bedford County Department of Finance prior to and following the bid opening.**
3. **Submit their completed bid prior to the bid opening date and time.**
4. **Have bid name and bid number placed on the outside lower left corner of the sealed envelope containing the bid form. (Facsimile bids will not be considered.)**

Award

A purchase order from the Bedford County Department of Finance will be issued to the successful bidder acknowledging the award. A copy of these terms and conditions, specifications and the vendors' proposal form will become a part of the purchase order.

Prospective bidders may contact the Assistant Chief Brian Cantrell of Bedford County Fire Department at 931-684-9223, or email brian.cantrell@bedfordcountyttn.gov, for any questions as to the specifications of the bid.

Lowest and/or best bid will be awarded.

Bid prices shall be for the fiscal year ending June 30, 2024, with option to renew for two additional one year periods.

Other Considerations

Bedford County Department of Finance reserves the right to purchase only those bid items and quantities that conform to overall budgetary, functional, and performance constraints.

The terms of this bid will be extended to other local government agencies, other municipalities, and Boards of Education. Bedford County is responsible only for purchases made and received by Bedford County.

Bedford County of Tennessee ensures compliance with Title VI of the Civil Rights Act of 1964; 49 CFR, part 26; related statutes and regulations to the end that no person shall be excluded from participation in or be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance from the U.S. Department of Transportation on the grounds of race, color, sex or national origin.

INSTRUCTION TO BIDDERS

All Proposals are to be made on the Proposal Form provided. **Bids must be delivered in hand or by a mail service in a sealed envelope marked on the outside lower left corner, Bid No. 24-14 Firefighter Exams.** Bids will be received and opened at **2:00 p.m., Wednesday, July 26, 2023.** **Any bids received after the scheduled closing time for receipt of bids will be returned to the bidder unopened.**

Proposals shall be made upon Proposal Forms prepared by the Department of Finance. All Proposals are to be made complete in every detail as required and called for by said Proposal Form. Proposals that are incomplete, conditional contain irregularities of any kind, or which are not in accord with the Instructions to Bidders and Proposal Form furnished by the Department of Finance may be rejected as informal.

The submission of a proposal will signify that the Bidder has thoroughly familiarized himself with all conditions and that he fully understands what will be expected of the successful bidder.

The Department of Finance reserves the right to accept or reject in whole or in part any or all proposals submitted, without liability whatsoever, and waive informalities therein, if deemed by the Department of Finance in their best interest to do so.

The County of Bedford , Tennessee seeks proposals from qualified and competent service providers to perform firefighter annual physical medical examinations pursuant to: (a) the requirements of NFPA 1582 (2013 edition); (b) applicable OSHA standards; (c) Cancer Presumption Bill for Firefighters as referenced in Tennessee Code Annotated §7-51-201; and (d) in accordance with the employee's age, previous medical history and previous medical tests.

The physical medical exams shall be conducted yearly as agreed upon by the Bedford County Fire Department and the selected service provider. Ninety-five percent (95%) of physicals must be performed within (thirty) 30 days, excluding weekends and County recognized holidays, from a notice to proceed to be issued by the County. Preference will be given to proposals that offer physical medical exams within the corporate limits of the City of Shelbyville.

Blood sample, urine specimen collection, laboratory analysis services are required in conjunction with the firefighter annual physical medical examinations referenced above and shall be arranged and scheduled by the successful proposer rendering the annual physical medical examinations and shall be completed over thirty (30) consecutive calendar days, Monday through Friday but excluding County-observed holidays.

The County requires the successful proposer to render the annual physical medical examinations itself but may subcontract with one or more qualified and competent service providers for the required blood and urine laboratory analysis services and/or the required chest x-rays, provided such service provider(s) is (are) located within the corporate limits of the City of Shelbyville.

The Bedford County Fire Department currently consists of one (1) fire station and approximately twenty (20) uniformed personnel that would require a physical medical exam. The majority of these personnel work a schedule of 24 hours on / 48 hours off. The Bedford County Fire Department has an A-shift, B-shift and C-shift. Each shift consists of approximately six (6) personnel. In addition, the Bedford County Fire Department has a day shift of approximately two (2) uniformed personnel that work Monday through Friday, 8:00 a.m. to 4:00 p.m. that would also require a physical medical exam.

Taking into consideration such factors as typical patterns of leave usage, the County estimates that approximately twenty (20) uniformed personnel of the Bedford County Fire Department may be subject to firefighter annual physical medical examinations and related services within the thirty (30) day target time frame to complete all necessary physical medical exams. Each fiscal year the number of firefighter personnel receiving medical exams may increase as part of the ongoing growth and staff expansion of the Fire Department. The County will therefore use this estimate for the purpose of evaluating the pricing value of proposals received in response to this request for proposals. The estimate is, however, neither a guaranteed minimum nor a guaranteed maximum but merely an approximate quantity.

The Bedford County Fire Department requires that the blood sample, urine specimen collection, laboratory analysis services, be conducted and completed for the majority of personnel sufficiently prior to the physical medical exams such that the results may be reviewed during the exam. These services shall be conducted and completed between the hours of 7:00 a.m. and 4:00 p.m. and shall be scheduled Monday through Friday over no more than four (4) weeks but excluding County-observed holidays.

The medical files and records shall be retained by the successful proposer. Completed fit-for-duty forms completed by the service provider shall be provided to and maintained by the Bedford County Fire Department.

Scope of Services

The County seeks to retain the services of a qualified and competent service provider to provide physical medical exam services. Such services are anticipated to include and meet the following criteria:

Firefighter annual physical medical examinations program shall meet OSHA 29 CFR 1910.95, 1910.134, 1910.120, 1910.1030, NFPA 1582 and shall include the following:

Comprehensive Medical History – All necessary forms shall be provided.

Physical Medical Examination - Comprehensive physical medical exam shall include: head, eyes, ears, neurological and hernia check.

Vitals – Height, Weight and Blood Pressure.

Body Composition – Bio Impedance Analysis (BIA).

Pulmonary Function Testing (PFT).

Vision – Snellen (distance) screening. Corrected and Uncorrected.

Chest X-Ray

EKG – 12-lead resting electrocardiogram.

PSAs on all white males over 50, black males over 40, and any other males with a family history of prostate cancer.

Flexibility: sit & reach (per NFPA 1582 C.2.1.12).

One-on-one consultation with licensed medical provider.

Copy of results and interpretations shall be provided to each firefighter in sealed envelope.

Clearance letters shall be provided within five (5) days of the physical medical examination if there are no medical issues requiring follow-up.

If an employee is deemed not fit for duty, then the service provider shall notify an authorized representative of the Bedford County Fire Department within thirty (30) minutes of the completion of the physical medical examination for that employee.

If an employee is deemed not fit for duty, then the service provider's notification of such conclusion shall indicate whether the employee could function in a light-duty capacity and, if so, the notification shall contain appropriate job performance restrictions.

Service provider shall offer the employee referrals for any medical issues identified during examinations.

Service provider shall have a thorough understanding of the thirteen (13) essential tasks required of firefighters as promulgated by NFPA.

Laboratory analysis

Chemistry Screen

Glucose

Sodium

Potassium

Chloride

Urea Nitrogen (BUN)

eGFR

Creatinine

BUN/Creatinine ratio

Uric Acid
Inorganic Phosphorus
Calcium
Iron (TIBC)
Total Protein
Albumin
Globulin
Albumin/Globulin Ratio
Total Bilirubin – Liver Function
Direct Bilirubin
Alkaline Phosphatase – Liver Function
Gamma-GT
AST (SGOT)
ALT (SGPT)
LDH – Heart Enzyme
Lipids
Triglycerides
Cholesterol, Total
HDL-High Density Lipoprotein Cholesterol
LDL-Low Density Lipoprotein Cholesterol
VLDL-Very Low-Density Lipoprotein Cholesterol
Cholesterol / HDL-Cholesterol

Estimated Coronary Heart Disease Risk

Urinalysis
Color
Appearance
Specific gravity
pH
Protein
Glucose
Microscopic examination of urine sediment
Ketones
Occult blood
Leukocyte esterase
Nitrite
Bilirubin
Urobilinogen
Thyroid
Thyroid-stimulating Hormone (TSH)
Thyroxine (T4)
T3 Uptake
Free Thyroxine Index
Complete Blood Count (CBC)
White Blood Count (WBC)
Red Blood Count (RBC)

Hematocrit
Platelets
Lymphs
Monocytes
Eos
Hemoglobin
Mean Corpuscular Volume (MCV)
Mean Corpuscular Hemoglobin (MCH)
Mean Corpuscular Hemoglobin Concentration (MCHC)
Polymorphonuclear Neutrophils (Polys)
Basos

Audiometric Testing

*Testing at frequencies 500 up 8000Hz.
Testing on each ear was completed separately.
Date and Time of Audiogram
Examiner's name and CAOHC Certification Number*

Cancer Screening

*Non-Hodgkin's Lymphoma
Colon
Skin
Multiple Myeloma
Leukemia cancer
Testicular cancer
Other cancers that may be added by State law.*

Standard Proposal Form - Submittal Content and Procedures

The following information shall be included by the potential service provider in its submittal in order for it to be considered responsive. Wherever the word "firm" is used, it shall also apply to any subcontractors to the firm that the firm anticipates using in the provision of the required services as described in this Request for Proposals.

A. Experience and qualifications:

- 1. Overview of the firm including organizational structure (e.g., publicly held corporation, private non-profit, partnership, etc.) and a brief history.*
- 2. Describe the firm's experience, expertise, and capabilities with respect to local government clients.*
- 3. Indicate the presence or absence of any conflict of interest between the firm and/or its key personnel and the County.*

B. Thoroughness and quality of proposal:

1. Demonstrate an understanding of the County's needs as described in this Request for Proposals.

2. The proposer shall demonstrate they have responded thoroughly to this Request for Proposal, including the instructions.

C. Methodology and schedule:

1. Describe the proposed approach.

2. Present a proposed schedule that identifies all major events and tasks to be performed by the firm and the County, to include any meetings and milestones. The schedule shall include allowances for periods of times and meetings required for organizational input as well as for the County's review and approval of submissions.

3. Provide evidence of ability to complete the scope of work within the time frame indicated in the proposal.

