



City of Rochester Hills
AGENDA SUMMARY
FINANCIAL ITEMS

1000 Rochester Hills Dr.
Rochester Hills, MI 48309
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Legislative File No: 2018-0069

TO: Mayor and City Council Members
FROM: Pamela Gordon, Human Resources Director
DATE: February 26, 2018
SUBJECT: Occupational Medicine Services

REQUEST:

City Council is requested to authorize a blanket purchase order for Occupational Medicine Services to Ascension Crittenton Hospital, Rochester, MI in the amount not-to-exceed \$70,000.00 through December 31, 2018.

REASON FOR PURCHASE:

In 2015, the City issued Request for Proposals for Occupation Medicine Services and received three (3) proposal responses. An evaluation committee made up of staff from the City's Human Resources Department and the Fire Department evaluated the proposal responses received. Ascension Crittenton Hospital was selected based on the services and hours they provide, proximity to City buildings and overall lowest cost proposal. The contract term called for a one (1) year contract with four (4) one year renewal options. The City is exercising their second renewal option of the contract.

This contract is utilized for pre-employment physicals, occupational medicine services, and for Local 3472 annual physical requirement for all members of the bargaining unit.

PROCESS:

Vendor Name and Address:

Ascension Crittenton Hospital
1101 W. University Drive
Rochester, MI 48307

Reason for Selection:

Best Value

Method of Purchase:

Blanket Purchase Order

BUDGET:

Funds are included in the 2018 Adopted Budget.

Less funding is requested as compared to budget due to fewer physicals needed in FY 2018 as the new Full-Time Firefighters were hired in FY 2017 and received their initial physicals in FY 2017. The initial employee physicals are expensed to the General Fund - Human Resources cost center.

Less funding is requested as compared to budget in the Fire Fund accounts primarily due to fewer physicals required due to staffing levels of Part-Time Firefighters.

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
General Fund - HR	233.801002	Prof. Serv. Medical	\$31,000	\$15,000	\$16,000
Fire Fund	206.801002	Prof. Serv. Medical	\$9,500	\$5,000	\$4,500
Fire Fund	339.801002	Prof. Serv. Medical	\$75,000	\$50,000	\$25,000
TOTAL			\$115,500	\$70,000	\$45,500

RECOMMENDATION:

It is recommended that City Council authorize a blanket purchase order for Occupational Medicine Services to Ascension Crittenton Hospital, Rochester, MI in the amount not-to-exceed \$70,000.00 through December 31, 2018.

APPROVALS:	SIGNATURE	DATE
Department Review		
Department Director		
Budget Content: Chief Financial Officer		
Purchasing Process: Supervisor of Procurement		
Mayor		
Deputy Clerk		