



City of Rochester Hills  
AGENDA SUMMARY  
FINANCIAL ITEMS

1000 Rochester Hills Dr.  
Rochester Hills, MI 48309  
248.656.4630  
[www.rochesterhills.org](http://www.rochesterhills.org)

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Legislative File No: 2019-0049

**TO:** Mayor and City Council Members  
**FROM:** Pamela Gordon, Human Resources Director  
**DATE:** February 11, 2019  
**SUBJECT:** Occupational Medicine Services

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**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 \$108,000.00 through December 31, 2019.

**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 third (3<sup>rd</sup>) renewal option of the contract.

This contract is utilized for pre-employment physicals, occupational medicine services, and for the annual physical required for all certified full time fire fighters under the current labor contract.

**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 FY 2019 Adopted Budget.

<b>Fund Name</b>	<b>Department Account No</b>	<b>Account No. Description</b>	<b>Budget Amount</b>	<b>Cost</b>	<b>Remaining Budget</b>
General Fund - HR	233.801002	Prof. Serv. Medical	\$17,000	\$17,000	\$0
Fire Fund - Admin	206.801002	Prof. Serv. Medical	\$4,000	\$4,000	\$0
Fire Fund - Suppression	339.801002	Prof. Serv. Medical	\$80,000	\$80,000	\$0
Fire Fund - Comm. Risk	341.801002	Prof. Serv. Medical	\$6,000	\$6,000	\$0
Fire Fund - Training	342.801002	Prof. Serv. Medical	\$1,000	\$1,000	\$0
<b>TOTAL</b>			<b>\$108,000</b>	<b>\$108,000</b>	<b>\$0</b>

**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 \$108,000.00 through December 31, 2019.

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