

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLYWOOD, FLORIDA, AUTHORIZING THE APPROPRIATE CITY OFFICIALS TO EXECUTE AN AGREEMENT AND ISSUE A BLANKET PURCHASE ORDER BETWEEN THE HIGHEST RANKED FIRM AND THE CITY OF HOLLYWOOD TO PROVIDE OCCUPATIONAL HEALTH SERVICES FOR AN ESTIMATED ANNUAL EXPENDITURE OF \$69,440.00.

WHEREAS, the Office of Human Resources requires an agreement with a qualified medical facility or physicians' group licensed by the State of Florida to provide pre-placement physical examinations, complete physicals for members of the HazMat team, and to provide vaccinations, treatment and screenings of infectious diseases for the Fire Rescue and Beach Safety, Police, Public Utilities and Public Works Departments; and

WHEREAS, on September 7, 2018, Request for Proposals ("RFP") Number 4598-18-PB was electronically advertised via BidSync in accordance with the City's Purchasing Ordinance, Section 38.42 (A) (1); and

WHEREAS, the RFP for Occupational Health Services was opened at 3:00 P.M. on October 4, 2018 and resulted in two responses as follows:

Occupational Health Centers of the Southwest, P.A.,
d/b/a Concentra Medical Centers
Fort Lauderdale, Florida

SiteMed North America LLC
Garner, North Carolina

; and

WHEREAS, the RFP document's selection process required an evaluation committee to review and score/rank the responsive proposals based upon the Evaluation Criteria established in the RFP document; and

WHEREAS, the responses were evaluated based upon the following criteria: 1) Previous Experience and Past Performance; 2) Price Proposal; 3) Project Understanding, Proposed Approach and Methodology; 4) Office Location based upon proximity to City Hall, 2600 Hollywood Blvd., Hollywood, FL 33020; 5) References and successfully completed similar projects, and 6) Professional Qualifications, Location and Size of Staff; and

WHEREAS, the RFP document included a fee schedule for services required, to be completed by each proposer; and

WHEREAS, on December 10, 2018, the proposals were evaluated by a three member committee representing the Office of Human Resources and the Fire Rescue & Beach Safety Department; and

WHEREAS, the two responsive proposals received were evaluated and the scores were compiled to arrive at the following ranking (highest score), first choice and second choice:

1. Concentra Medical Centers 284 Points
2. SiteMed North America LLC 164 Points ; and

WHEREAS, the Agreement will be executed for a three year period with the option to renew for two additional one year periods; and

WHEREAS, the award is subject to the City's receipt and approval of all insurance certificates and endorsements required by the City's Human Resources Office, and indemnity to the City, along with a signed Statement of Hold Harmless and Indemnity; and

WHEREAS, funding for this agreement is available in the FY19 Account Numbers 001.215001.52200.552010.000000.000.000 (Hazmat Physicals), 001.112002.51300.531160.000000.000.000 (Pre-Employment Physicals), and 558.112006.51900.531170.000000.000.000 (Contractual Services), and will be budgeted for in subsequent fiscal years.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF HOLLYWOOD, FLORIDA:

Section 1: That the foregoing "WHEREAS" clauses are ratified and confirmed as being true and correct and are incorporated in this Resolution.

Section 2: That it approves and authorizes the execution, by the appropriate City officials, of the attached Agreement with the highest ranked firm, together with such non-material changes as may be subsequently agreed to by the City Manager and approved as to form and legal sufficiency by the City Attorney.

Section 3: That it approves and authorizes the execution, by the appropriate City officials, of the attached Blanket Purchase Order with the highest ranked firm, together with such non-material changes as may be subsequently agreed to by the City Manager and approved as to form and legal sufficiency by the City Attorney.

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Section 4: That if City officials are unable to execute an agreement with the highest ranked firm, they are authorized to negotiate with and execute an agreement with the next ranked firm.

Section 5: That this Resolution shall be in full force and effective immediately upon its passage and adoption.

PASSED AND ADOPTED this _____ day of _____, 2019.

JOSH LEVY, MAYOR

ATTEST:

PATRICIA A. CERNY, MMC
CITY CLERK

APPROVED AS TO FORM AND LEGAL
SUFFICIENCY for the use and reliance of
the City of Hollywood, Florida only:

DOUGLAS R. GONZALES, CITY ATTORNEY