

VILLAGE OF ORLAND PARK, ILLINOIS



REQUEST FOR PROPOSALS

ADDENDUM NO. 1 OCCUPATIONAL HEALTH SERVICES

Date: Friday, September 5, 2014
To: All Potential Respondents
From: Village of Orland Park
RE: Responses to Questions Received

This Addendum No. 1 is being issued to provide responses to questions submitted in response to the Village of Orland Park's Request for Proposals (RFP) for the above mentioned project. All provisions and requirements of the RFP documents shall remain in effect. The question and answer period for this RFP is closed.

All addenda must be acknowledged by signing the Addendum and including it with your submittal. Failure to include a signed formal Addendum with your submittal may deem the submittal non-responsive; provided, however, that the Village may waive this requirement if in its best interest.

The following provides responses to questions submitted for this RFP:

1. Would you be able to tell me how many candidates the city would be needing and for what specific job titles you are needing?

Response: The Village hires a number of employees each year. At this time, a pre-employment physical and drug screen is required for all of the new employees hired into a regular full-time or regular part-time position. We average about 15 full-time, 100 part-time and about 300 seasonal hires each year.

Job descriptions will be provided to the successful proposer outlining the job duties and physical demands of each position. The pre-employment exam should include the appropriate exam parameters related to the demands of the position. Some of the position types include office, maintenance, public safety (police), recreation instructors, bus drivers, etc.

Below are estimated quantities needed annually. Quantities listed are estimates only and do not represent a firm commitment. Services shall be provided on an as-needed basis.

Annual Contract Services	Qty.
Pre-employment exams (for general office, part-time non-safety sensitive maintenance, public safety personnel, recreation instructors, and bus drivers, etc.)	130
Pre-employment exams (for positions that require a DOT exam and DOT drug screen for safety sensitive maintenance and bus/van driver positions)	15
Pre-employment vision exams and drug screens (conducted on-site at a specified Village location during the second week in May)	170
Pre-employment drug screens (processed in May – June of each year)	100
DOT exams and drug screens	30
Return to work exams (for various position types)	50
Hepatitis A, B, or other vaccinations	20
DOT random drug or breath alcohol screens	75

2. I want to confirm that this RFP is for a physician to provide Occupational Health Evals & treatment for injured workers & pre-employment testing, etc. Are you expecting this physician to also provide Physical Therapy services? Accelerated Physical Therapy can provide those services. Please let me know if we should be putting a bid in for this service.

Response: The RFP is for Occupational Health Services. Our primary needs include pre-employment, return to work exams, and annual and bi-annual exams for the PACE (FTA regulated) program. As well as drug and alcohol test collection.

We are not expecting the physician to provide physical therapy. Should our employees wish to treat with the occupational health provider they can do so at their own discretion. It is not an expectation of the Village that this would be included in the Occupational Health Services proposals.

3. Do you know who the current provider is?

Response: Midwest Environmental Medicine

4. Can we get details of all Vaccinations needed, any others besides whats listed?

Response: Hep A and Hep B, Tetanus and TDap may be provided as needed for specific positions and or due to exposure. TB screenings may be provided as needed for specific positions or due to exposure. Other vaccinations may be provided based on recommendation of the occupational health provider and as needed.

5. [Can we get] details on Respiratory exam, For TB?

Response: The respiratory exam would be in accordance with the OSHA Respirator Medical Evaluation for employees that are required to wear a respirator. Spirometry exam and review of OSHA Respirator medical Evaluation Questionnaire is needed.

6. [Can we get] details on post exposure screening exam?

Response: A baseline post exposure exam would be conducted either by the ER or by our occupational health provider depending on the incident. The occupational health provider is responsible for establishing and administering the follow-up testing at 3 months, 6 months, etc.

7. Is there a mile range from clinic to Orland Park? Does the facility need to be within a certain mileage of Orland Park?

Response: There is a preference of a facility within 10 miles of Orland Park.

The RFP Submittal date remains Friday, September 12, 2014 at 11:00 A.M.

Addendum No. _____, **Dated** _____

Signature of Authorized Signee: _____

Organization: _____

Title: _____

Date: _____