



Request for Proposals

City of Waverly: Occupational Health Services

Introduction: The City of Waverly is committed to promoting the health and safety of its workforce while ensuring compliance with regulatory standards. In our continuous effort to maintain a safe and supportive working environment for our employees, we are seeking proposals from qualified vendors to provide comprehensive Occupational Health Services.

Qualifications of Bidders:

1. Bidders may be investigated by the City of Waverly to determine if they are qualified to deliver the services. All bidders shall be prepared to submit within five days the City's request written evidence of such information and data necessary to make this determination.
2. The investigation of a bidder will seek to determine whether the organization is adequate in size, is authorized to do business in the jurisdiction where the project is located, has had previous experience, and whether available equipment and financial resources are adequate to assure the City that the services will be delivered in accordance with the terms of the agreement.
3. The City reserves the right to reject any bid if the evidence submitted by, or the investigation of such bidder fails to satisfy the City that such bidder is properly qualified to carry out the obligations of the services contemplated therein.
4. Each bidder should submit with their bid a list of at least four separate references currently using the services proposed on similar applications. This list shall include the company name, contact name and telephone number where they may be reached.
5. If the successful bidder does not honor their bid, they may be disqualified from bidding on future services for a period of up to five years.

General Terms and Conditions:

This document provides basic standard specifications with an area to note alternatives. Alternatives may be accepted if it is determined by the City of Waverly staff that the alternatives listed will be the most advantageous to the City. If alternatives are marked, please provide a short explanation.

The City of Waverly reserves the right to accept the bid in which the judgement of the City is the most advantageous to the City. The City has the right to accept alternatives and waive irregularities in any bid and to reject any or all bids or to re-advertise.

Bids and/or proposals should be submitted via email and will be assessed based on relevant service offerings, pricing, and the ability to meet the City's needs effectively. The City will review all submissions and follow-up with those that are most aligned with the provided criteria to schedule in-person presentations. We look forward to reviewing your submissions and exploring opportunities for collaboration to enhance the health and safety of our workforce.

Submission Deadline: December 20th, 2024

For more details regarding this RFP and the specific requirements, please contact the City of Waverly Human Resources Director, Danielle Stratton. Dstratton@waverlyia.com

Thank you for your interest in partnering with the City of Waverly.

Bid Specifications:

The selected provider will deliver a range of essential services, including but not limited to:

- Standard Pre-Employment Drug Screens and Physicals: Ensuring new hires meet health and safety requirements.
- DOT Pre-Employment Drug Screens and Physicals: Complying with Department of Transportation regulations for relevant positions.
- Police and Fire Physicals: Conducting specialized assessments for our public safety and emergency response personnel to ensure their readiness and fitness for duty.
- Random DOT Drug Screen Program: Facilitation of random selection program and drug screening program to maintain DOT compliance. On-site random testing is preferred.
- Annual Audiograms: Annual on-site hearing assessments for employees at risk of occupational hearing loss.
- Hepatitis B Vaccinations: Vaccination programs for at-risk employees to prevent occupational exposure.
- Influenza Vaccinations: Annual on-site clinics to promote employee health and reduce the spread of influenza.
- Return to Work Exams: Evaluations to facilitate a safe transition back to work following leave of absence due to illness or injury.
- Fit Testing: Respirator fit testing to ensure proper equipment use for employees in hazardous environments.
- Employee Assistance Program (EAP) Services:
 - Mental Health and Wellbeing programs and services
 - Offering a minimum of three counseling visits (with telehealth options) for employees and their family members
 - Supervisor/Mandator referral programs
 - Educational programs
 - Financial wellbeing services
 - Legal services/assistance
 - Elder care assistance
 - Family planning and child care support

*Note: If the City of Waverly chooses a new provider, service changes will begin after July 1, 2025.

We invite interested providers to submit proposals that detail their capabilities, expertise, and approach to providing the listed services. Our aim is to partner with one provider for all services who aligns with our values of promoting employee health, safety, and overall well-being.

In compliance with the above invitation for bids and subject to all listed specifications and general conditions, the undersigned offers and agrees provide services upon which prices are quoted, exclusive of state and federal taxes at the price.

Company: _____ Phone: (_____) _____

Address: _____

Signature: _____

Printed Name & Title: _____

References:

Company: _____ Phone: (_____) _____

Contact Name: _____

Company: _____ Phone: (_____) _____

Contact Name: _____

Company: _____ Phone: (_____) _____

Contact Name: _____

Company: _____ Phone: (_____) _____

Contact Name: _____