



JOLIET JUNIOR COLLEGE  
— 1901 —

REQUEST FOR PROPOSAL  
#R16009  
Occupational Health Services



# JOLIET JUNIOR COLLEGE

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Joliet Junior College  
Request for Proposal  
Occupational Health Services

**RFP Opening June 14, 2016 @ 2:00 P.M. (CST)**

## **Background**

Joliet Junior College is a comprehensive community college with approximately 1,600 employees. Out of the 1,600 employees about 570 employees are full-time. On an annual basis the college hires approximately 300 employees a year. The college offers pre-baccalaureate programs for students planning to transfer to a four-year university, occupational education leading directly to employment, adult education and literacy programs, work force and workplace development services, and support services to help students succeed. The College has a combined total of 14,000 credit and 17,000 non-credit students attending classes on its main campus located within the city of Joliet, and its four extension campuses located in Romeoville, Morris, southeast and downtown Joliet.

## **Vision Statement**

Joliet Junior College will be the first choice.

## **Mission Statement**

Joliet Junior College is an innovative and accessible institution, dedicated to student learning, community prosperity, cultural enrichment, and inclusion. Joliet Junior College delivers quality lifelong learning opportunities empowering diverse students and the community through academic excellence, workforce training, and comprehensive support services.

## **OVERVIEW**

The Board of Trustees of Joliet Junior College (hereinafter, "JJC") is requesting proposals from Occupational Health Care Providers for services relating to pre-employment physical exams, post-accident physical exams, drug/alcohol testing and return-to-work (fitness for duty) exams.

Additional scope is discussed in the **SCOPE OF WORK** section of this proposal.



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## I. RFP SCHEDULE

Date (2016)	Event
May 20, 2016	Vendors contacted via email / advertised
May 31, 2016 at 12:00 P.M. (CST)	Last date/time for submission of written questions via email to <a href="mailto:purchasing@jjc.edu">purchasing@jjc.edu</a>
June 2, 2016 @ end of business day	Responses to questions emailed
June 14, 2016 @ 2:00 P.M. (CST)	Proposals must be submitted to the Business & Auxiliary Service Office, Campus Center Building A, Room 3100, 1215 Houbolt Road, Joliet, IL 60431
June 15 – June 23, 2016	JJC Evaluation Team reviews proposal
June 27 – June 30, 2016	Possible presentations by two top short-listed firms
August 10, 2016	Notification of Award

## II. INSTRUCTIONS TO VENDORS

**ADVICE:** The department responsible for this RFP is the Business and Auxiliary Services department located at Campus Center, Building A, Room 3100, 1215 Houbolt Rd., Joliet, IL 60431-8938. The JJC contact will be Janice Reedus, Director of Business & Auxiliary Services, A3102, telephone (815) 280-6640; fax (815) 280-6631.

Questions concerning this RFP will be answered if sent to the Purchasing Department via email to [purchasing@jjc.edu](mailto:purchasing@jjc.edu) on or before 12:00 P.M. on May 31, 2016.

All questions and answers will be published and provided to all potential suppliers by end of business day on end of business day on June 2, 2016.

**SUBMISSION:** the submission of a response shall be prima facie evidence that the supplier has full knowledge of the scope, nature, quality of work to be performed, the detailed requirements of the project, and the conditions under which the work is to be performed.



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Faxed proposals ARE NOT acceptable. All RFP's must be submitted by the date and time of public opening (see above). RFP's must be submitted on the forms provided in a sealed envelope clearly marked (typed or blocking lettering only) with the vendor's name, return address, RFP for OCCUPATIONAL HEALTH SERVICES, the opening date and time. An original and four (4) copies of the RFP shall be provided. Each hard copy shall be submitted in a binder. RFP's must be addressed to: Joliet Junior College, Janice Reedus, Director of Business & Auxiliary Services, Campus Center Room A3100, 1215 Houbolt Rd., Joliet, IL 60431-8938.

RFP's not submitted in the format as instructed by this RFP will not be accepted. Addendums to this RFP, once filed, may be submitted in a sealed envelope only, and properly identified, prior to the opening hour.

Receipt of RFP / Late RFP: Sealed RFP's shall be received at the place and until the time indicated in this RFP. It is the sole responsibility of the vendors to ensure timely delivery of the RFP. JJC will not be responsible for failure of service on the part of the U.S. Postal Service, courier companies, or any other form of delivery service chosen by the vendor.

RFP's received after the date and time specified shall be considered LATE, and shall not be opened.

Accuracy of Proposals / Withdrawal of Proposals prior to RFP Opening: Proposals will represent a true and correct statement and shall contain no cause for claim of omission or error. Proposals maybe withdrawn in writing or by facsimile (provided that the facsimile is signed and dated by vendor's authorized representative) at any time prior to the opening hour. However, no proposal may be withdrawn for a period of one hundred twenty (120) days subsequent to the opening of the RFP without the prior written approval of the Director of Business and Auxiliary Services or Joliet Junior College.

**ADDENDA:** The only method by which any requirement of this solicitation may be modified is by written addendum.

**PROPOSAL DUE DATE:** The proposal must be received on or before 2:00 PM on June 14, 2016 at the Business and Auxiliary Services Department, Campus Center, Room A3100, 1215 Houbolt Rd., Joliet, IL 60431-8938

## **INSURANCE:**

The supplier performing services for JJC shall:

Maintain worker's compensation insurance as required by Illinois statutes, for all employees engaged in the work.



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Maintain commercial liability, bodily injury and property damage insurance against any claim(s), which might occur in carrying out the services, referenced in this RFP. Minimum coverage will be TWO MILLION DOLLARS (\$2,000,000) liability for bodily injury and property damage including product liability and completed operations.

Provide motor vehicle insurance for all owned, non-owned and hired vehicles that are used in carrying out the services described in this RFP. Minimum coverage shall be TWO MILLION DOLLARS (\$2,000,000) per occurrence combined single limit for automobile liability and property damage.

## **TAXES:**

JJC is exempt from all federal excise, state and local taxes unless otherwise stated in this document. In the event taxes are imposed on the services purchased, JJC will not be responsible for payment of the taxes. The supplier shall absorb the taxes entirely. Upon request, JJC's Tax Exemption Certificate will be furnished.

## **INDEMNIFICATION:**

The supplier shall protect, indemnify and hold JJC harmless against any liability claims and costs of whatsoever kind and nature for injury to or death of any person or persons and for loss or damage to any property occurring in connection with or in any incident to or arising out of occupancy, use, service, operations or performance of work in connection with the contract, resulting in whole or in part from the negligent acts or omissions of the supplier.

## **DISCLOSURE:**

Vendor shall note any and all relationships that might be a conflict of interest and include such information with the bid.

## **TERM OF CONTRACT:**

Any contract, which results from this RFP, shall be for a period of one year from the date of the contract award. Assuming continued availability of funding; JJC may, at its sole option and with the consent of the supplier renew the contract for up to an additional two (2) one-year terms.

## **BLACKOUT PERIOD:**

After the College has advertised for proposals, no pre-proposal vendor shall contact any College officer(s) or employee(s) involved in the solicitation process, except for interpretation of specifications, clarification of bid submission requirements or any information pertaining to prebid conferences. Such vendors making such request shall email Janice Reedus, Director of Business & Auxiliary Services, at [purchasing@jjc.edu](mailto:purchasing@jjc.edu). No vendor shall visit or contact any College officers or an employee until after the proposal is awarded, except in those instances when site inspection is a prerequisite for the submission of a proposal. During the black-out period, any such visitation, solicitation or sales call by any representative of a prospective vendor in violation of this provision may cause the disqualification of such bidder's response.



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## III. GENERAL TERMS AND CONDITIONS

**Applicability:** These general terms and conditions will be observed in preparing the proposal to be submitted.

**Purchase:** After execution of the contract, purchases will be put into effect by means of purchase orders or suitable contract documents executed by the Director of Business and Auxiliary Services.

**Right to Cancel:** JJC may cancel contracts resulting from this RFP at any time for a breach of any contractual obligation by providing the contractor with thirty-calendar days written notice of such cancellation. Should JJC exercise its right to cancel, such cancellation shall become effective on the date as specified in the notice to cancel.

**Governing Law and Venue:** This contract shall be construed in and governed under and by the laws of the State of Illinois. Any actions or remedies pursued by either party shall be pursued in the State and Federal Courts of Will County, Illinois, only after Alternate Dispute resolution (ADR) has been exhausted.

**Dispute Resolution:** JJC and the contractor shall attempt to resolve any controversy or claim arising from any contractual matter by mediation. The parties will agree on a mediator and shall share in the mediation costs equally.

**Costs:** All costs directly or indirectly related to preparation of a response or oral presentation, if any, required to supplement and/or clarify a proposal shall be the sole responsibility of and shall be borne by the vendor.

**Proprietary Information:** Vendor should be aware that the contents of all submitted proposals are subject to public review and will be subject to the Illinois Freedom of Information Act. All information submitted with your proposal will be considered public information unless vendor identifies all proprietary information in the proposal by clearly marking on the top of each page so considered, "Proprietary Information." The Illinois Attorney General shall make a final determination of what constitutes proprietary information or trade secrets. While JJC will endeavor to maintain all submitted information deemed proprietary within JJC, JJC will not be liable for the release of such information.

**Negotiation:** JJC reserves the right to negotiate all elements, which comprise the vendor's proposal to ensure the best possible consideration, be afforded to all concerned. JJC further reserves the right to waive any and all minor irregularities in the proposal, waive any defect, and/or reject any and all proposals, and to seek new proposals when such an action would be deemed in the best interest of JJC.



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**Award:** The successful vendor, as determined by JJC, shall be required to execute a contract for the furnishing of all services and other deliverables required for successful completion of the proposed project. The supplier may not assign, sell, or otherwise transfer its interest in the contract award or any part thereof without written permission from JJC.

**Retention of Documentation:** All proposal materials and supporting documentation that is submitted in response to this proposal becomes the permanent property of JJC.

**Opening of Proposals:** Proposals will be opened in a manner that avoids disclosure of the contents to competing vendors. Contents for proposals will remain confidential during the negotiations period. Only the proposal number and the identity of the vendor submitting the proposal response will be made available to the public.

## V. **FORMAT FOR RESPONSE**

To achieve a uniform review process and obtain the maximum degree of comparability, it is required that the proposal be organized in the format specified.

An original and four (4) copies of the RFP and a complete electronic copy (DVD or flash drive) will be required. Each hard copy shall be submitted in a binder. The original copy should be so noted and signed

### 1. **Title Page**

Show the RFP subject, the name of the vendor's firm, address, telephone number, name of contact person, and date.

### 2. **Table of Contents**

Clearly identify the materials by sections and page number(s).

### 3. **Letter of Transmittal**

Limit to one or two pages.

- a. Briefly state the vendor's understanding of the scope of services to be provided and make a commitment to provide the services within the time period.
- b. List the names of the persons who will be authorized to make representations for the vendor, their titles, address, and telephone numbers.



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#### 4. Profile of the Vendor

Indicate the number of people in the organization and their level of experience and qualification and the percentage of their time that will be dedicated to this process.

- a. Provide a list of the vendor's top ten current and prior two-year clients indicating the type of services the organization has performed for each client.
- b. Submit independently audited financial statements (one copy only). Such information will be considered in strict confidence.
- c. Indicate any third-party firms involved with your program and state their role(s).

#### 5. Scope Section

Clearly describe the scope of services to be provided based upon the information in the scope section. Respond to each item listed.

#### 6. Responses to Addendum

#### 7. Prices Responses

#### 8. Invoicing Procedure

- a. Describe the firm's invoicing procedures.
- b. Include documentation identifying all of the vendor's fees.

#### 9. Bidder's Certification Statement

## VI. EVALUATION

In evaluating the proposals submitted, JJC will apply the "Best Value" standard in selecting the supplier to be awarded a contract for this project. Purchase price is not the only criteria that will be used in the evaluation process. Any award resulting from this RFP will be made to that vendor whose offer conforms to the RFP and it is determined to be the most advantageous, of "best value" to JJC, in the sole judgment of JJC. The selection process will include, but not be limited to, the following considerations:

1. The provider's ability to assist JJC in meeting the overall goals and to reduce JJC administrative costs associated with the procurement process.
2. The quality and range of services the firm proposes to provide.
3. The extent to which the goods or services meet JJC needs.
4. The firm's overall experience, reputation, expertise, stability and financial responsibility.
5. The facilities physical environment, accessibility, cleanliness and professionalism.
6. The vendor's past relationship with JJC, if any.



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7. The experience and qualifications of the staff that will be assigned to service JJC's account.
7. The ability to provide service in an expedient and efficient manner.
8. Facilities (computerized information systems, access to industry facilities, quality and range of management reports, etc.) that will be used in auditing JJC's expenditures.
9. Vendor's financial terms offered to JJC.
10. The training options available.
11. The total, long-term cost to JJC to acquire the vendor's goods and services.
12. Any other relevant factor that a private business entity would consider in selecting a supplier.

## SCOPE OF WORK

1. Occupational Injury/Worker's Compensation Case Management
  - a. Provide case coordination and case management for work-related injured/ill employees of the College. Services must be requested by the College. The case management system must be designed so that the injured/ill employee is closely monitored and medical care is coordinated, in conjunction with the College's Worker's Compensation Administrator, from the time of injury until the case is closed.
2. Post-Offer/Pre-Employment Physical Examination
  - a. Evaluation by a medical professional to determine if an individual is physically and/or mentally able to perform the essential functions of their desired position, as defined in the job description provided by the College.
  - b. Results communicated back to the College within 3-4 business days (unless otherwise noted)
  - c. Certain positions require an X-Ray (including chest)
  - d. UA dip with immediate results
3. Job-Related Physical Examination, Testing and Screening
  - a. Perform physical examinations/tests for certain positions. For example:
    - i. Audiogram (with results within 48 business hours)
    - ii. Spirometry Test and OSHA Record Review
    - iii. X-ray lumbar 5 views with results within 48 business hours
    - iv. EKG with interpretation and immediate results
    - v. Respirator fit testing
  - b. Perform immunizations and vaccinations as indicated for certain job classes. For example,
    - i. PPD (Purified Protein Derivative – TB) with results within 48-72 business hours
    - ii. HEP B Vaccine with testing done as outlined in CDC guidelines
    - iii. HEP B Antibody with results within 72 business hours
    - iv. Adult Tetanus/Diphtheria with same day service
    - v. Administer Flu Vaccine with same day service (currently not required)



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4. Return-to-Work (RTW) Physical
  - a. Evaluation by a medical professional to determine if an employee is physically and/or mentally able to perform the essential functions of their position, as defined in their job description as provided by the College.
  - b. Upon request of College, perform return-to-work examinations for non-work related injury or illness.
  - c. Results communicated to College within 24 business hours.
5. Fitness for Duty Examinations
  - a. Provide thorough and complete medical records review and evaluation, including medical information from external providers and coordination of receiving those records.
  - b. Receive and evaluate results for fitness for duty examinations provided by other Vendors and provide findings and recommendations to College.
5. Drug and Breath Alcohol Testing
  - a. Pre-employment, Post-Accident or Reasonable Suspicion
    - i. 10-panel drug screen with immediate results (if employee is at work)
    - ii. Breath Alcohol Test with immediate results (if employee is at work)
  - b. Vendor personnel shall be trained and experienced in urine specimen collection for drug testing and shall be breath alcohol technician certified.
6. On-site screening and testing services
  - a. Have the capability to perform services on-site at a College campus as needed. For example, provide annual vaccines to the nursing faculty.
7. Post exposure testing and examination, to comply with 29 CFR 1910.1030
8. Provide legislative updates as they relate to services covered under this agreement
9. Communication
  - a. The College expects timely communication in accordance with timelines identified in the scope of work section.
  - b. The College expects to be notified immediately (or as reasonably possible) of any individual who fails to report for a scheduled appointment/referral or whom refuses to complete any portion of the exams or testing.
10. Confidentiality
  - a. The confidentiality of health care information generated shall be maintained in accordance with the provisions of the Uniform Health Care Information Act.
11. Facility must be located within 10 miles of Joliet Junior College's Main Campus Location (1215 Houbolt Road, Joliet, IL)
12. Preferred hours of operation for facility are Monday thru Friday 9:00 AM – 8:00 PM and Saturday hours if possible.



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13. Please outline any other services you have available that the College has not covered herein, and please outline the costs associated with those services in the “Price Responses”, section 7 of the proposal.

## **QUANTITY**

There is no guaranteed amount of services intended either expressly or implied, to be purchased or, contracted for by JJC. However the supplier awarded the contract shall furnish all required services to JJC at the stated price, when and if required.

## **PROPOSED PRICING**

The vendor should furnish a list of proposed prices for all services individually and materials to be used during the term of the contract. The list of proposed prices should be structured to allow for the calculation of unit cost analyses. The prices included herein are to be firm through the contract term, unless noted otherwise by the vendor.



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## CERTIFICATION OF CONTRACT/BIDDER

The below signed contractor/bidder hereby certifies that it is not barred from bidding on this or any other contract due to any violation of either Section 33E-3 or 33E-4 of Article 33E, Public Contracts, of the Illinois Criminal Code of 1961, as amended. This certification is required by Public Act 85-1295. This Act relates to interference with public contracting, bid rigging and rotating, kickbacks and bribery.

\_\_\_\_\_  
SIGNATURE OF CONTRACTOR/BIDDER

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

THIS FORM **MUST** BE RETURNED WITH YOUR BID TO:

Joliet Junior College District #525  
Director of Business & Auxiliary Services, H-1019  
1215 Houbolt Road  
Joliet IL 60431