



PHYSICIAN SERVICES

INVITATION TO BID

Sealed bids will be received, opened, and read aloud in public session for **PHYSICIAN SERVICES for the CITY OF JASPER, ALABAMA, at 11:00 A.M. on Monday, May 25th, 2026**, at the Jasper City Hall located at 121 17th Street West, Jasper, Alabama 35501.

The successful bidder will be required to obtain a business license from the City to operate within the City Limits. Bid specifications may be obtained from Jasper City Hall, 121 17th Street West, Jasper, Alabama, Monday through Friday from 8:00 a.m. until 4:00 p.m., or downloaded from the City's website at www.jaspercity.com.

Sealed bids may be mailed or delivered directly to the City of Jasper prior to the public opening. All sealed bids must be clearly and legibly marked "SEALED BID," the bidder's name, the name of the bid, and the opening date and time. Contact the Purchasing Agent at (205) 385-7968 or jcook@jaspercitey.com with any questions.

Sealed bids must be mailed to the following address:

City of Jasper
Attention: Purchasing Agent
P.O. Box 1589
Jasper, Alabama 35501

Or hand delivered to:

Jasper City Hall
Attention: Purchasing Agent
121 17th Street West
Jasper, Alabama 35501

Be advised that overnight delivery by express or courier to Jasper, AL is not guaranteed. Emailed bids will not be accepted.

The lowest responsive, responsible bid will be accepted with key consideration based upon best value and benefit to the public. The City of Jasper reserves the right to reject all bids, to waive any irregularity in the bids received, and to accept or reject any items of the bid for the benefit of the public. No conditional bids will be accepted. No bid may be withdrawn for a period of thirty (30) days after the scheduled closing date and time for the receipt of bids. THE CITY OF JASPER, ALABAMA.

**CITY OF JASPER, ALABAMA
PHYSICIAN SERVICES**

SCOPE:

The City of Jasper is seeking sealed proposals, subject to conditions and instructions as specified, from qualified physicians to establish a contract for the purpose of performing pre-employment physicals and drug tests, post-employment drug test for various City departments and work-related injury treatment. The City will receive proposals until 11:00 am, local time, on May 25, 2026 in the council chambers located in the Jasper City Hall, 121 17th Street West, Jasper, Alabama 35501. Submittals, made with three (3) copies, marked on the outside of envelope with proposal subject, **“PHYSICIAN SERVICES”**. **Proposals will not be accepted via fax machine or Internet email.**

Any proposals received after due date and time are returned to the offer or unopened. The City is not responsible for delay by the U. S. Mail or any other carrier unless otherwise stated in the technical specifications of the “Request for Proposals”. The City will accept only one proposal per offeror.

In the event of a joint venture to respond to the Request, one firm shall be named the prime contractor and all correspondence concerning the Request will be with the prime contractor. The proposals shall be prepared simply and economically and shall be straightforward and concise in content. It should also adhere strictly to the proven capabilities of the proposers to meet the requirements set forth in the Request.

The City reserves the right to hold the proposals for a period of sixty (60) calendar days after the due date before awarding the contract. The City reserves the right to either award this contract or reject any and /or all proposals, whichever is in the best interest of the City. Proposals will be evaluated by area and/or total and may be awarded by area, group or total whichever is in the best interest of the City. The City reserves the right to use other physicians in the event a contract physician cannot provide services in time needed. Proposers may submit proposals on as many or as few areas as they wish. All information and materials submitted will become the property of the City of Jasper, Alabama; and shall be subject to the provisions of the State of Alabama public records law. If awarded the contract, the proposal submission, in its entirety, will be included as part of the contract documents and filed, as public records with the City Clerk.

By submitting a proposal, the proposer certifies it has read and understands this RFP and has full knowledge of the scope, nature, quantity, and quality of the work to be performed, the detailed requirements of the services to be provided and the conditions under which the services are to be performed.

The contract term shall be a three (3) year period with all prices included in the proposals guaranteed for the life of the contract. It should be noted that multi-year contracts may be continued each fiscal year only after funding appropriations and program approvals have been granted by the City Council. If the necessary funding is not approved, then the affected multi-year contract becomes null and void, effective October 1st of the fiscal year for which such approval is denied.

In the event the offeror to whom the contract is awarded does not execute a contract within fifteen (15) calendar days after such award, the City may give notice to such offeror of intent to award the contract to the next most qualified proposer, or to ask for new proposals.

If the awarded physician or firm does not meet its quality standards, as presented in these proposals, the City will be refunded all or part of the service charges. The service charges paid by the City if no quality rating is available will be negotiated and based on a number of errors.

It is the intent of the City to allow contract termination by either party by giving written notice to the other party no later than 120 days before the termination date. This provision can be exercised only after the contract has been in effect for three (3) calendar months. In this event, the awarded firm or physician shall be entitled to equitable compensation for satisfactory work completed.

After the contract period has been completed the awarded firm or physician agrees to maintain all terms of the contract during a transitions period of at least sixty (60) days while a new contract is being obtained.

All requests for interpretation of any portion of this request may be made by telephone to the City Purchasing Agent, Jessica Cook at (205) 385-7968 or e-mail jcook@jaspercocity.com. All replies will be given verbally or by e-mail reply and a copy of any inquiry and advice, if deemed vital by the Purchasing Agent, will be made available to each prospective offeror.

All proposals shall be submitted in the form and manner indicated by the Request documents and forms. Any proposal which is not submitted in form and manner indicated which contains information, statements, conditions, or qualifications which place conditions or qualifications on the proposal submittal for the purposes of making an award, or which alter any proposal terms, conditions specifications, or forms, which has not been previously by written addendum from Purchasing Agent, or which does not meet legal requirements, may be declared as a qualified, conditional, or non-responsive and may be rejected. Any proposals that do not fully respond to all detailed specifications or requests for information including execution of proposal forms may be declared "non-responsive" and recommended for rejection.

The City reserves the right to waive minor variances from the specifications, provided these differences do not violate the specification intent, materially affect the operation for which the service are being obtained, nor increase the estimated cost to the City. The City is not responsible for any expenses incurred by the respondent in preparing and submitting the proposals and/or attendance at any interviews, final contract negotiations or applicable site visits.

MINIMUM QUALIFICATIONS

Firms or physicians wishing to submit a response to this Request must at a minimum:

- Possess Medical License to practice in Alabama.
- Maintain an office or branch in the city limits with office hours of 8:00 am to 4:30 pm
- Must be able to perform post-employment testing within one hour of notice.
- Drug Screening results must be submitted to City Clerk or Human Resource Manager within five (5) business days from the day of testing.

- Must remain current on testing and medical standards for all services to be performed under this contract and comply with drug testing policy which is included in this contract and is included as Exhibit A
- Knowledgeable of duties and responsibilities as well as physical and mental stresses of position testing for.
- Have expertise on its staff and equipment to supply the requirements of this proposal as requested.
- Maintain in force, at his own expense, a minimum of One Million Dollars (\$ 1,000,000) professional liability insurance for each physician, One million (\$ 1,000,000) per patient, workers compensation in accordance with statutory limits and five hundred dollars (\$ 500,000) of employer's liability insurance.

SCOPE OF SERVICES:

Pre-employment physicals

- Include but not limited to vision, hearing, lungs, heart, ears, throat, head and neck, eyes, extremities, neurological, abdomen, genitalia, height, weight, pulse, blood pressure, blood work
- Police physicals to APOST standards
- Submit required forms to Human Resources Department of the City of Jasper. Must be able to perform pre-employment testing without an appointment with a wait time under two (2) hours and **communicate results of such tests within 24 hours** if requested.
- Must be willing to respond to inquiries from the individual patient as well as from the City concerning tests involved.
- Required to make a justifiable recommendation as to:
 - Ability of applicant to perform the duties required of position
 - Assess current medical status relative to future problems

Pre and Post employment drug tests

- Perform collection of urine samples by certified staff in accordance with NIDA standards and DOT and/or City test policy (policy enclosed) for **11 drugs**.
- Must possess capability for collection of urine samples to critical time frame for post-accident, random sampling, and reasonable suspicion testing situations.
- Samples must be available for pick up the same day as collection by lab approved by City.
- Indicate ability to receive automated test results from certified lab as approved by City.
- Indicate ability to perform services in the evening or on a 24-hour basis.
- Must be able to perform pre-employment testing within one hour of notice during hours of operation.
- Drug Screening results must be submitted to City Clerk or Human Resource Manager within five (5) business days from the day of testing.
- Request notifications of positive drug test within 48 hours.

Work related Injury

- Employees must be treated promptly and referrals made to workmen's compensation treating physicians when necessary.
- File workmen's compensation payment and diagnostics forms.

- Provide the City and employees with diagnostic and treatment information as necessary.

Proposal Submission Requirements:

The complete proposal shall contain the following information and shall be submitted in the order shown below:

Part One – Proposal

Shall include the following sections:

- Section 1: Transmittal Letter

Transmittal letter shall introduce the firm, describe the ownership, include complete Address, phone and fax numbers, and provide at least **one** representative as the City's contact for all inquires or requests. An authorized representative of the firm must sign the letter.

- Section 2: Qualifications/Experience

Describe in detail the physician's ability and experience as to:

- Educational Background
- Years of practice
- Perform required services
- Office to manage contract
- List of proposed lists of tests it would recommend for respective physicals
- Geographical location
- Ability to adapt to changing circumstances

- Section 3: Legal history

Describe in detail:

- Prior disciplinary action by any medical staff, association, or certification board
- Malpractice history
- Disciplinary or enforcement actions pending
- Criminal Record

- Section 4: References

Provide at least two (2) references for governmental and/or state agency customers including names, addresses, phone numbers and e-mail addresses of contact persons.

Part Two – Cost Proposal

Supply a cost proposal for each service required on a unit basis.
The proposer must include any other cost necessary to perform the requirements of the Request specifications.

Evaluation Criteria:

Each submittal will be evaluated to determine the ability of each proposer to provide the required services. The following weighted criteria will be used to evaluate proposals:

<u>Criteria</u>	<u>Weight</u>
Qualification/Experience	25%
Approach & Implementation	25%
Legal History	15%
References	10%
Cost Proposal	25%

Each of the above criteria will be given a rating, of 1 through 100, by each member of the Evaluation Committee. The ratings are as follows:

<u>Scale</u>	<u>Rating</u>
1 – 10	Very Poor
11 – 20	Poor
21 – 30	Fair
31 – 40	Below Average
41 – 50	Average
51 – 60	Above Average
61 – 70	Good
71 – 80	Very Good
81 – 90	Excellent
91 – 100	Superior

After the review and rating of the proposals by the evaluation committee, individual scores will be averaged and ranked. Proposals will be ranked in descending order of numerical predominance.

EXCEPTIONS AND ALTERNATIVE SERVICES

Please fully explain any exceptions to the Request's specifications and any alternative services you propose in their place. The cost of these exceptions and alternative services should be carried forward to the Cost Proposal.

RESPONSE SHEET

\$ _____ Pre and Post Employment Physicals Fees

\$ _____ Pre and Post Employment Drug Test Fees

\$ _____ Work Related Injury Treatment Fees

VENDOR INFORMATION

Proposer/Company Name: _____

Authorized Representative: _____

Signed: _____

Title: _____

Address: _____

City, State, & Zip: _____

Date: _____

Telephone: _____

Cell phone: _____

Fax Number: _____

E-Mail Address: _____