

VILLAGE OF LOMBARD
REQUEST FOR BOARD OF TRUSTEES ACTION

 X Resolution or Ordinance (Blue) x *Waiver of First Requested*
 Recommendations of Boards, Commissions & Committees (Green)
 Other Business (Pink)

TO: PRESIDENT AND BOARD OF TRUSTEES

FROM: Scott Niehaus, Village Manager

DATE: March 13, 2019 (COW)(B of T) Date: March 21, 2019

TITLE: A Resolution Authorizing Signature of the Village President on an Agreement for Occupational Health Services

SUBMITTED BY: Nicole Aranas, Assistant Village Manager

BACKGROUND/POLICY IMPLICATIONS:

Attached please find information relevant to the evaluation of occupational health providers for the Village of Lombard. Village staff issued a request for proposals and reviewed multiple vendor responses. After careful consideration of submitted proposals and provider interviews, staff is recommending the Village of Lombard enter into an agreement with Edwards Elmhurst, the current provider of these services to the Village. The attached resolution would authorize the Village President to sign an agreement for services with the provider for a period of three (3) years with the potential for subsequent renewals.

Fiscal Impact/Funding Source:

Review (as necessary):

Village Attorney <u> X </u>	Date <u> </u>
Finance Director <u> X </u>	Date <u> </u>
Village Manager <u> X </u> <u> SRN </u>	Date <u> 3/14/19 </u>

NOTE: All materials must be submitted to and approved by the Village Manager's Office by 12:00 noon, Wednesday, prior to the Agenda Distribution.



#190141

MEMORANDUM

TO: Village President and Board of Trustees

FROM: Nicole Aranas *WA*
Assistant Village Manager

DATE: March 13, 2019

SUBJECT: A Resolution Authorizing an Agreement for Occupational Health Services –
Edwards Elmhurst Health

Attached is a resolution authorizing an agreement for occupational health services which would allow for the continuation of occupational health services with Edwards Elmhurst Health, the Village's current provider. The Village of Lombard issued a request for proposals for occupational health services to multiple providers and received responses from six different vendors. Upon review of the proposals and interviews with potential providers, Village staff is recommending continuation of occupational health services through Edwards Elmhurst Health.

The Village of Lombard has been under contract with Edwards Elmhurst Health for occupational health services since 2010. As the current contract was not eligible for additional renewal, staff prepared a Request for Proposals for occupational health services and sent the request to multiple vendors with service areas that cover the Village of Lombard. The request for proposals sought qualified medical providers to offer medical services including first aid treatment, medical examinations, and evaluation services for current and prospective Village employees. The Village RFP sought three year service contract with two additional renewal options.

Upon issuance of the RFP, the Village received proposals from six different providers. Staff reviewed the responses and selected providers for an interview. Upon review of the proposals and completion of the interviews, Village staff is recommending continued services through Edwards Elmhurst Health. Of particular note, Edwards Elmhurst Health is able to provide the complete and full range of services, at a reasonable rate, at locations proximate to the Village, quickly and efficiently with limited wait times, with staff at the level of qualifications sought through the RFP.

The proposed contract for services would provide for initial services for a term of three (3) years with potential for two subsequent three-year renewals upon mutual consent of both parties. Such renewals would require formal Board action at the time of each renewal.

Please place this item on the Board of Trustees consent agenda for March 21, 2019. Please feel free to contact me should you have any questions or concerns.

RESOLUTION
R _____ 19

A RESOLUTION AUTHORIZING SIGNATURE OF
THE VILLAGE PRESIDENT ON AN AGREEMENT

WHEREAS, the Corporate Authorities of the Village of Lombard have received an Agreement between the Village of Lombard and Edwards Elmhurst Health as attached hereto and marked Exhibit "A", and

WHEREAS, the Corporate Authorities deem it to be in the best interest of the Village of Lombard to approve such agreement.

NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF LOMBARD, DU PAGE COUNTY, ILLINOIS as follows:

Section 1: That the Village President be and hereby is authorized to sign on behalf of the Village of Lombard said agreement as attached hereto.

Adopted this _____ day of _____, 2019

Ayes: _____

Nays: _____

Absent: _____

Approved this _____ day of _____, 2019

Keith Giagnorio
Village President

ATTEST:

Sharon Kuderna
Village Clerk

Letter of Agreement

The Village of Lombard accepts the proposal presented by Edwards Elmhurst Health of Elmhurst, Illinois dated February 1, 2019, a copy of which is attached hereto as Exhibit 1 and made part hereof.

This proposal was presented to the Village of Lombard for occupational health services and will be effective upon approval.

Length of agreement for services shall be for a period of three (3) years from the date service provision begins with two (2) three-year options to renew.

Renewals are based upon the mutual consent of both parties, such consent being stated in writing thirty (30) days in advance of the renewal of the Agreement. Thus the resulting contract can be valid for a total of nine (9) years from the date service begins. Approval is required by the Village Board of Trustees at each time of renewal.

VILLAGE OF LOMBARD

Signature of Village President
Keith Giagnorio
Village President

Date

EDWARDS ELMHURST

Signature

Date

Name

Title

**Elmhurst
Practice Profile**

Main Business Information

1. Business Legal Name: Elmhurst Occupational Health

2. Business' Doing-Business-As (DBA) Name: (Only complete if your business does business under a name which is different from its legal name. The DBA name must be legally registered.)

3. Business Address: (Must represent physical location. Post Office Boxes are not accepted).

1200 S York Street

Building Number and Street Name Unit, e.g. Floor Suite (optional)

Elmhurst, IL 60126-5626

City State ZIP Code (5 digit zip + 4-digit extension)

DuPage County, United States of America

County Country

4. Business Contact Information:

Billing Contact: Mallory Johnson

(This contact will receive all billing, invoicing, and payment correspondence)

Telephone Number: 630-527-7823

Fax Number: 630-527-5897

Email Address: Mallory.Johnson@EEHealth.org

Scheduling Contact: Client Service Representative

(This contact will receive all appointment information)

Telephone Number: 630-527-7299

Fax Number: 630-961-4934

Email Address: ClientServiceRep@EEHealth.org

Administrative Contact: Stephanie Yankle

Telephone Number: 630-527-7696

Fax Number: 630-527-5897

Email Address: Stephanie.Yankle@EEHealth.org

5. Website: https://www.eehealth.org/

6. Hours of Operation

Monday	7am to 5 pm
Tuesday	7am to 5 pm
Wednesday	7am to 5 pm
Thursday	7am to 5 pm
Friday	7am to 5 pm
Saturday	NA
Sunday	NA

7. Maximum Number of Appointments Per Hour: Comprehensive 1 per hour, Basic Physical-2, Basic Testing- 3- it does depend on needs of the company

8. Do you currently perform qualitative Respiratory Fit Tests? Yes

9. If yes to question 8 – what masks do you currently use? 3M-N95 1860 and 1860 S; Kimberly Clark N95- in Small, Regular and Large

10. Holidays / Days Closed. List any holidays or days when your facility is closed.

New Year's Day

Memorial Day

4th of July

Labor Day

Thanksgiving

Day after Thanksgiving

Christmas Eve

Christmas Day

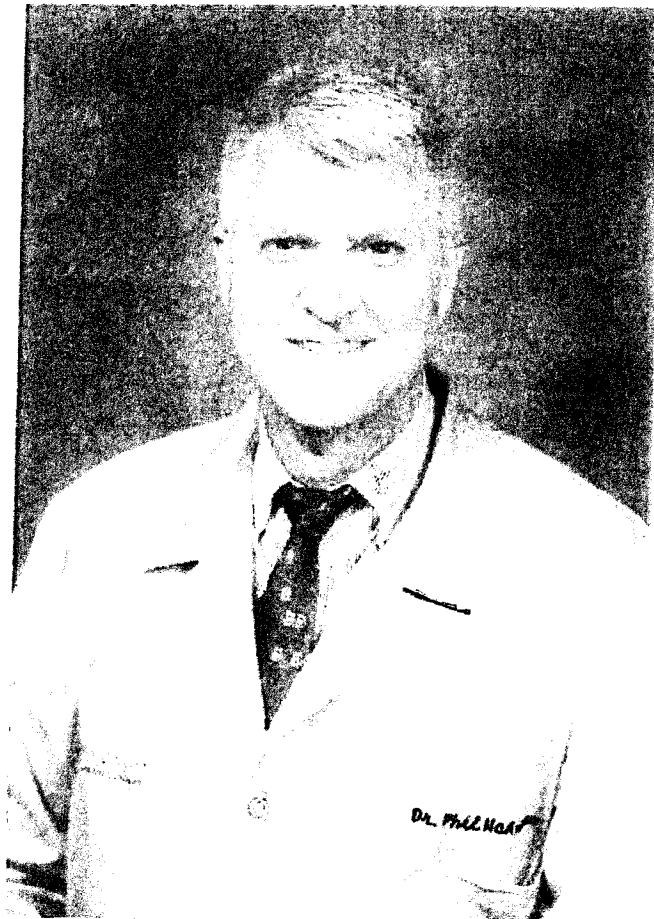
11. Elmhurst Occupational Health Locations

ELMHURST OCC HEALTH		
Elmhurst	Addison Occ Health	
1200 S. York Street	303 W. Lake Street	
P: (331) 221-0570	P: (331) 221-0570	
F: (331) 221-3817	F: (331) 221-2745	
M-F 7a-5p	M-F 8a-5p	

Phil McAndrew, MD

Dr. McAndrew has provided occupational medicine services for the last 25 years. Prior to coming to Edward-Elmhurst Health care Dr. McAndrew was an Assistant Professor of Family Medicine with Loyola University Health System providing residents and students instruction in work injury care. Dr. McAndrew is a Medical Review Officer for the review of drug testing. Dr. McAndrew is a member of the National Registry of Certified Medical Examiners and welcomes Department of Transportation drivers.

Dr. McAndrew's primary location is 303 W. Addison, Illinois.



John Nowak, MD

Dr. Nowak is the System Associate Director for Edward Elmhurst Health Occupational Health Services. He is a Certified Medical Review Officer for the review of drug testing. He is also a Certified Medical Examiner for the Department of Transportation (D.O.T.) Before coming to Edward Elmhurst Health Occupational Health, Dr. Nowak practiced Emergency Medicine for over 20 years.

Dr. Nowak's primary location is the Elmhurst Occupational Health Clinic located at 1200 S. York, Elmhurst, IL.



Jeff Williamson-Link, MD, MPH, FACOEM

Dr. Williamson-Link is the Edward Elmhurst Health Occupational Health System Medical Director. Dr. Williamson-Link is Board Certified in occupational Medicine, 1998-2028. He is a Certified Medical Review Officer for the review of drug testing. He is also a Certified Medical Examiner for the Department of Transportation (D.O.T.). Dr. Williamson –Link has 20 years experience in Occupational Health Medicine.





**VILLAGE OF LOMBARD, ILLINOIS
REQUEST FOR PROPOSALS
OCCUPATIONAL HEALTH SERVICES**

I) REQUEST FOR QUALIFICATIONS

The Village of Lombard, Illinois "Village" is requesting proposals from qualified medical providers to offer occupational medical services including first aid treatment, medical examinations and evaluation services for current and prospective Village employees. The Village is seeking a three year service contract with two additional 3-year options for renewal. Services shall commence upon approval of a contract by the Village Board of Trustees.

II) BACKGROUND INFORMATION

The Village of Lombard is a non-home rule municipality of approximately 43,500 residents located in central DuPage County. The Village of Lombard employs 260 individuals in administrative, Police Department, Fire Department and Public Works Department positions.

III) SCOPE OF WORK/SERVICES

The Village is seeking proposals from medical providers to provide the following occupational medical services, to include the following:

- Post-offer medical examinations and evaluations for prospective employees;
- Periodic or annual well physicals for current employees;
- Work fitness examinations/evaluations to determine an employee's physical ability to perform the duties of the position without undue hazard to the employee or others;
- Occupational/environmental health exams and evaluations (respirator physicals, hearing tests; lead level testing);
- First aid treatment at the medical provider's facility for minor industrial injuries;
- Medical treatment for Workers' Compensation Injuries and illnesses;
- Second opinions and referrals for treatment;
- Provide vaccinations and immunizations against communicable diseases;
- Return to duty evaluations;
- CDL drug and alcohol testing;
- Occupational and wellness program communications, consulting and support

A detailed scope of the Village's current and anticipated occupational health service needs may be found attached here as Exhibit A -Scope of Work/Services.

IV) ATTACHMENTS

The attachments below are included with this Request for Proposals (RFP) for your review and reference:

Exhibit A – Scope of Work/Services
Exhibit B – Proposal Cost Sheet and Rates

V) PROPOSALS

Qualified applicants are invited to submit:

- Medical facility and provider profile and qualifications;
- Proposal cost sheet and rates (Exhibit B);
- A list of not less than three references, preferably within the public sector.

Proposals are due no later than February 4, 2019 at 4:30 p.m.

Qualifications shall be sent via U.S. Mail or electronic mail to:

Nicole Aranas
Assistant Village Manager
Village of Lombard
255 E. Wilson Ave.
Lombard, IL 60148
aranasn@villageoflombard.org

All qualifications must be clearly marked "RFP – Occupational Health Services"

VI) REVIEW, EVALUATION AND SELECTION PROCESS

The Village will review the proposals and may request further information from one or more providers before making a final decision. After reviewing the proposals, the Village may select one or more providers to be interviewed by a selection panel comprised of Village staff. The Village will approve award to the bidder who, in its opinion has a facility and proposal that best serve the overall interests of the Village. The Village reserves the right to accept or reject any and all submissions, to waive technicalities, and to award to a single or multiple providers.

Village staff anticipates making a recommendation to the Village Board of Trustees for their final review and approval. The Village will then work with the selected provider to initiate contracted services with an anticipated effective date thereafter.

Exhibit A

Scope of Work/Services

What follows is a summary of the Village of Lombard's current [post offer physical examinations, employment physical program, Police and Fire Department physical examination program, Workers' Compensation injury treatment program, and CDL Drug and Alcohol Testing Program.]

I) Post-Offer Physical Examination Programs

- A) The post-offer physical examination program is designed to examine candidates for Village employment to determine their ability to perform prospective job duties, review potential accommodations for individuals with disability, prevent the spread of communicable disease, and discover existing medical conditions that may create hazards to the individual or others in a particular work assignment.**
- B) Provider will confer with the Village to develop policies and procedures relative to post offer employment and physical examinations.**
- C) Applicants for jobs who have received an initial offer of employment contingent upon passing of a physical examination and/or drug and alcohol screen will be scheduled by the Village and sent to the provider.**
- D) Provider will provide the specific services of an initial examination and appropriate diagnostic testing. Physical examinations shall be completed and physician shall evaluate the individual's functional abilities and limitations as related to performing the essential functions of the specific job offered to the applicant. If appropriate, provider shall include information on possible accommodations which would enable individual to perform the essential job functions.**
- E) Firefighter exams must, at the minimum, follow the National Fire Protection Association (NFPA) guidelines.**

II) Employee Periodic or Annual Physical Examination Program (Includes Police Periodic and Fire Annual Physicals)

- A) Provider will confer with the Village to develop policies and procedures relative to employee annual or periodic physical examinations.**
- B) Police Department periodic physicals and Fire Department annual physicals consist of a thorough physical examination and history with components outlined in Exhibit B – Proposal Cost Sheet and Rates.**
- C) Physicals shall be performed by a licensed physician, preferably board certified in occupational medicine. Additionally, physicals may include a health risk analysis and fitness evaluation designed to provide the individual with useful information regarding lifestyle, nutritional habits and physical conditioning. All testing shall be performed in a manner that preserves the privacy of Village employees.**
- D) Police and Fire Department physicals may be completed while employees are on duty. Accordingly, preference may be shown to providers who demonstrate the ability to deliver services within or in close proximity to the corporate limits of the Village of Lombard. Providers must also be able to accommodate appointments for several individuals consecutively in a timely fashion.**

- E) Providers shall have the capability of scheduling examinations on the same day or within two (2) work days of the employer contact.
- F) Range Police Officers shall receive hearing exams and blood lead level testing annually.
- G) Public Works employees shall receive a physical examination annually consisting of a hearing exam and respirator physical.
- H) During the examination process, if the physician believes further testing is warranted, a representative from the clinic will contact the Village of Lombard for verification to proceed.
- I) Return to Duty evaluations

III) Worker's Compensation Injuries

- A) Provider shall treat any employee injured during the course of employment who is eligible for Workers' Compensation benefits in accordance with Illinois law;
- B) The provider will keep the Village informed of the progress of any employee on Workers' Compensation after each visit through timely status reports sent to Village management, preferably within 24 hours of the appointment;
- C) In cases where the employee will be referred to another physician or specialist, the appointment with the other physician will be scheduled within three (3) working days of the referral.
- D) In cases where an employee is injured after the provider's regular hours, accommodations must be available at the provider's facility, or other contract must be in place with other facilities, for immediate treatment of the Village employee on a 24-hour, 7-day a week basis.

IV) Drug and Alcohol testing

- A) Drug and alcohol screening shall be performed in compliance with the Village of Lombard's Drug Free Workplace Policy and other applicable policies relating to safety sensitive position drug testing as required by the Illinois Department of Transportation.
- B) CDL Drug and Alcohol Testing will be done per the Illinois Department of Transportation regulation and specific Village policies. This program will include testing for the following categories: random, post-accident, return-to-duty, follow-up, and reasonable cause.

V) Additional services desired may include:

- A) Physical examination planning and review with Village staff, at least annually. Additional meetings as needed.
- B) Post Offer Employment and Physical Examination Policy consultation development.
- C) Fitness for Duty Policy consultation and development.
- D) Communicable Disease Policy consultation and development.

- E) Provider shall provide recommendations to the Village regarding updating current standards, procedures, reporting systems, and policies in order to be in compliance with applicable regulations, laws and guidelines, as well as promoting sound occupational health throughout the Village workforce.

VI) Medical Records

- A) Provider shall update and maintain medical/health records on all employees and applicants for whom it provides services for the term of the contract at no additional cost and in a secure and confidential manner.
- B) If the services requested in this proposal are awarded to a facility that is not currently providing the Village of Lombard with these services, the successful firm will be responsible for coordinating the exchange of past medical records from the Village's previous occupational health care provider.
- C) Should this agreement be cancelled or expire, these medical records shall remain the property of the Village and shall be made available to the Village or an alternate provider at no charge to the Village.

CDL Drug and Alcohol Testing will be done per the Illinois Department of Transportation regulation and specific Village policies. This program will include testing for the following categories: random, post-accident

Exhibit B

Provider Fee Schedule

I. Drug and Alcohol Testing Programs		
a) Breath alcohol test (BAT)		\$35.00
b) DOT drug screen		\$55.00
c) 5 Panel Non-DOT drug screen		\$50.00
d) 10 Panel Non-DOT drug screen		\$53.00
e) DS 12 Panel Non DOT drug screen		\$58.00
f) CDL Testing – On-site quarterly testing		\$60.00/hour /nurse +cost of testing
g) CDL Testing – At provider lab testing		Cost of Testing
II. Immunizations		
a) Hepatitis B Surface Antibody (HBsAb)		\$36.00
b) Hepatitis B Vaccine		\$80.00
c) Hepatitis A Vaccine		\$125.00
d) MMR Vaccine		\$90.00
e) Tdap Vaccine >7 years		\$75.00
f) TB skin test (including read)		\$20.00
g) TB Quantiferon Gold Blood Test		\$80.00
h) Varicella Vaccination		\$140.00
i) Worksite voluntary flu shots– on-site		\$25.00 plus \$60.00/hour/nurse
j) Meningococcal		\$125.00
k) Pneumococcal		\$80.00
l) Polio booster		\$55.00
m) Rabies vaccine		\$325.00
III. Annual/Periodic Exam		
i. Police Officer Periodic and Firefighter Annual (NFPA guidelines) - Medical evaluation and examination consisting of the following standard services:		
a) Comprehensive physical examination		\$80.00
b) Lab – Lipid panel		\$27.00
c) Lab- Comp metabolic panel		\$46.00
d) Lab – CBC with diff		\$26.00
e) Lab –Urinalysis		\$20.00
f) Audiometric screening		\$30.00
g) Spirometry screening		\$50.00
h) Vision screening – titmus		\$25.00
i) Electrocardiogram 12 Lead, complete		\$90.00
j) Pulmonary function test		same service as spirometry
k) Total cost of evaluation and examination		\$394.00
ii. Police Officer Periodic and Firefighter Annual (NFPA guidelines) – Optional services:		
a) Chest X-ray – 2 views		\$88.00
b) Cardiovascular stress test		\$275.00
c) Thallium cardiac scan		\$1550.00

d) Lab – PSA (Prostate-specific antigen)	\$45.00
e) Lab – Lead	\$27.00
f) Lab – ZPP	\$55.00
g) Lab – Hep B antibody	\$36.00
h) Lab – Mumps Titer	\$25.00
i) Lab – Rubella Titer	\$25.00
j) Lab – HIV 1&2	\$20.00
k) DS 23 Panel Non-DOT Drug Screen	\$TBD based on components
l) Physical fitness evaluation per NFPA guidelines	\$195.00
m) Echocardiogram	\$390.00
n) Echocardiogram, tech fee	\$430.00
o) Stress echocardiogram	\$749.00
p) Stress echocardiogram, tech fee	\$164.00

IV. Other Services

a) Physical – Return to Work	\$95.00 per 15 min with MD
b) Lift education	\$60.00
c) Back Assessment	\$75.00
d) Respirator fit test (with own mask)	\$40.00
e) Respiratory questionnaire	\$15.00
f) Workers' Compensation exam (new injury)	varies per injury
g) Workers' Compensation exam (follow-up visits)	varies per injury
h) Functional capacity evaluation	\$234.00/15 min
i) Chest x-ray single view	\$40.00
j) Spirometry screening	\$50.00
k) Lab – Rubeola IGG titer	\$20.00
l) Thyroid – TSH	\$18.00
m) Diphtheria tetanus toxoid (DT)	\$50.00
n) Ergonomic assessment – onsite	\$225.00/hour
o) Other Occupational Health service not listed/included above (may attach separate form)	
Physical DOT	\$90.00
Physical Respiratory	\$60.00
Random Testing 1x set up fee	\$150.00
Yearly Random Management Fee	\$20.00/person with \$200.00 min.
NFPA Annual Physical	\$80.00

Signature:

The below-named individual, submitting and signing this response, verifies that he/she is a duly authorized officer of the organization, and that his/her signature attests that information outlined in Exhibits A and B of this Request for Proposals are acceptable to the organization and that the information provided in response to this review as Exhibit B is accurate.

2/1/19
Date

Yvette Saba
Authorized Signature

Edward Elmhurst Health
Organization

801 S. Washington St. - Naperville, IL 60540
Address

Yvette Saba/System VP, Operations
Name and title of authorized signature

630.527.3587
Phone Number

Yvette.Saba@eehealth.org
Email Address

EDWARD ELMHURST HEALTH OCCUPATIONAL HEALTH REFERENCES

1) Village of Addison

Donald Pinson

Director of Human Resources and Risk Management

One Friendship Plaza

Addison, IL 60101

630-693-7505

dpinson@addison-il.org

2) Lombard Park District

Maria Foerstel

227 West Parkside

Lombard, IL 60148

630-953-2492

mfoerstel@lombardpark.com

3) Village of Villa Park

20 S. Ardmore Ave.

Villa Park, IL 60181

Janet Goreman

630-834-8500

jgorman@invillapark.com