

CITY OF NORTH LITTLE ROCK, ARKANSAS
COMMERCE DEPARTMENT
Mary Beth Bowman, Director
Amy Smith, Assistant Director for Procurement
Crystal Willis, Admin. Sect. /Asst. Purchasing Agent



120 MAIN STREET
P.O. BOX 5757
NORTH LITTLE ROCK, AR 72119
501-975-8881 Phone
501-975-8885 Fax

INVITATION TO BID

Bid Number : _____ 17-3433 _____ Date Issued: _____ February 2, 2017

Date & Time Bid Opening: _____ Thursday, February 16, 2017 at 10:00 a.m.

2017 Hazmat Physicals for the North Little Rock Fire Department

TOTAL BID PRICE:

\$ _____

Please direct purchasing and procedural questions regarding this Bid to Amy Smith or Crystal Willis at 501-975-8881 or asmith@nlr.ar.gov.

Technical questions may be directed to:

Admin. CPT. Ricky Cranford at 501-340-5410 or Asst. Chief Gerald Tucker at 501-340-5383

If you are obtaining this bid from our website, please be reminded that addendums may occur. It is therefore advisable that you review our listings for attachments including any changes to the bid.

The City of North Little Rock encourages participation of small, minority, and woman own business enterprises in the procurement of goods, services, professional services, and construction, either as a general contractor or sub-contractor. It is further requested that whenever possible, majority contractors who require sub-contractors, seek qualified small, minority, and woman businesses to partner with them

NOTE: FAILURE TO FILL OUT AND SIGN THE INVITATION TO BID SHEET WILL RESULT IN REJECTION OF THE BID.

EXECUTION OF BID

Upon signing this Bid, the bidder certifies that they have read and agree to the requirements set forth in this bid, including specifications, conditions and pertinent information regarding the articles being bid on, and agree to furnish these articles at the prices stated.

NAME OF FIRM: _____ DATE: _____

PHONE NUMBER: _____ AR TAX PERMIT NO. _____

BUSINESS ADDRESS: _____

SIGNATURE OF AUTHORIZED PERSON &
TITLE: _____

UNSIGNED BIDS WILL BE REJECTED

The North Little Rock Fire Department is in search of a licensed, state registered, (mobile or local) medical facility to administer medical exams for 82 +/- Hazmat Technicians on an annual basis. The medical exams must be based on the NFPA 1582 requirements, OSHA 1910 Standards & IAFF/IAFC (WFI) Wellness-Fitness Initiative.

Medical Evaluation of Members

The medical evaluation of a member shall include:

a medical history, examination, and any laboratory tests required to detect physical or medical condition(s) that could adversely affect their ability to safely perform the essential job tasks outlined in NFPA 1582 Chapter 9.

Annual medical examination components and an updated medical history

The components of the medical evaluations for members shall also conform to all applicable U.S. OSHA standards, including:

- 29 CFR 1910.120, "Hazardous waste operations and emergency response"
- 29 CFR 1910.134, "Respiratory protection"
- 29 CFR 1910.95, "Occupational noise exposure"
- 29 CFR 1910.1030, "Bloodborne pathogens"

The standard recognizes no difference between volunteer, paid on call, part time, or career firefighters. The tasks are the same.

INCUMBENT ANNUAL MEDICAL EXAM WFI / NFPA 1582

NOTICES

- ☐ Specialty teams have specific additional components

Hands-on Physical Examination

- ☐ Vital Signs Head, Neck, Eyes, Ears, Nose, and Throat
- ☐ Cardiovascular Inspection, auscultation, percussion and palpation.
- ☐ Pulmonary Inspection, auscultation, percussion and palpation.
- ☐ Gastrointestinal Inspection, auscultation, percussion and palpation.
- ☐ Genitourinary Hernia exam (Also, see cancer screening).
- ☐ Lymph Nodes The examination of organ systems must be supplemented with an evaluation of lymph nodes in the cervical, auxiliary, and inguinal regions.
- ☐ Neurological The neurologic exam for uniformed personnel must include a general mental status evaluation and general assessment of the major cranial/peripheral nerves (motor, sensory, reflexes)
- ☐ Musculoskeletal Includes an overall assessment of range of motion (ROM) of all joints. Additionally, observation of the personnel performing certain standard office exercises or functions is helpful in assessing joint mobility and function.

Blood Analysis

The following are components of the blood analysis. At a minimum, laboratory services must provide these components in their automated chemistry panel (aka SMAC 20) and complete blood count (CBC) protocols

- ☐ White Blood Cell Count, Differential, Red Blood Cell Count (Hematocrit), Platelet Count
- ☐ Liver Function Tests – includes SGOT/AST, SGPT/ALT, LDH, Alkaline Phosphatase, and Bilirubin
- ☐ C-Reactive Protein, Triglycerides
- ☐ Cholesterol – includes: Total Cholesterol, Low Density Lipoprotein (LDL-C) level, High Density Lipoprotein (HDL-C) level, and Total Cholesterol/HDL Ratio
- ☐ Glucose – If over 120 then HbA1c
- ☐ Blood Urea Nitrogen, Creatinine, Sodium, Potassium, Carbon Dioxide, Total Protein, Albumin, Calcium

Urinalysis

- ☐ Dip Stick – includes pH, Glucose, Ketones, Protein, Blood, and Bilirubin
- ☐ Microscopic – includes WBC, RBC, WBC Casts, RBC Casts, and Crystals

Vision Tests

Assessment of vision must include evaluation of distance, near, peripheral, and color vision. Evaluate for common visual disorders.

Pulmonary (Spirogram)

- Every year for smokers
- Every three years for nonsmokers.

Chest X-Ray

Every 5 years

Stress EKG* with Vo2 value calculated

- Members 30-years-old and under will be tested on treadmill every third year.
- Those 30 to 39-years-old will be tested on treadmill every other year.
- Those 40 and older will be tested yearly.

*Abnormal Cardiac Follow-up - *Electron Beam Tomography (EBT)*

Oncology Screening Elements

- Prostate Specific Antigen (PSA), Fecal Occult Blood Testing, Skin Exam

Additional Screenings

Based on need or at the request of the patient, may also be provided during the base-line exam.

- Cancer Screening** – Digital Rectal Exam, Testicular Exam, Clinical Breast Examination, Pap Smear
- Immunizations and Infectious Disease Screening**
 - Tuberculosis Screen (Annual PPD)
 - Hepatitis C Virus Screen
 - Hepatitis B Virus Vaccine
 - Tetanus/Diphtheria Vaccine (Booster)
 - Measles, Mumps, Rubella Vaccine (MMR)
 - Measles Vaccine, Mumps Vaccine
 - Rubella Vaccine, Polio Vaccine, Hepatitis A Vaccine
 - Varicella Vaccine, Influenza Vaccine
 - HIV Screening (Required to be offered)
- Heavy Metal and Special Exposure Screening- as needed**
 - *Arsenic (urine), Mercury (urine), Lead (urine), Lead (blood), Aluminum, Antimony, Bismuth, Cadmium, Chromium, Copper, Nickel, Zinc - Organophosphates (RBC cholinesterase), Polychlorinated Biphenyls (blood)*

**TERMS AND STANDARD CONDITIONS
CITY OF NORTH LITTLE ROCK, ARKANSAS**

PLEASE READ CAREFULLY

1. When submitting an "Invitation to Bid," the bidder warrants that the commodities covered by the bid shall be free from defects in material and workmanship under normal use and service. In addition, bidder must deliver new commodities of the latest design and model, unless otherwise specified in the "Invitation to Bid."
2. Prices quoted are to be net process, and when an error is made in extending total prices, the City may accept the bid for the lesser amount whether reflected by extension or by the correct multiple of the unit price.
3. Discounts offered will be taken when the City qualifies for such. The beginning date for computing discounts will be the date of invoice or the date of delivery and acceptance, whichever is later.
4. When bidding other than the brand and/or model specified in the "Invitation to Bid," the brand and/or model number must be stated by that item in the "Invitation to Bid," and descriptive literature be submitted with the bid.
5. The City reserves the right to reject any and all bids.
6. The Purchasing office reserves the right to award items, all or none, or by line item(s).
7. Quality, time and probability of performance may be factors in making an award.
8. Bid quotes submitted will remain firm for 30 calendar days from bid opening date; however, the prices may remain firm for a longer period of time if mutually agreeable between bidder and the Department of Commerce and Governmental Relations.
9. Bidder must submit a completed signed copy of the front page of the "Invitation to Bid" and must submit any other information required in the "Invitation to Bid."
10. In the event a contract is entered into pursuant to the "Invitation to Bid," the bidder shall not discriminate against any qualified employee or qualified applicant for employment because of race, sex, color, creed, national origin or ancestry. The bidder must include in any and all subcontracts a provision similar to the above.
11. Sales or use tax is not to be included in the bid price, but is to be added by the vendor to the invoice billing to the City. Although use tax is not to be included in this bid, vendors are to register and pay tax direct to the Arkansas State Revenue Department.
12. Prices quoted shall be "Free on Board" (F.O.B.) to destination at designated facility in North Little Rock. Charges may not be added after the bid is opened.
13. In the event of two or more identical low bids, the contract may be awarded arbitrarily or for any reason to any of such bidders or split in any proportion between them at the discretion of the Department of Commerce and Governmental Relations.
14. Specifications furnished with this Invitation are intended to establish a desired quality or performance level, or other minimum dimensions and capacities, which will provide the best product available at the lowest possible price. Other than designated brands and/or models approved as equal to designated products shall receive an equal consideration.
15. Samples of items when required, must be furnished free, and, if not called for within 30 days from date of bid opening, will become property of the City.
16. Bids will not be considered if they are: 1. Submitted after the bid's opening time. 2. Submitted electronically or faxed (unless authorized by Purchasing Agent).
17. Guarantees and warranties should be submitted with the bid, as they may be a consideration in making an award.
18. **CONSTRUCTION**
- A. Contractor is to supply the City with evidence of having and maintaining proper and complete insurance, specifically Workman's Compensation Insurance in accordance with the laws of the State of Arkansas, Public Liability and Property Damage. All premiums and cost shall be paid by the Contractor. In no way will the City be responsible in case of accident.
- B. When noted, a Certified check or bid bond in the amount of 5% of total bid shall accompany bid.
- C. A Performance Bond equaling the total amount of any bid exceeding \$10,000.00 must be provided for any contract for the repair, alteration or erection of any public building, public structure or public improvement (pursuant to Act 351 or 1953 as amended by Act 539 of 1979).
19. **LIQUIDATED DAMAGES** - Liquidated damages shall be assessed beginning on the first day following the maximum delivery or completion time entered on this bid form and/or provided for by the plans and specifications.
20. **AMBIGUITY IN BID** - Any ambiguity in any bid as the result of omission, error, lack of clarity or non-compliance by the bidder with specifications, instructions, and all conditions of bidding shall be construed in the light most favorable to the City.
21. The bid number should be stated on the face of the sealed bid envelope. If it is not, the envelope will have to be opened to identify.
22. Whenever a bid is sought seeking a source of supply for a specified period of time for materials and services, the quantities of usage shown are estimated ONLY. No guarantee or warranty is given or implied by the participants as to the total amount that may or may not be purchased from any resulting contracts. These quantities are for the bidders information ONLY and will be used for tabulation and presentation of bid and the participant reserves the right to increase or decrease quantities as required.
23. The City of North Little Rock reserves the right to reject any and all bids, to accept in whole or in part, to waive any informalities in bids received, to accept bids on materials or equipment with variations from specifications in those cases where efficiency of operation will not be impaired, and unless otherwise specified by the bidder, to accept any item in the bid. If unit prices and extensions thereof do not coincide, the City of North Little Rock may accept the bid for the lesser amount whether reflected by the extension or by the correct multiple of the unit price.
24. Additional information or bid forms may be obtained from:
COMMERCE DEPARTMENT, 120 Main Street, P.O. Box 5757, North Little Rock, Arkansas 72119 (501) 975-8881 www.nlr.ar.gov

Bidding documents must be submitted on or before the bid's opening date and time. Unless noted, sealed bids must be submitted to the Commerce Department at 120 Main Street, North Little Rock, AR 72114 or PO Box 5757, North Little Rock, AR 72119