



**Winston-Salem**

## **Request for Proposals**

### **Mobile Audiometric Testing Services**

**PROPOSALS WILL BE RECEIVED UNTIL**

**12:00 Noon, Friday, January 12, 2018**

**in**

**Purchasing Department, City Hall Building  
101 North Main Street, Suite 324 Winston-Salem, NC 27101**

### **ADVERTISEMENT FOR PROPOSALS**

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Sealed proposals endorsed **Mobile Audiometric Testing Services** for the City of Winston-Salem will be received by the City/County Purchasing Department in Suite 324, City Hall Building, 101 North Main Street, Winston-Salem, NC **until 12:00 Noon, Friday, January 12, 2018**. Instructions for submitting proposals and/or receiving the complete RFP document specifications may be obtained during regular office hours at the same location, or by contacting Jerry Bates via email [jerryjb@cityofws.org](mailto:jerryjb@cityofws.org) (Email is preferred) or phone 336-747-6939. The City reserves the right to reject any or all proposals.

Jerry Bates  
Purchasing Director

**This document IS NOT the complete proposal.** To obtain the completed proposal specifications contact Jerry Bates via email [jerryjb@cityofws.org](mailto:jerryjb@cityofws.org), by phone 336-747-6939, or visit the Purchasing Department, City Hall Building, Suite 324, 101 North Main Street, Winston-Salem, NC during regular office hours.

## **Contract**

Any contract resulting from this proposal shall have an initial term of three (3) years from the date of a fully executed contract. The contract may be extended for as many as three (3) additional twelve (12) month periods, for a total of six years, provided that both parties are in agreement and funds are made available for this purpose.

The successful Proposer(s) for this service will be required to execute the City's "Independent Contractor Agreement," a sample copy of which is attached to this document. The Business may not begin work and a Purchase Order **WILL NOT** be issued until the individual doing business with or for the City has fully executed the contract document and the insurance requirements have been approved by the City.

The City of Winston-Salem reserves the right to cancel the contract without prejudice or cause by providing a thirty (30) day written notice.

**IMPORTANT: Winston-Salem City Code (Chapter 2, Article 1, Sec. 2-3) provides that the City may disqualify any business from bidding on contracts of the City if a business fails to perform satisfactorily on past or current projects.**

## **Introduction**

The City of Winston-Salem is soliciting information from prospective vendor partners for mobile audiometric testing, as part of its hearing conservation program. The vendor shall be required to provide a mobile testing unit, professionals trained in conducting audiogram tests, software by which to record and analyze audiometric data, the ability to transfer said data to the City of Winston-Salem in a reusable MS Excel or MS Access format upon request, as well as the capability to identify work-related standard threshold shifts (STS), pursuant to 29 CFR 19.10. These services shall be required for approximately 800 City employees. We would like to schedule testing for these employees in the fall of 2018, preferably in September or October, at a location or locations convenient to City employees.

Proposals may include information regarding the totality of the vendor's offered services. However, the RFP will be primarily based on the vendor's services offered in regards to audiometric testing. All data obtained by the vendor through the testing process shall be the property of the City, and shall be protected by the vendor through the utilization of cyber security best practices.

## **Additional Requirements**

Vendor Profile: Responding vendors shall provide a company profile that will assist the City in accessing the vendor's qualifications, expertise, and competence.

Mobile Testing Unit: Responding vendors shall provide information regarding their mobile testing unit(s). Required information shall include the amount of space required for the unit, any criteria pertaining to where the unit must be set up during testing, the number of employees who can be tested in the unit at any given time, as well as the number of employees who can be tested per hour, day, and week.

Experience: Responding vendors shall provide a list of customers, preferably public entities, with whom they are currently doing business, or have done business with in the past.

Software: Information pertaining to software used for audiometric testing and the identification of standard threshold shifts.

Testing Data: The vendor shall be required to provide the City with a hard copy of testing data for all employees, to be kept at Employee Medical.

OSHA Compliance: Responding vendors shall provide a statement which explains how they plan to maintain compliance with OSHA rules and regulations for hearing conservation programs.

### **Proposed Fee Structure**

**Fee Quotes Should be submitted in a separate envelope.** The City desires the most effective combination of price, performance, and quality possible within the constraints of its budget. **All price quotes must be firm and valid for 60 days following the proposal due date during the proposal evaluation process and the successful proposal remain fixed throughout the initial three year contract period.** Proposers should review the requirements of this RFP and address all services in this fee schedule that might reasonably be expected to support the project. Pricing must be inclusive of all expenses, including travel related expenses for recurring services. **Include a total cost to provide services, based on the consultant's fee schedule and the scope of work as outlined in this RFP for the initial three year term AND fees for each possible annual extension.** Indicate how the City will be invoiced for services. Proposers should endeavor to provide a comprehensive, fee schedule, as the City will not include compensation in the contract for items not addressed.

### **SELECTION CRITERIA**

Proposals will be evaluated for quality, completeness, and price value to the City of Winston-Salem. Issuance of this RFP does not guarantee a contract will be awarded to any proposer.

Below is a description of the evaluation criteria that will be used to evaluate the proposals. To be deemed responsive, it is important for the firm's proposal to contain appropriate detail to demonstrate satisfaction of each criterion and compliance with the performance provisions outlined in this RFP. The proposal will be the primary source of information used in the evaluation process. Proposal must contain information specifically related to the proposed services requested in this RFP. Failure of any firm to submit information requested may result in the elimination of the proposal from further evaluation.

Each proposal will be evaluated and ranked based on the firm's ability to meet the performance requirements of this RFP, and the final decision will be made by the City's Risk Management Division.

This RFP is not to be construed as a guarantee that an agreement will be awarded. The City expressly reserves the right to reject all proposals received and to negotiate the final terms of any proposal. Furthermore, the City expressly reserves the right to reject any and all proposals, for any reason, and to waive any of the terms, conditions, and provisions contained in the RFP. Such waiver will be at the discretion of the City, to the advantage of the City, and in the City's interest.

Evaluation criteria is as follows:

1. Ability to provide needed audiometric testing, and to identify standard threshold shifts (STS) so as to enable the City of Winston-Salem to identify, monitor, and assist any individuals who are at risk for job-related hearing loss.
2. The vendor's ability to schedule audiometric testing for the fall of 2018, preferably in September or October.
3. Price value of the audiometric testing program.
4. The number of employees who can be tested in the mobile testing unit at any one time, and the amount of time it will take to test all City employees.

5. Can the mobile testing unit be moved, daily or more often, depending on the location of the employees that need to be tested? If so, what are the requirements for where the mobile testing unit can be parked?
6. The flexibility of testing start and end times on day-to-day basis. Does testing have to begin at a certain time, and end at a certain time, or is there flexibility in scheduling?
7. Any requirements the vendor has regarding employee scheduling. Does the vendor schedule groups of employees in 30 minute time slots, or do they utilize some other method?
8. The capability to upload existing City audiometric testing data, in an Excel CSV format, to the vendor's software, for use in the identification of standard threshold shifts.
9. The capability to provide the City, upon request, with the City's audiometric testing data, in a readable, and transferrable MS Excel or MS Access format.
10. The reasonableness of the vendor's cancellation terms, in the event of inclement weather or any other unforeseen occurrence which necessitates cancellation.
11. Reference list of governmental clients.
12. Firm's years of existence.

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