

# KANAWHA COUNTY COMMISSION

P. O. BOX 3627  
407 VIRGINIA STREET, EAST  
CHARLESTON, WEST VIRGINIA 25336  
(304) 357-0115

## Request for Quotations

Re: Three-Year Contract (to be Renewed Annually) to Provide Health Examination Services for the Kanawha County Commission

Date: December 27, 2011

Fiscal Year: 2011-2012

**Bid Due Date:** Quotations must be received on or before Tuesday, January 10, 2012, at 11:30 a.m. in the Kanawha County Commission Purchasing Office, 407 Virginia Street, East, Third Floor, Room 229, Charleston, WV 25301 (P.O. Box 3627, Charleston, WV 25336)

### INSTRUCTIONS TO VENDORS:

#### **\*PLEASE USE THIS FORM AS THE COVER SHEET FOR YOUR BID**

1. Bids must be received in a sealed envelope with the date and time bids are due on the outside of the envelope. Faxed bids will not be accepted.
2. Bid must be F.O.B. Delivery Point, unless otherwise indicated in bid.
3. All bids should be signed and in ink, showing all facts and the total amount of the bid.
4. The Kanawha County Commission reserves the right to accept or reject in part or in whole any bid submitted, whichever is in the best interest of the Kanawha County Commission.

Item No.	Description	Bid Amount
1	Provide Health Examination Services for the Kanawha County Commission per the Attached Specifications	\$_____ Per Person
2	Additional Fees not Included in the Examination Fee	\$_____

Vendor Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_  
Date: \_\_\_\_\_  
Telephone: \_\_\_\_\_

#### **\*\*\*ATTENTION VENDORS\*\*\***

Have you registered for the Kanawha County Commission Automatic Vendor E-Mail Notification System for bid specifications?  
Register by visiting our website @ [www.kanawha.us/purchasing/alerts](http://www.kanawha.us/purchasing/alerts).

**REQUEST FOR QUOTATIONS**  
**COUNTY COMMISSION OF KANAWHA COUNTY**  
**CHARLESTON, WEST VIRGINIA**

**ITEM:** Three-Year Contract (to be Renewed Annually) to Provide Health Examination Services for the Kanawha County Commission

**LOCATION:** Kanawha County Commission  
409 Virginia Street, East  
Charleston, WV 25301

<b>CONTACT:</b> Jerie Whitehead Purchasing Director Kanawha County Commission 407 Virginia St., East P.O. Box 3627 Charleston, WV 25336 Telephone (304) 357-0115 E-Mail: <a href="mailto:jeriewhitehead@kanawha.us">jeriewhitehead@kanawha.us</a>	Jennifer Sayre County Manager Kanawha County Commission 407 Virginia Street, East P.O. Box 3627 Charleston, WV 25336 Telephone (304) 357-0101 E-Mail: <a href="mailto:jennifersayre@kanawha.us">jennifersayre@kanawha.us</a>
--	---

**BID DUE DATE:** Bids must be received in a sealed envelope, with the date and time the bids are due on the outside of the envelope, on or before Tuesday, January 10, 2012, at 11:30 a.m., in the Kanawha County Commission Purchasing Office, 407 Virginia Street, East, Third Floor, Room 229, Charleston, West Virginia 25301 (P.O. Box 3627, Charleston, WV 25336). *Faxed bids will not be accepted.*

**SPECIFICATIONS:**

The Kanawha County Commission desires to obtain quotes for a health examination for all county employees during the month of March or April over a 3 day time frame. The commission has approximately 1,000 employees. The successful respondent must demonstrate past experience in providing employee based wellness or health examinations to large governmental and private sector employers.

The following required services are as follows:

- Computerized Health Risk Assessment that an employee will complete prior to examination day (access via web) and receive the results the day of the examination.
- Blood draw(s) to test for Cholesterol, HDL, LDL, Triglycerides, TC/HDL ratio and blood glucose (Test results must be available at the time of the examination)
- Basic Physical evaluation to include but not be limited to height, weight, blood pressure, hip to waist ratio, and body mass index (BMI).
- PSA Screening with results to be mailed to the employee at their home
- Health consultation on the test results and the Health Risk Assessments the day of the tests
- Bone Density Screen

•  
The successful bidder will demonstrate in their submission they are HIPPA compliant and they will indemnify the commission for any breach of Personal Health Information that is a result of the actions of the bidder should they win the contract.

Bidder can also submit to the commission proposals on the operation of an ongoing wellness program. This is not a requirement to submit a bid.

All bidders must submit the names of three current clients the bidder provides wellness or health examination services to at this time. The clients submitted must have in excess of 1,000 employees.

The bidder must demonstrate this account contract will not make up more than 20% of the employee wellness/employee health examination book of business currently offered by the bidder.

Bidders must demonstrate they have the capacity to perform the services within a three day period either during March or April 2012 on site at the Courthouse. Subsequent yearly examination dates will be determined at a later date.

The successful bidder may be offered a one year contract that may be renewed up to three years.

Pricing shall be quoted on a per person basis. If there are any set up fees please indicate them in your submission.

All bidders interested in receiving an e-mailed copy of the questions submitted and the responses must e-mail a Notice of Intent to Bid to [jeriewhitehead@kanawha.us](mailto:jeriewhitehead@kanawha.us) on or before Wednesday, January 4, 2012, at 4:00 p.m. This is not a requirement to bid, but a requirement to receive the e-mailed questions and answers. Questions regarding this RFQ are to be submitted to Jerie Whitehead at [jeriewhitehead@kanawha.us](mailto:jeriewhitehead@kanawha.us) on or before Wednesday, January 4, 2012, at 4:00 p.m. Responses will be e-mailed on or before Thursday, January 5, 2012, at 12:00 p.m.

## **REQUIREMENTS:**

**Real Estate and Personal Property Taxes:** "No bid will be accepted or opened on any County contract if the vendor is listed on the last published list of delinquent real or personal property taxes in Kanawha County; however, the Commission will accept bids by vendors who provide satisfactory proof of payment of current taxes or a certification from the Sheriff that "no taxes are due prior to submission of said bid."

**Required Forms:** Vendor shall complete and submit, or have on file with the County, a Vendor Registration and Disclosure Statement Form.

**Rejection of Bids:** The Kanawha County Commission reserves the right to reject any and/or all bids and to waive any informality in bidding. Once bids are unsealed, all bid documents become public record. Proprietary information must be identified in the bid documents and the reasons for protection disclosed.