



Inter-Departmental Memorandum

Date: June 6, 2024
To: Doreen Tucker, Human Resource Director
From: Kenneth Pinnock, Jr., Deputy Executive Director
Director of Procurement, Contracts & Risk Management
Morgan Austin, Assistant Purchasing Agent

Subject: REQUEST FOR PROPOSALS (RFP FOR):
PRE-EMPLOYMENT PHYSICAL EXAMINATIONS AND
SPECIAL NEEDS TESTING FOR A PERIOD OF ONE (1) YEAR
RFP DUE DATE: WEDNESDAY, JUNE 5, 2024 @ 11:00 A.M.

Please be advised that pursuant to the June 5, 2024, RFP opening for Pre-Employment Physical Examinations and Special Needs Testing, less than three (3) bids were received. Historically, the JCHA has received only two (2) firms who respond for these services. As such, approval was sought and given by the Executive Director for this department to open on the first occasion, given the two (2) firm continuous response. Submitted for your review is the recapitulation sheet of the bidders quote.

FIRMS (in alphabetical order)

- 1. CARE STATION MEDICAL GROUP
2. CONCENTRA

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PLEASE NOTE: The last public bid for this service was held on July 19, 2023, and CareStation was the recipient of a contract (#101712 in the amount not to exceed Fourteen Thousand Six Hundred Fifty-Five Dollars (\$14,655.00) for a period of one (1) year.

Invitations were published in the local newspaper on May 7th, and 8th, 2024, invitations were sent to two (2) firms who express interest in public bidding for this service. Of those, there were no Jersey City firms. The JCHA sources for MBE's were notified, as well as the usual public works bidding journals (individual letters in Purchasing files).

Provided the above is satisfactory, this office presumes that the Department of Human Resources will forward a Resolution for Board action as appropriate.

Should you have any questions, or require further information, please do not hesitate to call.

Thank you.