



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

Legislation Details (With Text)

File #:	22-059	Version:	1	Name:	
Type:	Financial Business Request (FBR)	Status:		Passed	
File created:	7/12/2022	In control:		Town Council	
On agenda:	9/14/2022	Final action:		9/14/2022	
Title:	MOTION to grant a bid waiver in the amount of \$34,000 to Physicians One Urgent Care for firefighter physicals and to authorize the Mayor to sign an MOU with Physicians One Urgent care to provide physicals for all town firefighters.				
Attachments:	1. SiteMedFire.com - response[17907], 2. PhysicianOne Urgent Care - response[17906]				

Date	Ver.	Action By	Action	Result
9/14/2022	1	Town Council	Approved and so declared	Pass
9/7/2022	1	Finance Committee	Recommended for Approval	Pass

FINANCIAL BUSINESS REQUEST (FBR)

Motion/Request:

MOTION to grant a bid waiver in the amount of \$34,000 to Physicians One Urgent Care for firefighter physicals and to authorize the Mayor to sign an MOU with Physicians One Urgent care to provide physicals for all town firefighters.

Background:

Approximately 2 years ago, discussion began regarding the availability of physicals for existing and new candidate firefighters for LFD/GFFC/TOLFD. One of the issues at hand was the limited availability of physicals - the old practice was to have a clinic at a Ledyard School once per month from September to June. The lack of summer appointments and the fixed time (normally 3:30 on a weekday) effected volunteer recruitment and retention negatively.

The AES and Finance Director distributed an RFP for bids for these physicals. We received responses from two (2) vendors - Physicians One Urgent Care and Site Med. Site Med only offers a clinic style of service where the members will have to attend fixed dates; Physicians One offers physicals by appointment at any of their locations including Norwich and Groton. To maximize appointment options for our current and future members, it is recommended to utilize Physicians One as our preferred provider.

Department Comment/Recommendation:

(type text here)

Finance Director Comment/Recommendation:

Recommend moving forward with bid waiver based on background information provided.

Mayor Comment/Recommendation:

Concur with request. This is part of a program we have been working to deploy to provide independent physicals for our firefighters going forward.

Meeting Action Details:

Town Council Meeting 9/14/2022 Type: Financial Business Request (FBR) Title: MOTION to recommend the Town Council grant a bid waiver in the amount of \$34,000 to Physicians One Urgent Care for firefighter physicals and to authorize the Mayor to sign an MOU with Physicians One Urgent care to provide physicals for all town firefighters.

Mover: [Tim Ryan <https://ledyardct.legistar.com/PersonDetail.aspx?ID=272276&GUID=217F0B4F-15D9-4CA3-B8DB-37D6E88E2114>](https://ledyardct.legistar.com/PersonDetail.aspx?ID=272276&GUID=217F0B4F-15D9-4CA3-B8DB-37D6E88E2114)

Seconder:

[Bill Saums <https://ledyardct.legistar.com/PersonDetail.aspx?ID=272277&GUID=C70785B4-9E4F-4F98-AA21-78986FB8912D>](https://ledyardct.legistar.com/PersonDetail.aspx?ID=272277&GUID=C70785B4-9E4F-4F98-AA21-78986FB8912D)

Result: Pass Moved by Councilor Saums, seconded by Councilor Ryan

Discussion: Councilor Saums stated using Physicians One Urgent Care to provide physicals for all town firefighters would be a benefit to the town, noting that the Firefighters would have more access to getting physicals at a reasonable cost. He stated Administrator of Emergency Services Steve Holyfield was present this evening and he deferred to him to provide the background regarding this request. Administrator of Emergency Services Steve Holyfield stated about two years ago, they began discussing the availability of physicals for existing and new candidate firefighters for the fire departments (LFD/GFFC/TOLFD). He explained that one of the issues they found was the limited availability of physicals, noting that the old practice was to have a physical clinic at a Ledyard School once per month from September to June. However, he stated the lack of summer appointments and the fixed time (normally 3:30 on a weekday) effected volunteer recruitment and retention negatively. Mr. Holyfield went on to state in response to Requests for Proposals - RFP #2023-003 (Firefighter Physical Exams) the town only received two responses as follows: (1) Physicians One Urgent Care; and (2) Site Med, noting that it appears that Yale did not want to get involved with the bid process. He explained Site Med only offered a clinic style of service where the firefighters would have to attend on fixed dates. He stated Physicians One was not only the low bidder, they were also their preferred provider because they offered physicals by appointment, including Saturdays, at any of their locations including Norwich and Groton, maximizing appointment options for the town's current and future members. Mr. Holyfield continued by stating \$38,000 was included in the emergency services budget for physicals and he explained that he opened a Purchase Order for \$4,000 to pay for physicals starting on July 1st until they had a provider in place. He noted the average cost of a physical was about \$500.00. He stated the cost of a physical for a new volunteer firefighter was about \$587.00; which included a chest x-ray and the annual physicals for existing firefighters was about \$413.00, which averaged out to about \$500.00 per physical. He went on to explain that chest x-rays would be repeated about every four years, explaining that there were some pricing differences for interior and exterior personnel and different services based on new recruits, existing personnel, age, etc. Mr. Holyfield addressed the Memorandum of Understanding (MOU) and he stated after the September 7, 2022 Finance Committee meeting he contacted Physicians One to discuss the MOU. He stated the premature MOU would provide a thirty-six-month (3-year) Agreement with no cost increase, and two individual one-year renewals, providing for a five-year fixed price. He stated the benefit of providing routine physicals would help limit the town's liability, explaining that the physicals would help the

volunteers to maintain their CDL Licenses to operate the fire apparatus. He concluded by stating because the required three bids were not received that a Bid Waiver has been requested in accordance with Ordinance #200-001 (rev.1) "*An Ordinance for Purchasing*". VOTE: 6 - 0 Approved and so declared **Finance**

Cmt Meeting 9/7/2022 File #: 22059

[https://ledyardct.legistar.com/LegislationDetail.aspx?](https://ledyardct.legistar.com/LegislationDetail.aspx?ID=5759713&GUID=CE71DCF5-B790-43DA-8A1A-A773B95E827B)

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Version: 1

Type: Financial Business Request (FBR)

Title: MOTION to recommend the Town Council grant a bid waiver in the amount of \$34,000 to Physicians One Urgent Care for firefighter physicals and to authorize the Mayor to sign an MOU with Physicians One Urgent care to provide physicals for all town firefighters.

Mover: Jim Ryan <<https://ledyardct.legistar.com/PersonDetail.aspx?ID=272276&GUID=217F0B4F-15D9-4CA3-B8DB-37D6E88E2114>> **Seconder:** Bill Saums <<https://ledyardct.legistar.com/PersonDetail.aspx?ID=272277&GUID=C70785B4-9E4F-4F98-AA21-78986FB8912D>>

Result: Pass

Agenda note:

Minutes note: Moved by Councilor Ryan, seconded by Councilor Saums Discussion: Administrator of Emergency Services Steve Holyfield stated about two years ago, they began discussing the availability of physicals for existing and new candidate firefighters for the fire departments (LFD/GFFC/TOLFD). He explained that one of the issues they found was the limited availability of physicals, noting that the old practice was to have a physical clinic at a Ledyard School once per month from September to June. However, he stated the lack of summer appointments and the fixed time (normally 3:30 on a weekday) effected volunteer recruitment and retention negatively. Mr. Holyfield went on to state that he worked with Finance Director Matthew Bonin to solicit Requests for Proposals - RFP #2023-003 (Firefighter Physical Exams). He stated the town only received two responses as follows: (1) Physicians One Urgent Care; and (2) Site Med, noting that it appears that Yale did not want to get involved with the bid process. He explained Site Med only offered a clinic style of service where the firefighters would have to attend fixed dates. He stated Physicians One not only was the low bidder they were their preferred provider because they offered physicals by appointment, including Saturdays, at any of their locations including Norwich and Groton, maximizing appointment options for the town's current and future members. He concluded by stating because the required three bids were not received that a Bid Waiver has been requested in accordance with Ordinance #200-001 (rev.1) "*An Ordinance for Purchasing*". Mr. Holyfield addressed the Memorandum of Understanding (MOU) stating the original MOU included some pricing differences for interior and exterior personnel and different services based on new recruits, existing personnel, age, etc. He stated because the terms and pricing were included in the bid, which was a four-year proposal commitment, that he was not sure if a Memorandum of Understanding (MOU) was required. Councilor Ryan questioned whether the \$34,000 to *Physicians One Urgent Care* was the annual contract price. Mr. Holyfield stated the town would be paying per physical explaining the \$34,000 was the ceiling for the year. He stated \$38,000 was included in the emergency services budget for physicals and he explained that he opened a Purchase Order for \$4,000 to pay for physicals starting on July 1st until they had a provider in place. He noted the average cost of a physical was about \$500.00. He stated the cost of a physical for a new volunteer firefighter was about \$587.00; which included a chest x-ray and the annual physicals for existing firefighters was about \$413.00, which averaged out to about \$500.00 per physical. He went on to

explain that chest x-rays would be repeated about every four years. VOTE: 2 - 0 Approved and so declared VOTE:
2 - 0 Approved and so declared | –

Action: Recommended for Approval | –