

PURCHASING AND LICENSING COMMITTEE

09-0750R

RESOLUTION AUTHORIZING CITY OFFICIALS TO RENEW AN AGREEMENT WITH SMDC MEDICAL CENTER (DULUTH CLINIC OCCUPATIONAL MEDICINE) FOR PROFESSIONAL SERVICES IN ADMINISTERING A VARIETY OF CONFIDENTIAL TESTS, EXAMS AND OCCUPATIONAL MEDICAL SERVICES FOR CITY EMPLOYEES AT AN AMOUNT NOT TO EXCEED \$25,000 PER YEAR OVER A THREE-YEAR PERIOD FOR A GRAND TOTAL OF \$75,000.

CITY PROPOSAL:

RESOLVED, that city officials are hereby authorized to renew an agreement with SMDC Medical Center (Duluth Clinic Occupational Medicine), previously executed by purchase order, for professional services in administering a variety of confidential tests, exams and occupational medical services for city employees in accordance with the city's specifications and the vendor's updated proposal, at an amount not to exceed \$25,000 per year, from 2010 through 2012, for a grand total of \$75,000, terms net 30, and payable from General Fund 110, Department/Agency 700, Organization 1407, Object 5441; said renewal to be a written agreement substantially in the form of Public Document No. \_\_\_\_\_ on file in the office of the city clerk.

Approved:

Approved for presentation to council:

\_\_\_\_\_  
Department Director  
Purchasing Agent \_\_\_\_

\_\_\_\_\_  
Chief Administrative Officer

Approved as to form:

Approved:

\_\_\_\_\_  
Attorney

\_\_\_\_\_  
Auditor

STATEMENT OF PURPOSE: This resolution authorizes the renewal of an agreement with SMDC Medical Center (Duluth Clinic Occupational Medicine) for administering confidential occupational medical tests and services related to city employment. The maximum fee is \$25,000 per year for three years 2010, 2011, and 2012, for a total of \$75,000, payable from the general fund.

The city purchasing division originally requested proposals from local firms in November of 2007 and received the following proposals:

- (a) St. Luke's Occupational Health Center;
- (b) SMDC Medical Center (Duluth Clinic Occupational Medicine).

The purchasing division determined that the city could utilize the services of both clinics and therefore, awarded contracts to both. Past services have been authorized by purchase orders. The initial contract period was valid January 1 through December 31, 2008, with four one-year renewal options.

Recently, the city chose to exercise its option to renew the agreement with SMDC Medical Center (Duluth Clinic Occupational Medicine) for the remaining three contract years. This will be executed through a written professional services agreement.

Requisition pending