

VILLAGE OF DOWNERS GROVE
Report for the Village Council Meeting
6/16/2020

SUBJECT:	SUBMITTED BY:
Fire Department Fit for Duty Exam	Jeff Pindelski Fire Chief

SYNOPSIS

A motion is requested to approve an agreement with Amita Health Medical Center of Bolingbrook, Illinois for the annual Fire Department Fit for Duty Medical Exams.

STRATEGIC PLAN ALIGNMENT

The goals for 2019-2021 include *Exceptional Municipal Services*.

FISCAL IMPACT

The FY20 budget includes \$40,000 in the General Fund for this contract.

RECOMMENDATION

Approval on the June 16, 2020 Consent Agenda.

BACKGROUND

The Fire Department conducts annual Fit for Duty Medical Exams for all Fire Suppression Personnel. The Fit for Duty Exams are conducted in accordance with the National Fire Protection Association (NFPA) Standard 1582 - Medical Requirements for Firefighters. The Fit for Duty Exams serve two purposes:

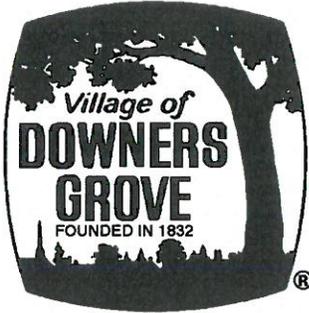
1. To determine if a firefighter is medically able to perform the duties of a firefighter without medical restriction.
2. To determine if a firefighter is medically cleared to wear a respirator.

The Fit for Duty Exams have been conducted by the fire department since 1996. The Fit for Duty Exams are a contracted service. In accordance with the Village purchasing policy, an RFP was developed in 2020 to seek qualified vendors to provide the Fire Department Fit for Duty Exams. Fire administration reviewed the two RFPs that were received; Amita Health Bolingbrook Center and Advocate Occupational Health. Amita Health Bolingbrook Medical Center has been our provider since 2016 and was again selected as the preferred vendor to administer the Fit for Duty Medical Exams. Amita Health Bolingbrook Medical Center has provided the Downers Grove Fire Department with excellent services; including scheduling appointments, reporting, and invoicing.

The Fire Department is requesting to accept this RFP and enter into an 18 month contract with Amita Health Bolingbrook Medical Center.

ATTACHMENTS

Agreement



® REQUEST FOR PROPOSAL (Professional Services)

Name of Proposing Company: _____

Project Name: **Annual Occupational Medical Evaluation
Fitness for Duty Examination**

Proposal No.: **RFP-0-19-2020/DC**

Proposal Due: **June 5, 2020 @ 11:00 A.M.**

Pre-Proposal Conference: **N/A**

Required of Awarded Contractor:

Certificate of Insurance: **Yes**

Legal Advertisement Published: **May 26, 2020**

Date Issued: **February 25, 2020**

This document consists of **25** pages.

Return **one original, one duplicate copy** plus an **electronic CD or flash drive** of proposal in a **sealed envelope** marked with the Proposal Number as noted above to:

TWO

*NOT ALLOWED Per
Company Policy -
Added extra duplicate
copy instead.*

PURCHASING ASSISTANT
VILLAGE OF DOWNERS GROVE
801 BURLINGTON AVENUE
DOWNERS GROVE, IL 60515
PHONE: 630/434-6811
FAX: 630/434-5571
www.downers.us

*T. Samuels
630-312-2009*

The VILLAGE OF DOWNERS GROVE will receive proposals Monday thru Friday, 8:00 A.M. to 5:00 P.M. at the Village Hall, 801 Burlington Avenue, Downers Grove, IL 60515.

SPECIFICATIONS MUST BE MET AT THE TIME THE PROPOSAL IS DUE.

The Village Council reserves the right to accept or reject any and all proposals, to waive technicalities and to accept or reject any item of any proposal.

The documents constituting component parts of this Contract are the following:

- I. REQUEST FOR PROPOSALS
- II. TERMS & CONDITIONS
- III. DETAILED SPECIFICATIONS
- IV. PROPOSER'S RESPONSE TO RFP (Professional Services)
- V. PROPOSAL/CONTRACT FORM

DO NOT DETACH ANY PORTION OF THIS DOCUMENT. INVALIDATION COULD RESULT. Proposers **MUST** submit an original, and 2 additional paper copies of the total proposal. Upon formal award of the proposal this RFP document shall become the Contract, the successful Proposer will receive a copy of the executed Contract.

I. REQUEST FOR PROPOSALS

1. GENERAL

- 1.1 Notice is hereby given that the Village of Downers Grove will receive sealed Proposals up to Friday, June 5, 2020 at 11 A.M..
- 1.2 Proposals must be received at the Village of Downers Grove by the time and date specified. Proposals received after the specified time and date will not be accepted and will be returned unopened to the Proposer.
- 1.3 Proposal forms shall be sent to the Village of Downers Grove, ATTN: **Purchasing Agent** in a sealed envelope marked "SEALED PROPOSAL". The envelope shall be marked with the name of the project, date, and time set for receipt of Proposals.
- 1.4 All Proposals must be submitted on the forms supplied by the Village and signed by a proper official of the company submitting the Proposal. Telephone, email and fax Proposals will not be accepted.
- 1.5 By submitting this Proposal, the Proposer certifies under penalty of perjury that they have not acted in collusion with any other Proposer or potential Proposer.

2. PREPARATION OF PROPOSAL

- 2.1 It is the responsibility of the Proposer to carefully examine the specifications and proposal documents and to be familiar with all of the requirements, stipulations, provisions, and conditions surrounding the proposed services. **DO NOT SUBMIT A PROPOSED CONTRACT. UPON ACCEPTANCE BY THE VILLAGE, THIS RFP DOCUMENT SHALL BECOME A BINDING CONTRACT.**
- 2.2 No oral or telephone interpretations of specifications shall be binding upon the Village. All requests for interpretations or clarifications shall be made in writing and received by the Village at least five (5) business days prior to the date set for receipt of Proposals. All changes or interpretations of the specifications shall be made by the Village in a written addendum to the Village's proposers of record.
- 2.3 In case of error in the extension of prices in the Proposal, the hourly rate or unit price will govern. In case of discrepancy in the price between the written and numerical amounts, the written amount will govern.
- 2.4 All costs incurred in the preparation, submission, and/or presentation of any Proposal including any Proposer's travel or personal expenses shall be the sole responsibility of the Proposer and will not be reimbursed by the Village.

- 2.5 The Proposer hereby affirms and states that the prices quoted herein constitute the total cost to the Village for all work involved in the respective items and that this cost also includes all insurance, bonds, royalties, transportation charges, use of all tools and equipment, superintendence, overhead expense, all profits and all other work, services and conditions necessarily involved in the work to be done and materials to be furnished in accordance with the requirements of the Contract Documents considered severally and collectively.

3. MODIFICATION OR WITHDRAWAL OF PROPOSALS

- 3.1 A Proposal that is in the possession of the Village may be altered by a letter bearing the signature or name of the person authorized for submitting a Proposal, provided that it is received prior to the time and date set for the Proposal opening. Telephone, email or verbal alterations of a Proposal will not be accepted.

- 3.2 A Proposal that is in the possession of the Village may be withdrawn by the Proposer, up to the time set for the Proposal opening, by a letter bearing the signature or name of the person authorized for submitting Proposals. Proposals may not be withdrawn after the Proposal opening and shall remain valid for a period of ninety (90) days from the date set for the Proposal opening, unless otherwise specified.

4. RESERVED RIGHTS

- 4.1 The Village reserves the exclusive right to waive sections, technicalities, irregularities and informalities and to accept or reject any and all Proposals and to disapprove of any and all subcontractors as may be in the best interest of the Village. Time and date requirements for receipt of Proposals will not be waived.

II. TERMS AND CONDITIONS

5. VILLAGE ORDINANCES

- 5.1 The successful Proposer will strictly comply with all ordinances of the Village of Downers Grove and laws of the State of Illinois.

6. USE OF VILLAGE'S NAME

- 6.1 The Proposer is specifically denied the right of using in any form or medium the name of the Village for public advertising unless express permission is granted by the Village.

7. INDEMNITY AND HOLD HARMLESS AGREEMENT

- 7.1 To the fullest extent permitted by law, the Proposer shall indemnify, keep and save harmless the Village and its agents, officers, and employees, against all injuries, deaths, losses, damages, claims, suits, liabilities, judgments, costs and expenses, which may arise directly or indirectly from any negligence or from the reckless or willful misconduct of the Proposer, its employees, or its subcontractors, and the Proposer shall at its own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefrom or incurred in connection therewith, and, if any judgment shall be rendered against the Village in any such action, the Proposer shall, at its own expense, satisfy and discharge the same. This agreement shall not be construed as requiring the Proposer to indemnify the Village for its own negligence. The Proposer shall indemnify, keep and save harmless the Village only where a loss was caused by the negligent, willful or reckless acts or omissions of the Proposer, its employees, or its subcontractors.

8. NONDISCRIMINATION

- 8.1 Proposer shall, as a party to a public contract:
- (a) Refrain from unlawful discrimination in employment and undertake affirmative action to assure equality of employment opportunity and eliminate the effects of past discrimination;
 - (b) By submission of this Proposal, the Proposer certifies that it is an "equal opportunity employer" as defined by Section 2000(e) of Chapter 21, Title 42, U.S. Code Annotated and Executive Orders #11136 and #11375, which are incorporated herein by reference. The Equal Opportunity clause, Section 6.1 of the Rules and Regulations of the Department of Human Rights of the State of Illinois, is a material part of any contract awarded on the basis of this Proposal.
- 8.2 It is unlawful to discriminate on the basis of race, color, religion, sex, marital status, national origin or ancestry, age, physical or mental disability unrelated to ability, military status, order of protection status, sexual orientation, sexual identity, or an unfavorable discharge from military service. Proposer shall comply with standards set forth in Title VII of the Civil Rights Act of 1964, 42 U.S.C. Sec. 2000 et seq., The Human Rights Act of the State of Illinois, 775 ILCS 5/1-101 et. seq., and The Americans With Disabilities Act, 42 U.S.C. Sec. 12101 et. seq.

9. SEXUAL HARASSMENT POLICY

9.1 The Proposer, as a party to a public contract, shall have a written sexual harassment policy that:

- 9.1.1 Notes the illegality of sexual harassment;
- 9.1.2 Sets forth the State law definition of sexual harassment;
- 9.1.3 Describes sexual harassment utilizing examples;
- 9.1.4 Describes the Proposer's internal complaint process including penalties;
- 9.1.5 Describes the legal recourse, investigative and complaint process available through the Illinois Department of Human Rights and the Human Rights Commission and how to contact these entities; and
- 9.1.6 Describes the protection against retaliation afforded under the Illinois Human Rights Act.

10. EQUAL EMPLOYMENT OPPORTUNITY

10.1 In the event of the Proposer's non-compliance with the provisions of this Equal Employment Opportunity Clause, the Illinois Human Rights Act or the Rules and Regulations of the Illinois Department of Human Rights ("Department"), the Proposer may be declared ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and the Contract may be canceled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation. During the performance of this Contract, the Proposer agrees as follows:

- 10.1.1 That it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, marital status, national origin or ancestry, age, physical or mental disability unrelated to ability, order of protection status, military status, sexual orientation, sexual identity or an unfavorable discharge from military service; and further that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization.
- 10.1.2 That, if it hires additional employees in order to perform this Contract or any portion thereof, it will determine the availability (in accordance with the Department's Rules and Regulations) of minorities and women in the area(s) from which it may reasonably recruit and it will hire for each job classification for which employees are hired in such a way that minorities and women are not underutilized.
- 10.1.3 That, in all solicitations or advertisements for employees placed by it or on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, marital status, national origin or ancestry, age, physical or mental disability unrelated to ability, order of protection status, military status, sexual orientation, or an unfavorable discharge from military services.

- 10.1.4 That it will send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of the Proposer's obligations under the Illinois Human Rights Act and the Department's Rules and Regulations. If any such labor organization or representative fails or refuses to cooperate with the Proposer in its efforts to comply with such Act and Rules and Regulations, the Proposer will promptly so notify the Department and the contracting agency and will recruit employees from other sources when necessary to fulfill its obligations thereunder.
- 10.1.5 That it will submit reports as required by the Department's Rules and Regulations, furnish all relevant information as may from time to time be requested by the Department or the contracting agency, and in all respects comply with the Illinois Human Rights Act and the Department's Rules and Regulations.
- 10.1.6 That it will permit access to all relevant books, records, accounts and work sites by personnel of the contracting agency and the Department for purpose of investigation to ascertain compliance with the Illinois Human Rights Act and the Department's Rules and Regulations.
- 10.1.7 That it will include verbatim or by reference the provisions of this clause in every subcontract it awards under which any portion of the contract obligations are undertaken or assumed, so that such provisions will be binding upon such subcontractor. In the same manner as with other provisions of this Contract, the Proposer will be liable for compliance with applicable provisions of this clause by such subcontractors; and further it will promptly notify the contracting agency and the Department in the event any subcontractor fails or refuses to comply therewith. In addition, the Proposer will not utilize any subcontractor declared by the Illinois Human Rights Commission to be ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.

11. DRUG FREE WORK PLACE

Proposer, as a party to a public contract, certifies and agrees that it will provide a drug free workplace by:

- 11.1 Publishing a statement: (1) Notifying employees that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance, including cannabis, is prohibited in the Village's or Proposer's workplace. (2) Specifying the actions that will be taken against employees for violations of such prohibition. (3) Notifying the employee that, as a condition of employment on such contract or grant, the employee will: (A) abide by the terms of the statement; and (B) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.

- 11.2 Establishing a drug free awareness program to inform employees about: (1) the dangers of drug abuse in the workplace; (2) the Village's or Proposer's policy of maintaining a drug free workplace; (3) any available drug counseling, rehabilitation and employee assistance programs; (4) the penalties that may be imposed upon employees for drug violations.
- 11.3 Providing a copy of the statement required above to each employee engaged in the performance of the contract or grant and to post the statement in a prominent place in the workplace.
- 11.4 Notifying the contracting or granting agency within ten (10) days after receiving notice of any criminal drug statute conviction for a violation occurring in the workplace from an employee or otherwise receiving actual notice of such conviction.
- 11.5 Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by, any employee who is so convicted as required by section 5 of the Drug Free Workplace Act.
- 11.6 Assisting employees in selecting a course of action in the event drug counseling, treatment and rehabilitation is required and indicating that a trained referral team is in place.
- 11.7 Making a good faith effort to continue to maintain a drug free workplace through implementation of the Drug Free Workplace Act.

12. PATRIOT ACT COMPLIANCE

- 12.1 The Proposer represents and warrants to the Village that neither it nor any of its principals, shareholders, members, partners, or affiliates, as applicable, is a person or entity named as a Specially Designated National and Blocked Person (as defined in Presidential Executive Order 13224) and that it is not acting, directly or indirectly, for or on behalf of a Specially Designated National and Blocked Person. The Proposer further represents and warrants to the Village that the Proposer and its principals, shareholders, members, partners, or affiliates, as applicable are not, directly or indirectly, engaged in, and are not facilitating, the transactions contemplated by this Contract on behalf of any person or entity named as a Specially Designated National and Blocked Person. The Proposer hereby agrees to defend, indemnify and hold harmless the Village, and its elected or appointed officers, employees, agents, representatives, engineers and attorneys, from and against any and all claims, damages, losses, risks, liabilities and expenses (including reasonable attorney's fees and costs) arising from or related to any breach of the foregoing representations and warranties.

13. INSURANCE REQUIREMENTS

- 13.1 The Proposer shall be required to obtain, from a company or companies lawfully authorized to do business in the jurisdiction in which the project is located, such general liability insurance which, at a minimum, will protect the Proposer from the types of claims set forth below which may arise out of or result from the Proposer's operations under this Contract and for which the Proposer may legally liable:

- 13.1.1 Claims under workers compensation, disability benefit and other similar employee benefit acts which are applicable to the operation to be performed;
 - 13.1.2 Claims for damages resulting from bodily injury, occupational sickness or disease, or death of the Proposer's employees;
 - 13.1.3 Claims for damages resulting from bodily injury, sickness or disease, or death of any person other than the Proposer's employees;
 - 13.1.4 Claims for damages insured by the usual personal injury liability coverage which are sustained: (1) by a person as a result of an offense directly or indirectly related to employment of such person by the Proposer, or (2) by another person;
 - 13.1.5 Claims for damages, other than to the work itself, because of injury to or destruction of tangible property, including loss of use resulting therefrom;
 - 13.1.6 Claims for damages because of bodily injury, death of a person or property damage arising out of ownership, maintenance or use of a motor vehicle;
 - 13.1.7 Claims for damages as a result of professional or any other type of negligent action by the Proposer or failure to properly perform services under the scope of the agreement between the Proposer and the Village.
- 13.2 The Proposer shall demonstrate having insurance coverage for a minimum of \$2 million for professional liability (errors and omissions).
- 13.3 As evidence of said coverages, Proposer shall provide the Village with certificates of insurance naming the Village of Downers Grove as an additional insured and include a provision for cancellation only upon at least 30 days prior notice to the Village.
- 14. CAMPAIGN DISCLOSURE**
- 14.1 Any contractor, proposer, bidder or vendor who responds by submitting a bid or proposal to the Village shall be required to submit with its submission, an executed Campaign Disclosure Certificate, attached hereto.
- 14.2 The Campaign Disclosure Certificate is required pursuant to the Village of Downers Grove Council Policy on Ethical Standards and is applicable to those campaign contributions made to any member of the Village Council.
- 14.3 Said Campaign Disclosure Certificate requires any individual or entity bidding to disclose campaign contributions, as defined in Section 9-1.4 of the Election Code (10 ILCS 5/9-1.4), made to current members of the Village Council within the five (5) year period preceding the date of the bid or proposal release.

- 14.4 By signing the bid or proposal documents, contractor/proposer/bidder/vendor agrees to refrain from making any campaign contributions as defined in Section 9-1.4 of the Election Code (10 ILCS 5/9-1.4) to any Village Council member and any challengers seeking to serve as a member of the Downers Grove Village Council.

15. SUBLETTING OF CONTRACT

- 15.1 No contract awarded by the Village shall be assigned or any part subcontracted without the written consent of the Village Manager. In no case shall such consent relieve the Proposer from its obligation or change the terms of the Contract.

All approved subcontracts shall contain language which incorporates the terms and conditions of this Contract.

16. TERM OF CONTRACT

- 16.1 The term of this Contract shall be as set forth in the Detail Specifications set forth in Section III below. This Contract is subject to the Village purchasing policy with regard to any extensions hereof.

17. TERMINATION OF CONTRACT

- 17.1 In the event of the Proposer's nonperformance, breach of the terms of the Contract, or for any other reason, and/or that sufficient funds to complete the Contract are not appropriated by the Village, the Contract may be canceled, in whole or in part, upon the Village's written notice to the Proposer. The Village will pay the Proposer's costs actually incurred as of the date of receipt of notice of default. Upon termination, the Proposer will deliver all documents and products of whatever kind, and their reproducible originals related to the project, which have been produced to the date of the notice of termination.

18. BILLING & PAYMENT PROCEDURES

- 18.1 Payment will be made upon receipt of an invoice referencing Village purchase order number. Once an invoice and receipt of materials or service have been verified, the invoice will be processed for payment in accordance with the Village payment schedule. The Village will comply with the Local Government Prompt Payment Act, 50 ILCS 505/1 et seq., in that any bill approved for payment must be paid or the payment issued to the Proposer within 60 days of receipt of a proper bill or invoice. If payment is not issued to the Proposer within this 60 day period, an interest penalty of 1.0% of any amount approved and unpaid shall be added for each month or fraction thereof after the end of this 60 day period, until final payment is made.
- 18.2 The Village shall review in a timely manner each bill or invoice after its receipt. If the Village determines that the bill or invoice contains a defect making it unable to process the payment request, the Village shall notify the Proposer requesting payment as soon as possible after discovering the defect pursuant to rules promulgated under 50 ILCS 505/1 et seq. The notice shall identify the defect and any additional information necessary to correct the defect.
- 18.4 Please send all invoices to the attention of Village of Downers Grove, Accounts Payable, 801 Burlington, Downers Grove, IL 60515.

19. RELATIONSHIP BETWEEN THE PROPOSER AND THE VILLAGE

- 19.1 The relationship between the Village and the Proposer is that of a buyer and seller of professional services and it is understood that the parties have not entered into any joint venture or partnership with the other.

20. STANDARD OF CARE

- 20.1. Services performed by Proposer under this Contract will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing in the same locality under similar conditions. No other representations express or implied, and no warranty or guarantee is included or intended in this Contract, or in any report, opinions, and documents or otherwise.
- 20.2 If the Proposer fails to meet the foregoing standard, Proposer will perform at its own cost, and without reimbursement from the Village, the professional services necessary to correct errors and omissions caused by Proposer's failure to comply with the above standard and reported to Proposer within one (1) year from the completion of Proposer's services for the Project.
- 20.3 For Professional Service Agreements: Project site visits by Proposer during construction or equipment installation or the furnishing of Project representatives shall not make Proposer responsible for: (i) constructions means, methods, techniques, sequences or procedures; (ii) for construction safety precautions or programs; or (iii) for any construction contactor(s') failure to perform its work in accordance with contract documents.

21. GOVERNING LAW

- 21.1 This Contract will be governed by and construed in accordance with the laws of the State of Illinois without regard for the conflict of laws provisions. Venue is proper only in the County of DuPage and the Northern District of Illinois.

22. SUCCESSORS AND ASSIGNS

- 22.1 The terms of this Contract will be binding upon and inure to the benefit of the parties and their respective successors and assigns; provided, however, that neither party will assign this Contract in whole or in part without the prior written approval of the other. The Proposer will provide a list of key staff, titles, responsibilities, and contact information to include all expected subcontractors.

23. WAIVER OF CONTRACT BREACH

- 23.1 The waiver by one party of any breach of this Contract or the failure of one party to enforce at any time, or for any period of time, any of the provisions hereof will be limited to the particular instance and will not operate or be deemed to waive any future breaches of this Contract and will not be construed to be a waiver of any provision except for the particular instance.

24. AMENDMENT

- 24.1 This Contract will not be subject to amendment unless made in writing and signed by all parties.

25. NOT TO EXCEED CONTRACT

- 25.1 The contract price is a “not-to-exceed” cost. At any time additional work is necessary or requested, and the not-to-exceed price is increased thereby, any change, addition or price increase must be agreed to in writing by all parties who have executed the Contract.

26. SEVERABILITY OF INVALID PROVISIONS

- 26.1 If any provisions of this Contract are held to contravene or be invalid under the laws of any state, country or jurisdiction, contravention will not invalidate the entire Contract, but it will be construed as if not containing the invalid provision and the rights or obligations of the parties will be construed and enforced accordingly.

27. NOTICE

- 27.1 Any notice will be in writing and will be deemed to be effectively served when deposited in the mail with sufficient first class postage affixed, and addressed to the party at the party's place of business. Notices shall be addressed to the Village as follows:

**Village Manager
Village of Downers Grove
801 Burlington Ave.
Downers Grove, IL 60515**

And to the Proposer as designated in the Contract Form.

28. COOPERATION WITH FOIA COMPLIANCE

- 28.1 Contractor acknowledges that the Freedom of Information Act may apply to public records in possession of the Contractor or a subcontractor. Contractor and all of its subcontractors shall cooperate with the Village in its efforts to comply with the Freedom of Information Act. (5 ILCS 140/1 et. seq.)

INTRODUCTION

The Village of Downers Grove is seeking proposals for Annual Occupational Medical Evaluation - Fitness for Duty Examination for up to a one and a half year-term (June 2020 – December 2022), with a one-year renewable option for approximately 76 employees.

The Village of Downers Grove invites proposals from qualified organizations that are familiar with and have demonstrated the ability to meet the requirements of administering Annual Occupational Medical Evaluations in compliance with NFPA Standard 1582, and IDOL/OSHA Standards 1910.120, 1910.134, 1910.95, and 1910.1030. Proposers are required to have a minimum of five years of experience in providing and administering this type of service.

SCOPE OF SERVICE

Please submit a detailed proposal describing how you will provide services and the associated pricing to the Village of Downers Grove.

The Annual Occupational Medical Evaluation - Fitness for Duty Examination will consist of a thorough physical examination and medical history evaluation by an individual qualified to provide professional expertise in the area of occupational safety and health as they relate to public safety services, and NFPA Standard 1582, and IDOL/OSHA Standards 1910.120, 1910.134, 1910.95, and 1910.1030. It is required that a licensed physician, board certified in occupational medicine, internal medicine, or family practice perform these examinations. A board-certified physician must also possess experience in administering physical exams in compliance with NFPA Standard 1582, and IDOL/OSHA Standards 1910.120, 1910.134, 1910.95, and 1910.1030. Additionally, a complete health risk analysis and fitness evaluation designed to provide the individual with useful information regarding lifestyle, nutritional habits, and physical conditioning as it relates to overall health and fitness will be conducted. This information shall be reviewed by the Physician with each Fire Department member receiving the Annual Occupational Medical Evaluation - Fitness for Duty Examination. All testing shall be conducted in a manner that preserves the privacy of the employee (patient). Prospective vendors shall submit a listing of physicians and their qualifications that will be used in administering this program.

If warranted, the medical provider will provide such follow-up procedures as are necessary to monitor referred employee's adherence to a recommended course of treatment. Such reports will respect each employee's (patient's) right to confidentiality.

The Fire Department utilizes Peer Fitness Trainers who can work with the designated vendor Physician in establishing a fitness prescription for Department members.

The Annual Occupational Medical Evaluation - Fitness for Duty Examination for new hires and the positions of Firefighter, Firefighter/Paramedic, Lieutenant, and Chief Officers shall consist of the following:

1. **Physical Examination.** The annual physical examination shall include each of the following components:
 - a. Vital Signs
 - b. Head, eyes, ears, nose and throat
 - c. Neck
 - d. Cardiovascular
 - e. Pulmonary
 - f. Breast
 - g. Gastrointestinal with digital rectal exam as clinically indicated
 - h. Hernia
 - i. Lymph nodes
 - j. Neurological
 - k. Musculoskeletal
 - l. Skin (includes screening for cancers)
 - m. Vision
2. **Blood Tests.** Blood tests shall be performed annually and shall include the following:
 - a. CBC with differentials, RBC indices and morphology, and platelet count
 - b. Electrolytes (Na, K, Cl, HCO₃, or CO₂)
 - c. Renal Function (BUN, creatinine)
 - d. Glucose
 - e. Liver function tests, (ALT, AST, direct and indirect bilirubin, alkaline phosphatase)
 - f. Total cholesterol, HDL, LDL, clinically useful lipid ratios (e.g. percent LDL) and triglycerides
3. **Urine Laboratory Tests.** The urine laboratory tests required shall include the following:
 - a. Dipstick analysis for glucose, ketones, leukocyte esterase, protein, blood and bilirubin
 - b. Microscopic analysis for RBC, WBC, casts, and crystals if indicated by results of dipstick analysis
 - c. Analysis for occupational chemical exposure if indicated.
4. **Audiology.**
 - a. Hearing thresholds shall be assessed annually in each ear at each of the following frequencies:
 - i. 500 Hz
 - ii. 1000Hz
 - iii. 2000 Hz
 - iv. 3000 Hz
 - v. 4000 Hz
 - vi. 6000 Hz
 - vii. 8000 Hz
 - b. The Fire Department physician or other qualified medical evaluator shall compare audiogram results obtained during yearly evaluations with baseline and subsequent test results.
 - c. Standard threshold shifts shall be corrected for age as permitted by OSHA.
5. **Spirometry**

- a. Pulmonary function testing (spirometry) shall be conducted annually to measure the member's forced vital capacity (FVC), forced expiratory volume in one second (FEV1) and the FEV1/FVC ratio.
 - b. The Fire Department physician or other qualified medical evaluator shall compare spirometry results obtained during yearly evaluations with baseline and subsequent test results.
 - c. FEV1 and FVC results shall be expressed as the absolute value (liters or milliliters) and as percent predicted adjusted for gender, age, height, and ethnicity using NHANES III normative equations.
6. Chest Radiographs
- a. Chest x-rays shall include an initial baseline and shall be repeated every five years or as medically indicated.
 - b. The Fire Department physician or other qualified medical evaluator shall compare any chest radiographs with baseline and subsequent radiographs.
7. Electrocardiograms (ECG)
- a. A resting 12-Lead ECG shall be performed as part of the baseline medical evaluation and shall be performed annually thereafter.
 - b. The Fire Department physician or other qualified medical evaluator shall compare baseline and subsequent ECGs.
 - c. The Fire Department physician or other qualified medical evaluator shall compare baseline and subsequent stress tests, when available, to identify clinically relevant changes.
 - d. Stress ECG with or without echocardiography or radionuclide scanning shall be performed as clinically indicated by history or symptoms. A list of department members required to complete a stress test will be provided annually to the provider.
 - e. Members that do not pass their stress test will be scheduled for a follow up visit with a cardiologist located on campus, within the next three business days after the stress test. The cardiologist appointment shall be scheduled by the provider before the member leaves the stress test. Same day appointments are preferred.
8. Risk Stratification
- a. Asymptomatic fire fighters 40 years of age or older with no known atherosclerotic cardiovascular disease (ASCVD) shall be assessed annually for their 2-year and 10-year risks of ASCVD, defined as coronary death, nonfatal myocardial infarction, or fatal or nonfatal stroke.
 - b. Asymptomatic fire fighters younger than 40 years of age known to be at high risk for ASCVD shall be assessed for coronary artery disease.
 - c. The 10-year Heart Risk Calculator created by the American College of Cardiology/American Heart Association (ACC/AHA) shall be used to generate a 10-year risk of ASCVD, taking into consideration the individual's age, sex, race, total cholesterol, high density lipoprotein (HDL) cholesterol, systolic blood pressure, blood pressure-lowering medication use, diabetes status, and smoking status.
 - d. Intermediate Risk
 - i. Those assessed as being at intermediate risk (i.e., 10 to <20 percent risk of ASCVD over the next 10 years) shall be further evaluated using symptom-

- limiting exercise stress testing (EST) with or without imaging [e.g., echocardiography, technetium (99mTc) sestamibi study] to at least 12 METs.
 - ii. Negative ESTs shall be repeated at least every 2 to 5 years or as clinically indicated, and positive tests shall be referred to a cardiologist for further evaluation and treatment.
 - e. High Risk. Those assessed as being at high risk (i.e., ≥ 20 percent risk of ASCVD over the next 10 years) shall be referred to a cardiologist for further evaluation and treatment.
 - i. The Framingham Heart Study 2-year risk prediction score sheets shall be used to generate a 2-year risk of ASCVD, taking into consideration the individual's age, sex, total cholesterol, high density lipoprotein (HDL) cholesterol, systolic blood pressure, blood pressure-lowering medication use, diabetes status, and smoking status.
 - ii. Intermediate Risk. Those assessed as being at intermediate risk (i.e., 2 to 4 percent risk of ASCVD over the next 2 years) shall be further evaluated using symptom-limiting exercise stress testing (EST) with or without imaging [e.g., echocardiography, technetium (99mTc) sestamibi study] to at least 12 METs.
 - f. High Risk. Those assessed as being at high risk (i.e., ≥ 4 percent risk of ASCVD over the next 2 years) shall be referred to a cardiologist for further evaluation and treatment.
9. Mammography
- a. Mammography shall be performed annually on each female member bi-annually for those over the age of 40 and annually for those over the age 50 or as clinically indicated.
 - b. A qualified radiologist shall compare mammograms to prior mammograms.
 - c. The Fire Department physician shall compare mammography reports to prior reports.
10. Immunizations and Infectious Disease Screening. The following infectious disease immunizations or infectious disease screening shall be provided as indicated:
- a. Tuberculosis (TB) screening — baseline, by either tuberculin skin testing using the tuberculin purified protein derivative (PPD) or the tuberculin blood test (interferon gamma release assay); subsequent tuberculosis screening to be performed annually or at a frequency according to CDC guidelines unless the member has a history of positive tuberculin screening test, in which case CDC guidelines for management and subsequent chest radiographic surveillance apply
 - b. Hepatitis C virus screening — baseline and following occupational exposure
 - c. Hepatitis B virus vaccinations and titers — as specified in CDC guidelines; laboratory confirmation of immunity to be tested 1–2 months after completion of the vaccination 3 dose series
 - d. Tetanus/diphtheria /pertussis (Tdap) vaccine — can be given once to replace the Td booster every 10 years or the 5-year wound management Td dose
 - e. Measles, mumps, rubella vaccine (MMR) — in absence of documented immunity, two doses of MMR to be administered according to current immunization guidelines

- f. Polio vaccine — a single booster of IPV for members traveling to endemic areas in the line of duty, or as outlined in the Morbidity and Mortality Weekly Report article, “Poliomyelitis Prevention in the United States: Updated Recommendations of the Advisory Committee on Immunization Practices (ACIP)”
 - g. Hepatitis A vaccine
 - h. Varicella vaccine — offered to all non-immune personnel
 - i. Influenza vaccine (seasonal and novel) — offered to all personnel annually
 - j. HIV screening — available to all personnel
11. Colon Cancer Screening
- a. Fecal occult blood testing risks and benefits shall be discussed with all members above the age of 40, or earlier if clinically indicated.
 - b. Colonoscopy services shall be recommended to all members above the age of 50, or earlier if clinically indicated and repeated at regular intervals.
12. Prostate Cancer.
- a. Due to increased prostate cancer risk, the fire department physician shall discuss the risks and benefits of prostate cancer screening, including prostate specific antigen (PSA) testing, with all male fire fighters beginning at age 50 and annually thereafter.
 - b. For male fire fighters of African-American heritage who are at a higher risk for prostate cancer, the physician shall discuss the risks and benefits of prostate cancer screening, including PSA testing, beginning at age 40 and annually thereafter.
13. Lung Cancer Screening
- a. Low-dose computed tomography (LDCT) shall be performed annually on fire fighters over the age of 55 who have a 30-pack-a-year smoking history and currently smoke or have quit within the past 15 years.
 - b. Screening shall be discontinued once a fire fighter has not smoked cigarettes for 15 years or is too ill to benefit.
14. Cervical Cancer Screening
- a. Female fire fighters shall be screened for cervical cancer with cytology (Pap smear) every 3 years or screened for a combination of cytology and human papillomavirus (HPV) testing every 5 years.
15. Testicular Cancer Screening
- a. A baseline examination shall be performed by a health care provider.
16. Bladder Cancer Screening
- a. Urine shall be evaluated for blood (hematuria).
 - b. A positive dipstick for hematuria shall require a follow-up and referral which could involve upper tract imaging, cystoscopy, and/or urine cytology.
17. Oral Cancer Screening
- a. The entire mouth shall be examined for signs of oral and oropharyngeal cancers.
18. Thyroid Cancer Screening
- a. Physical exam for palpable nodules shall be part of the annual physical examination.
19. Sleep Disturbance Screening

IV. PROPOSER'S RESPONSE TO RFP

(Proposer must insert response to RFP here. DO NOT insert a form contract, the RFP document including detail specs and Proposer's response will become the contract with the Village.)

Amita Health Bolingbrook Medical Center is pleased to present a proposal to provide the Annual Occupational Medical Evaluation and the Fit for Duty Examinations for new hire positions for Firefighter, Firefighter/Paramedic, Lieutenant, and Chief Officers. The physicals shall consist of all required components: vital signs, head, neck, ears and throat; gastrointestinal; genitourinary; hernia; lymph nodes; neurological; musculoskeletal; skin with cancer screen.

All physicals will be performed in our private, state of the art Executive Health Dept at Bolingbrook Medical Center. This environment has worked well for Fortune 500 Executives as well as members of several local fire districts. For the annual physicals, typically the lab draws, urine, spirometrys are done at the fire house approximately 1-2 weeks before the physicals begin. This is a preference of most fire departments so that the physician can review the results with the patient at the same time as the visit. The physicals include all elements listed above, EKG, a vision assessment, audio screening performed in an audiology booth. Stress tests, chest x-rays, low dose lung scan (LDCT), mammograms, cardio follow up visits and immunizations and infectious disease screenings will be provided as requested in the RFP.

The physicals will be performed by licensed and board- certified physicians who specialize in Occupational Health, Internal Medicine or Family Practice and are very familiar with the NFPA1582 Guidelines.

Standard Annual Fit for Duty Testing

Physical Exam/Includes Audio & Vision Screen (Annual, New Hire, Return to Work)	\$150.00
Stress Test/ASCVD Screen <40yrs & older	\$265.00
EKG	\$ 30.00
CBC	\$ 15.00
CMP	\$ 22.00
Lipid Panel	\$ 28.00
Venipuncture Fee	\$ 15.00
Occult Blood <40yrs & older	\$ 20.00
PSA <40yrs & older	\$ 35.00
Urinalysis w/micro	\$ 18.00
Spirometry	\$ 40.00
Quantiferon TB Gold	\$ 85.00

Additional New Hire Testing

Chest X-Ray (Baseline & Every 5 years or if medically indicated)	\$ 50.00
Drug Screen 12 Panel	\$ 55.00
Drug Screen 12 Panel POC Non-Neg	\$ 65.00
Hep B Titer (if no record)	\$ 20.00
Hep B Vaccine (Each, 3 total)	\$225.00

Fee Schedule

As listed above and Executive Health will provide one invoice per department member for all services rendered to the member. There will be no additional charge for the copying or mailing of reports.

Reports

All reports will be provided as specified by contract and filled within 30 days of the examination.

All Stress Tests and EKGs read by a Board Certified Cardiologist. CSTs Baseline then every 5 years unless medically indicated. Every year 40yrs and above.

All Spirometry Tests will be reviewed by a Board Certified Pulmonologist.

All X-rays and mammograms will be reviewed by a Board Certified Radiologist and will compare to prior reports. Baseline Mammogram will be provided for female member 40yrs and older and then bi-annually or if medically indicated and annually for those 50yrs and older or as clinically indicated.

Not Fit For Duty

If for any reason, a member is found "not fit for duty" by the examining physician, the physician will meet with the member to explain what portion of the exam is not in compliance. The physician shall forward a letter confirming his findings to the Director of Human Resources for the Village of Downers Grove, as well as the Fire Chief.



500 Remington Blvd, Suite 2210
Bolingbrook IL 60440
630-312-2007

Executive Health Physicians

Dr Nick Kouchis, MD
Family Practice
NFPA52 Guidelines, Occupational Injuries

Dr George Pitsilos, MD
Internal Medicine, Specialty Occupational Medicine
NFPA52 Guidelines

Dr Anatoly Gorovits, MD
Internal Medicine, Specialty Occupational Medicine
NFPA 52 Guidelines

Dr Madhuri Yemul, MD
Family Medicine
NFPA 52 Guidelines

V. PROPOSAL/CONTRACT FORM

***THIS PROPOSAL, WHEN ACCEPTED AND SIGNED BY AN AUTHORIZED SIGNATORY OF THE VILLAGE OF DOWNERS GROVE, SHALL BECOME A CONTRACT BINDING UPON BOTH PARTIES.

Entire Block Must Be Completed When A Submitted Proposal Is To Be Considered For Award

PROPOSER:

Amita Health Bolingbrook Med Center
Company Name

Date: May 29, 2020

500 Remington Blvd.
Street Address of Company

Tammy.Saucedo@Amitahealth.org
Email Address

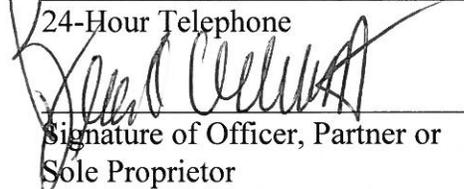
Bolingbrook IL 60440
City, State, Zip

Tammy Saucedo
Contact Name (Print)

630-312-2009
Business Phone

630-312-2009
24-Hour Telephone

630-312-2700
Fax


Signature of Officer, Partner or Sole Proprietor

Bruce C. Christian, President/CEO
Print Name & Title

ATTEST: If a Corporation

Signature of Corporation Secretary

VILLAGE OF DOWNERS GROVE:

Authorized Signature

ATTEST:

Title

Signature of Village Clerk

Date

Date

In compliance with the specifications, the above-signed offers and agrees, if this Proposal is accepted within 90 calendar days from the date of opening, to furnish any or all of the services upon which prices are quoted, at the price set opposite each item, delivered at the designated point within the time specified above.



VENDOR W-9 REQUEST FORM

The law requires that we maintain accurate taxpayer identification numbers for all individuals and partnerships to whom we make payments, because we are required to report to the I.R.S all payments of \$600 or more annually. We also follow the I.R.S. recommendation that this information be maintained for all payees including corporations.

Please complete the following substitute W-9 letter to assist us in meeting our I.R.S. reporting requirements. The information below will be used to determine whether we are required to send you a Form 1099. Please respond as soon as possible, as failure to do so will delay our payments.

BUSINESS (PLEASE PRINT OR TYPE):

NAME: Amity Health Adventist Medical Center Bolingbrook
 ADDRESS: 500 Remington Blvd. Ste 2210
 CITY: Bolingbrook
 STATE: IL
 ZIP: 60440
 PHONE: 630-312-2009 FAX: 630-312-2700
 TAX ID #(TIN): 65-1219504

(If you are supplying a social security number, please give your full name)

REMIT TO ADDRESS (IF DIFFERENT FROM ABOVE):

NAME: _____
 ADDRESS: _____
 CITY: _____
 STATE: _____ ZIP: _____

TYPE OF ENTITY (CIRCLE ONE):

- Individual
- Sole Proprietor
- Partnership
- Medical
- Charitable/Nonprofit
- Limited Liability Company –Individual/Sole Proprietor
- Limited Liability Company-Partnership
- Limited Liability Company-Corporation
- Corporation
- Government Agency

SIGNATURE: _____

DATE: May 29, 2020

PROPOSER'S CERTIFICATION (page 1 of 3)

With regard to Annual Doc Med Eval, Proposer Tammy Saucedo hereby certifies
FFA Exam (Name of Project) (Name of Proposer)
the following:

1. Proposer is not barred from bidding this contract as a result of violations of Section 720 ILCS 5/33E-3 (Bid Rigging) or 720 ILCS 5/33E-4 (Bid-Rotating);
2. Proposer certifies that it has a written sexual harassment policy in place and is in full compliance with 775 ILCS 5/2-105(A)(4);
3. Proposer certifies that it is in full compliance with the Federal Highway Administrative Rules on Controlled Substances and Alcohol Use and Testing, 49 C. F.R. Parts 40 and 382 and that all employee drivers are currently participating in a drug and alcohol testing program pursuant to the Rules.
4. Proposer further certifies that it is not delinquent in the payment of any tax administered by the Department of Revenue, or that Proposer is contesting its liability for the tax delinquency or the amount of a tax delinquency in accordance with the procedures established by the appropriate Revenue Act. Proposer further certifies that if it owes any tax payment(s) to the Department of Revenue, Proposer has entered into an agreement with the Department of Revenue for the payment

PROPOSER'S CERTIFICATION (page 2 of 3)

of all such taxes that are due, and Proposer is in compliance with the agreement.

BY: Jared Brown
Proposer's Authorized Agent

65-1219504

FEDERAL TAXPAYER IDENTIFICATION NUMBER

or _____
Social Security Number



Subscribed and sworn to before me
this 29 day of May, 2020
Amanda S. Orrantia
Notary Public

(Fill Out Applicable Paragraph Below)

(a) Corporation

The Proposer is a corporation organized and existing under the laws of the State of Illinois, which operates under the Legal name of Amrita Health Med Center Bolingbrook, and the full names of its Officers are as follows:

President: Bruce Christian President/CEO

Secretary: N/A

Treasurer: Jared Brown, CFO

and it does have a corporate seal. (In the event that this Proposal is executed by other than the President, attach hereto a certified copy of that section of Corporate By-Laws or other authorization by the Corporation which permits the person to execute the offer for the corporation.)

(b) Partnership

Signatures and Addresses of All Members of Partnership:

[Signature]
500 Remington Blvd
Bolingbrook IL 60440

PROPOSER'S CERTIFICATION (page 3 of 3)

The partnership does business under the legal name of: AMITA Health Medical Center Bolingbrook
which name is registered with the office of Secretary of State in the state of
_____.

(c) Sole Proprietor

The Proposer is a Sole Proprietor whose full name is: _____
and if operating under a trade name, said trade name is: _____
which name is registered with the office of _____ in the state of
_____.

5. Are you willing to comply with the Village's preceding insurance requirements within 13
days of the award of the contract? YES

Insurer's Name Advent Health

Agent Risk Management

Street Address 900 Hope Way

City, State, Zip Code Altamonte Springs, Florida 32714

Telephone Number 407-357-2290

I/We affirm that the above certifications are true and accurate and that I/we have read and understand them.

Print Name of Company: AMITA Health Medical Center Bolingbrook

Print Name and Title of Authorizing Signature: Bruce Christian, President/CEO

Signature: [Handwritten Signature]

Date: May 29, 2020

Suspension or Debarment Certificate

Non-Federal entities are prohibited from contracting with or making sub-awards under covered transactions to parties that are suspended or debarred or whose principals are suspended or debarred. Covered transactions include procurement for goods or services equal to or in excess of \$100,000.00. Contractors receiving individual awards for \$100,000.00 or more and all sub-recipients must certify that the organization and its principals are not suspended or debarred.

By submitting this offer and signing this certificate, the Proposer certifies to the best of its knowledge and belief, that the company and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any federal, state or local governmental entity, department or agency;
2. Have not within a three-year period preceding this Proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction, or convicted of or had a civil judgment against them for a violation of Federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (2) of this certification; and
4. Have not within a three-year period preceding this application/proposal/contract had one or more public transactions (Federal, State or local) terminated for cause or default.

If the Proposer is unable to certify to any of the statements in this certification, Proposer shall attach an explanation to this certification.

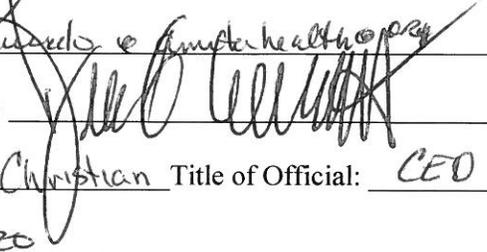
Company Name: Amita Health Bolingbrook Medical Center

Address: 500 Remington Blvd, Ste 2210

City: Bolingbrook IL Zip Code: 60440

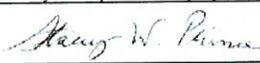
Telephone: (630) 312-2009 Fax Number: (630) 312-2700

E-mail Address: tummy.saunder@amitahealth.org

Authorized Company Signature: 

Print Signature Name: Bruce Christian Title of Official: CEO

Date: May 29, 2020

CERTIFICATE OF COVERAGE		Issue Date: 04/01/2020			
AdventHealth Risk Management 900 Hope Way Altamonte Springs, FL 32714 (407) 357-2290		This certificate is issued as a matter of information only and confers no rights upon the Certificate Holder. This certificate does not amend, extend or alter the coverage afforded by the AHS Liability Trust or any insurance policies listed below.			
Named Participant: Adventist Bolingbrook Hospital d/b/a AMITA Health Adventist Medical Center, Bolingbrook 500 Remington Blvd. Bolingbrook, IL 60440		COMPANIES AFFORDING COVERAGE			
		Company Letter A: AHS Liability Trust			
		Company Letter F: Safety National Casualty Corporation			
		Company Letter G: AHS Workers Compensation Liability Trust			
Coverages					
This is to certify that the coverage below has been issued to the Named Participant listed above for the time period indicated. Notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the insurance afforded by the policies described herein is subject to all the terms, exclusions, and conditions of such policies. Limits shown may have been reduced by paid claims.					
Co. Ltr	Type of Insurance	Policy Number	Policy Effective	Policy Expiration	Limits
A	X Hospital Professional/Comprehensive General Liability & MCO E&O	8528-2020	04/01/2020	04/01/2021	Each Occurrence Annual Aggregate \$1,000,000 \$3,000,000
A	X Claims Made (HPL & Managed Care Errors)				
A	X Occurrence (CGL Only)				
F	X Automobile Liability- All Vehicles	CAF4059186	08/01/2019	08/01/2020	Combined Single Limit (Bodily Injury & Property Damage) \$3,000,000
G	X Worker's Compensation	CO, FL, GA, IL, KS, KY, NC, TN AHSWC19	08/01/2019	08/01/2020	\$1,000,000
Description of Operations/Locations/Vehicles/Special Items:					
All operations subject to the terms and conditions of the Trust or insurance policies listed above. Coverage provided is a per occurrence aggregate and is not increased by the number of named participants or claimants involved.					
Certificate Holder		Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will endeavor to mail written notice to the Certificate Holder named to the left, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives or employees.			
AMITA Health Adventist Medical Center, Bolingbrook 500 Remington Blvd. Bolingbrook, IL 60440		Authorized Representative: 			
		Date: 04/06/2020			