

**LINKING AGREEMENT
BETWEEN
THE CITY OF GLENDALE, ARIZONA
AND
HEARTFIT FOR DUTY, LLC
FOR MEDICAL EXAMINATIONS**

This Linking Agreement (“Agreement”) is entered into as of this 9th day of April, 2024, between the City of Glendale, an Arizona municipal corporation (“City”), and HeartFit For Duty, LLC, an Arizona Limited Liability Company, authorized to do business in Arizona (“Contractor”), collectively, the “Parties.”

RECITALS

- A. On December 16, 2022, under City of Tempe, a member of the Cooperative Purchasing Agreement, entered into a contract with Contractor to purchase the goods and services described in Contract No. T23-028-01 (“Cooperative Agreement”), which is attached hereto as **Exhibit A**. The Cooperative Agreement allows its cooperative use by other governmental agencies, including the City.
- B. Section 2-149 of the City’s Procurement Code permits the Materials Manager to procure goods and services by participating with other governmental units in cooperative purchasing agreements when the best interests of the City would be served.
- C. Section 2-149 also provides that the Materials Manager may enter into such cooperative agreements without meeting the formal or informal solicitation and bid requirements of Glendale City Code Sections 2-145 and 2-146.
- D. The City wishes to contract with Contractor for supplies or services identical to those being provided to other units of government under the Cooperative Agreement. Contractor consents to the City’s cooperative use of the terms and conditions of the Cooperative Agreement, and agrees to provide the supplies and services set forth in the Statement of Work appended hereto as **Exhibit B**.

AGREEMENT

NOW, THEREFORE, in consideration of the foregoing recitals, which are incorporated by reference, and the covenants and promises contained in this Linking Agreement, the parties agree as follows:

- 1. Term of Agreement.
 - A. As provided in the Cooperative Agreement, purchases can be made by governmental entities from the date of award, which was **December 16, 2022**, until the date the contract terminates on **December 15, 2024**, unless the term is extended by mutual agreement of the parties to the Cooperative Agreement. The Cooperative Agreement, however, may not be extended beyond **December 15, 2027**. The initial period of this Agreement is the period from the Effective Date of this Agreement until **December 15, 2024**.
 - B. The City may extend the term of this Agreement for **three (3) years on an annual basis** if the Cooperative Agreement is likewise extended and the City gives the Contractor notice that it is exercising its option to extend this Agreement 30 days prior to the anniversary of

the Effective Date. Glendale extensions are not automatic and shall only occur if the City affirmatively exercises its right to extend this Agreement.

2. Scope of Work; Terms, Conditions, and Specifications.

- A. Contractor shall provide City the supplies and/or services identified in the Scope of Work attached as **Exhibit B**.
- B. Contractor agrees to comply with all the terms, conditions and specifications of the Cooperative Purchasing Agreement. Such terms, conditions and specifications are specifically incorporated into and are an enforceable part of this Agreement.

3. Compensation.

- A. City shall pay Contractor compensation at the same rate and on the same schedule as provided in the Cooperative Purchasing Agreement, which is attached hereto as **Exhibit C**.
- B. The total purchase price for the supplies and/or services purchased under this Agreement shall not exceed One million dollars (\$1,000,000.00) for the entire term of the Agreement (initial term plus any extensions).

4. Cancellation. This Agreement may be cancelled pursuant to A.R.S. § 38-511.

5. Non-discrimination. Contractor must not discriminate against any employee or applicant for employment on the basis of race, color, religion, sex, national origin, age, marital status, sexual orientation, gender identity or expression, genetic characteristics, familial status, U.S. military veteran status or any disability. Contractor will require any Sub-contractor to be bound to the same requirements as stated within this section. Contractor, and on behalf of any subcontractors, warrants compliance with this section.

6. Insurance Certificate. A certificate of insurance applying to this Agreement must be provided to the City prior to the Effective Date.

7. E-verify. Contractor complies with A.R.S. § 23-214 and agrees to comply with the requirements of A.R.S. § 41-4401.

8. No Boycott of Israel. To the extent A.R.S § 35-393 through § 35-393.03 are applicable, the parties hereby certify that they are not currently engaged in, and agree for the duration of the Agreement to not engage in, a boycott of goods or services from Israel, as that term is defined in A.R.S § 35-393.

9. Uyghur Forced Labor Prevention Act (UFLPA). Contractor certifies that it does not currently, and during the term of this Agreement, will not use:

- a. the forced labor of ethnic Uyghurs in the People's Republic of China;
- b. any goods or services produced by the forced labor of ethnic Uyghurs in the People's Republic of China; and
- c. any contractors, subcontractors or suppliers that use the forced labor or any goods or services produced by the forced labor of ethnic Uyghurs in the People's Republic of China.

10. Attestation of PCI Compliance. When applicable, the Contractor will provide the City annually with a Payment Card Industry Data Security Standard (PCI DSS) attestation of compliance certificate signed by an officer of Contractor with oversight responsibility.
11. Notices. Any notices that must be provided under this Agreement shall be sent to the Parties' respective authorized representatives at the address listed below:

City of Glendale
c/o Ryan Freeburg, Fire Chief
11550 W. Glendale Avenue
Glendale, AZ 85307

and

HeartFit For Duty, LLC.
Attn: Kepra Jack
1901 E. University Dr., Suite 240
Mesa, AZ 85023
kepra@heartfitforduty.org

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date and year set forth above.

"City"

City of Glendale, an Arizona
municipal corporation

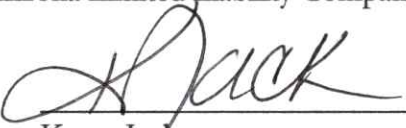
By: _____

Kevin R. Phelps
City Manager

"Contractor"

HeartFit For Duty, LLC.,
an Arizona Limited Liability Company

By: _____


Name: Kepra Jack
Title: Authorized Representative

ATTEST:

Julie K. Bower (SEAL)
City Clerk

APPROVED AS TO FORM:

Michael D. Bailey
City Attorney

**LINKING AGREEMENT
BETWEEN
THE CITY OF GLENDALE, ARIZONA
AND
HEARTFIT FOR DUTY, LLC**

**EXHIBIT A
TEMPE FIRE DEPARTMENT COOPERATIVE AGREEMENT CONTRACT NO. T23-028-01**



Tempe Fire and Medical Firefighter Medical Exams

RFP#23-028

HeartFit For Duty
Kepra Jack
1901 E. University Dr. #240
Mesa, AZ 85203
480-999-7911 off
Kepra@heartfitforduty.org

Department/District: Tempe Fire and Medical Department #23-028

1. HeartFit For Duty Introduction/History

HeartFit For Duty, LLC. (HeartFit) is a unique and innovative medical practice specializing in the early detection and prevention of heart attacks and strokes in the fire fighter population by focusing on early detection and education of at-risk individuals. We began developing our patient care model in January 2010 after completion of a grant funded project focusing on disease identification and prevention in the Fire Service. We began seeing patients at our office in July 2010. Our practice is unique as our patient population is public safety, fire fighter and law enforcement.

HeartFit has been working with Arizona Fire Agencies completing both NFPA and OSHA pre-employment and fire fighter annual medical examinations for 12 years.

Our medical practice sees roughly 600 patients per month, all fire fighters or law enforcement. Our exposure and knowledge of this unique demographic is vast. We recognize and manage their health care concerns daily by identifying and protecting them for cardio-metabolic diseases.

HeartFit has worked with cities and fire districts of all sizes, ranging from 340 sworn members to 14 paid per call members. We have a total of 29 agencies that we currently contract with to perform their annual wellness and pre-employment exams.

Our patients receive care that is specific to their risk, their needs, and their duties.

HeartFit has the experience and specific fire service-related knowledge to provide information, follow through and implementation of education-based programs relevant to your membership and their needs.

HeartFit works with municipalities and agencies throughout the states of Arizona and Massachusetts to provide primary care, educational and wellness programs as well as annual wellness exams.

HeartFit has the advantage of being a specialized practice. We can concentrate on expanding our knowledge of issues surrounding the fire service and associated risk factors. All our providers attend annual education meetings that focus on the health and wellbeing of fire personnel and bring that knowledge into our practice. Your members will only see individuals who have a vested interest in decreasing risk factors and work-related injuries.

2. Facilities

- HeartFit For Duty – Annual and Pre-Employment Physicals (including stress test)
 - Address: 1901 E. University Dr. Suite 240 Mesa, AZ 85203
 - Hours: Monday – Thursday 7AM to 5PM, Friday 7AM to 4 PM
- SonoraQuest – Labwork
 - Address: we have an in house SonoraQuest
 - We will complete blood draws within the City of Tempe facilities. We will utilize a sub-contractor and our staff to get everyone through in a reasonable time frame. We will contract with Sonora Quest for the laboratory services.
- SimonMed Imaging – Imaging Services
 - Address: locations around the entire state of Arizona
 - Hours: vary upon location

3. Accreditations & Affiliations

- We are partnered with NFPA, NFFF, FRCE, FFCCS, IAFF and FDSOA.
- Research components
 - We were just approved for a \$960k grant with Dr Denise Smith at Skidmore College to focus on education related to Health and wellness in the Fire Service.
 - We do Cancer Research with Dr Burgess out of U of A. We are looking at a research program with Galeri.
 - We are developing 2 research projects related to Mental Health and Ketamine with national partners.
 - We are also working on a COVID long NIH grant application with Dr Denise Smith and Dr Sara Jahnke.

4. Our Experience

HeartFit currently provides annual wellness exams to 29 agencies in Arizona. Our largest contract is 340 members. We have been fortunate to grow our practice and been able to provide small rural agencies the same cutting edge NFPA physicals that the larger cities have always had access to. This mobile model has been utilized for 8 years.

5. Understanding of Work and Ability to Perform

Our practice has been formatted and built around the NFPA and OSHA annual wellness exam model. We have staff that is dedicated to this portion of our practice, and they work diligently to provide excellent care and customer support to those that we serve.

Our annual wellness exams run smoothly and provide a thorough, educational experience to help maintain the health and wellness of your members. We want to partner with you to keep them healthy and safe while serving the community.

6. Our Knowledge of the Fire Service and SWAT Safety and Wellness

Our business model is based on the health and wellness of the fire service and SWAT. Our primary goal is to expand our knowledge of their health and wellness. Our team members attend annual trainings that are fire and SWAT service based. We work closely with the IAFF and their wellness fitness initiatives to ensure that we are progressive and knowledgeable. Our team has a total of 45 years of fire and SWAT experience. We work diligently to ensure that all new and relevant information pertaining to the fire and SWAT service is always within reach to our team.

We worked with Arizona Fire Chiefs to create the Cardiac Best Practices worksheet. This tool will allow for primary care practices across the state to have 1st hand knowledge of the testing recommended for the fire service to identify early cardiac risk factors.

7. Obstacles and Issues

We encounter minimal obstacles in our annual wellness program. We have multiple team members trained in the roles specific to complete the annual wellness process. If we do encounter an obstacle, it will be addressed immediately, and the appropriate Tempe Fire representative will be notified.

We do encounter the need for referrals to specialists based on the findings during their exam. We will contact the Tempe Fire representative for approval. The specialists are contacted and we will assist in making these appointments and ensure that this process is rapid and complete.

8. HeartFit Program Services

HeartFit will utilize the current NFPA 1582 as well as OSHA Guidance Manual for Hazardous Waste Site Activities, Chapter 5 to ensure that your members receive the recommended medical and fitness evaluations associated with their job requirements.

The annual evaluation will include:

Respiratory questionnaire and personal medical history will be completed during their visit.

Complete physical examination to include (Annual and Pre-Employment):

- Vital signs
 - Height
 - Weight
 - Body Fat

- Temperature
- Pulse
- Blood pressure
- Respiratory Rate
- Inspection of
 - Head
 - Eyes
 - Ears
 - Nose
 - Throat
 - Neck
- Inspection, auscultation, percussion, and palpation of the following
 - Cardiovascular
 - Pulmonary
 - Gastric
- Inspection of lymph nodes
- Assessment of general neurological system – major cranial/peripheral nerves (motor, sensory, reflexes)
- Assessment of musculoskeletal system – overall range of motion of all joints
- Vision Exam (Annual and Pre-Employment)
 - Measure of visual acuity
 - Measure of color vision
 - Lateral and vertical phoria
 - Measure of depth perception
 - Fusion testing
 - Measure of muscle balance
 - Employee will be referred to Optometrist for refraction testing if indicated.
- Hearing Assessment (Annual and Pre-Employment)
 - Baseline hearing testing – pre-employment only
 - Annual audiograms
 - Retesting and confirmation of standard threshold shifts as necessary
 - Notification of hearing shifts as prescribed by OSHA 29 CFR 1910.95
- Labs (Annual and Pre-Employment)

Blood/urine collection to be completed on-site in tandem with TFD (In addition to standard OSHA testing, we will include trend/data reporting) (if

additional testing is needed, this can be completed at our office using our in-office lab)

- CBC – Complete Blood Count
- CMP – Comprehensive Metabolic Panel
- Lipid Panel (including advanced lipid markers)
- HgA1c – Hemoglobin A1c
- TSH – Thyroid Stimulating Hormone
- HsCRP – High sensitivity C Reactive protein
- Vitamin D
- GGT – Gamma glutamyl transferase
- PSA – prostate specific antigen (males 40 & over)
- Urinalysis
- Infectious Disease Prevention (Annual and Pre-Employment)
 - PPD Skin Test - tuberculosis screening test
 - Vaccination-as needed or following exposures
 - Hepatitis B
 - Antibody Titer Test – as needed for Pre-Employment Exam
 - Other vaccinations at the recommendation of physician. (i.e. Td/Tdap)
- Pulmonary Testing (Annual and Pre-Employment)
 - OSHA Respirator questionnaire (**see pages 23-29**)
 - Pulmonary Function Testing (**pages 67-68**)
 - Includes spirometry
- Tests to determine Ability to Perform while wearing Protective Equipment (Annual and Pre-Employment). HeartFit utilizes CPET and VO2 testing because it provides more accurate
 - Electrocardiogram-12 lead resting
 - Electrocardiogram “stress test”
 - Fitness Assessment with peak VO2 testing
 - Including personalized exercise/strength training management recommendations
 - The above testing will all be completed using our Cardio Pulmonary Stress Testing (CPET)
 - Functional Movement and Strength assessment
 - Performed by Physical Therapy to identify opportunities to decrease work related injuries.
 - Education and information will be provided to members to address any deficits noted.
- Imaging as recommended this will include Chest X-rays (every 4 years or as indicated by a physician, maximum once per year)

Fire Fighter Medical Evaluation Proposal



9. Our Facility

Our office is located at:

1901 E. University Dr. Suite 240 Mesa, AZ 85203

- 5150 sq ft.
- We have been at this location since August 2021. We own the facility.
- We currently have 12 exam rooms and 1 education room
- We have a total of 9 staff members that work on our occupational health team.
 - 1 Medical Director, 1 Nurse Practitioner, 2 Registered Nurses, 1 Office Manager, 1 Physicals Coordinator, 1 Physical Therapy Assistant/ Functional Movement Specialist, 2 Medical Assistants/CPET Certified
- Testing equipment – We will use the following equipment to complete our physicals: (**see Index B**)
 - Vision - Stereo optical P#32240
 - Audiometer - CCA100 mini version 7.2
 - Hearing booth - Industrial Acoustics Co. model-IAC 400A
 - Ophthalmoscope - Welch Allyn
 - CPET equipment - Cosmed
 - Our CPET equipment is leased from MetTest. I have included the information regarding this (**see page 53-69**).
- Lab equipment - We have Sonora Quest in our office, and they supply and utilize their own phlebotomy equipment. This includes multiple centrifuges, refrigerators, and various other supplies.
- We will complete the annual medical evaluations at our office (with the exception of the blood draws). This will include: cardiopulmonary exercise stress testing, pulmonary testing, hearing testing, vision testing, functional movement screenings, vaccinations/immunizations and full physical exam at our office.
- We will complete blood draws within the City of Tempe facilities. We will utilize a sub-contractor and our staff to get everyone through in a reasonable time frame. We will contract with Sonora Quest for the laboratory services.

Please find the diagram of the facility in **Index B**.

10. Organizational Chart

Please find the organizational chart on page .

11. Specialties and Certifications of Physicians

Our company has chosen to specialize in the fire service, and we have extensive knowledge in the factors that cause death/disability in the fire service. We are not only dedicated to cardiovascular disease (which causes 54% of the deaths in the fire

Fire Fighter Medical Evaluation Proposal Tempe Fire Department, 10/22

HeartFit For Duty

Phone: 480-999-7911

Fax: 480-499-5829

service), but are also knowledgeable about factors such as cancer, mental health, and physical well-being. Our company is established in the Fire community and has a combined total of 45 years of Fire specific experience.

HeartFit has worked hard to identify staff that is vested in the wellbeing of the fire service. Most of our staff has been with us since 2011. As we continue to grow, we have been able to find qualified individuals who share our passion for keeping our fire fighters safe and healthy. We have a total of 15 employees, both Full and Part time to ensure that we can meet the needs of the Tempe Fire Department. If necessary, we can hire additional staff to accommodate the increase in patients.

Medical Director – Joshua Zeidler, DO

Josh has been a staple in the Emergency Medical arena since 2001. Josh is currently the EMS Medical Director for both Mercy Gilbert and Chandler Regional Hospital. He is also the Medical Director for Gilbert Fire and Rescue, Chandler Fire Health and Medical, Gila River FD, AMR Ambulance and Chandler Gilbert Community College Paramedic/EMT program. Josh is a certified EMS physician and brings his immense knowledge of the fire service and the challenges of the job to our practice.

Nurse Practitioner – Jenica Rasmussen, NP

Jenica was a registered nurse in many specialties over 17 years. She spent a majority of those years in the emergency department and as a flight nurse caring for critically ill patients. She went on to become a Nurse Practitioner. Jenica is passionate about educating and caring for public safety so that they can provide care to our communities and live healthy lives.

Please find physician and team resumes on pages 31- 52.

12. OSHA & NFPA Standards and Regulations

- Our medical practice sees roughly 650 patients per month. We complete 1800 firefighter physicals annually. We also have a large primary care practice, made up of fire, police, military, EMS and their families. We feel that family health is equally as important as the health of our first responders.
- We consider our work with Tempe Fire Department and SWAT to be that same family partnership. It is our goal to be a resource and will provide services in our areas of expertise to your department and its members. HeartFit has the experience and firefighter related knowledge to provide information, follow through and implementation of education-based programs relevant to your membership and their needs. We will help leadership and

labor identify their goals for the members and help implement programs to reach those goals.

- Our exposure and knowledge of this unique demographic is vast. We recognize and manage their health care concerns on a daily basis by identifying, educating and helping to protect them from the risks that are associated with their jobs. Our patients receive care that is specific to their risk, their needs and their duties. Specializing in a specific workforce has allowed us to concentrate on expanding our knowledge of issues surrounding public safety and associated risk factors. All of our providers attend annual education meetings that focus on the health and wellbeing of public safety personnel and bring that knowledge into our practice. Your members will only see individuals who have a vested interest in providing excellent care, increasing health and wellness while decreasing cardiac issues, cancer and work-related injuries.
- At HeartFit we believe that education is one of the most important elements to change. We focus on educating the patients and helping reinforce the changes needed.

13. Prioritizing Members' Exams and Reducing Wait Times

Tempe Fire Department and Tempe SWAT will have a dedicated team and day for only their member's physicals. This allows for expedited exams and reduced wait times. Members receive text message reminders for their appointment 24 hours prior. This also a decreases number of cancellations.

14. Program Description and Method of Approach

- Recent studies have shown that fire fighters have up to a 300% increased incidence of cardiac disease when compared with the normal population. These studies also show that fire fighters develop cardiac disease up to two decades earlier than the normal population. Additionally, research reports as many as 51% of death in the fire service is attributed to cardiovascular disease.
- The key to halting and reversing cardiovascular disease is best achieved in the early stages when fire fighters are asymptomatic and have sub-clinical disease. Early stage of cardiovascular disease is marked by impaired small vessel function and evidence of cardiac dysfunction during exercise, detected only by cardiopulmonary exercise testing.
- The traditional treadmill stress/exercise testing only detects large vessel disease and in patients with greater than 50% blockage of stenosis in a primary vessel marked by dynamic EKG changes. Unfortunately, traditional stress testing only detects flow-limiting coronary disease, and, even then, with

an accuracy of approximately 70% (Kales, 2007). The technological limitation of traditional treadmill stress testing is unfortunate since firefighters have a high burden of calcified coronary atherosclerosis in the left main and left anterior descending arteries, greater than anticipated according to age and coronary risk factors (Karter, 2011).

- Implementing the use of Cardio-Pulmonary Exercise Testing (CPET) will provide access to the cardiovascular, pulmonary, and muscular system all at once. The pattern in which the body uses oxygen can indicate if the heart has a blockage/dysfunction causing ischemia. This is significantly more sensitive at detecting heart disease (dysfunction) than the treadmill stress test. Additionally, unlike the treadmill stress test, the CPET can detect dysfunction in the small blood vessels of the heart, and it can detect the early stages of heart disease.
- The HeartFit model is designed to detect these early diseases processes years before individual fire fighters become symptomatic and have events (heart attack, stroke, arrhythmias, heart failure and death). Appropriate identification of these individuals will enable HeartFit to help modify risk factors to stop and reverse cardiovascular and metabolic disease progression. Cardiovascular disease costs can be reduced by 80% or higher with appropriate use of medical management which has proven to reduce cardiovascular events.
- The NFPA recent report for 2013 includes this data: One-third of the deaths resulted from overexertion, stress, and related medical issues. Of the 32 deaths in this category, 29 were classified as sudden cardiac deaths.
- HeartFit believes a new personalized approach is needed in early detection and primary-secondary prevention is warranted in this high-risk population of fire fighters.
- The HeartFit fire fighter medical examinations will focus on the following seven major areas and will include resource information to improve in the identified modifiable areas.
 - Metabolic Disease
 - Hypertension/Cardiovascular Risk Factors
 - Obesity
 - Tobacco Cessation
 - Lipids (cholesterol screening and management)
 - Stress Assessment and Management
 - Nutrition

15. Sub-Contractors

HeartFit will be working closely with the following contractors to allow for detailed reporting and help us provide excellent care to your members:

- Sonora Quest Laboratories - Blood work
- Quest Laboratories - Drug/Alcohol Testing
- MetTest
- SimonMed - Chest X-rays and CT Calcium scores (if needed)

16. Account Coordination

Tracey Jacobs will provide all account coordination with the Tempe Fire Department Deputy Chief and Professional Development. HeartFit will provide all reporting in a timely manner including:

- Employee Status forms within 48 hours
- Yearly Aggregate Report Review (All info will be de-identified data elements)
- Account Problem Solving

17. Medical Record Keeping and Access

All annual and pre-employment medical exams will have properly maintained medical notes and documentation that meet OSHA medical surveillance requirements to determine employee Fit for Duty and shall be based on the following:

- Updated medical history
- Exposure level of hazardous material
- Results from tests that could indicate chronic illness

Upon completion of any Pre-Employment medical exam, the following mandatory forms to the Deputy Chief of Personnel and Professional Development:

- A completed Pre-Employment Medical Examination Results Form indicating whether or not the candidate meets the medical and physical requirements for acceptance as a firefighter recruit
- A completed Public Safety Personnel Retirement System (PSPRS) Pre-existing Condition Report indicating whether or not the recruit has a pre-existing medical condition(s) that could impact disability retirement benefits.

A patient portal will be maintained for employees to review their medical information.

18. Data Security Procedures

Our check-in process will incorporate verification of ID as well as picture in the Electronic Medical Record (EMR). All check-in/check-out is time stamped in the EMR, with reporting available. It is our goal to make access to information easy and

seamless for our patients. Our HIPAA protected EMR system allows for easy access and storage to maintain all records indefinitely. This system is accessible to all members utilizing the web. They will have a HIPAA password protected log-in that will provide them access to all of their records at any time. They may review and print them as they wish. They can also send information and request information through this patient portal.

19. Confidentiality Policy and Procedures

We understand the scope of work, including the importance of privacy, HIPAA compliance and PHI remaining confidential. Our team understands the competitive nature of the fire and SWAT service and will be diligent in our protection of all PHI. We complete HIPAA and privacy training annually. We have included the signed HIPAA forms from all team members (**see Index C1-C10**).

20. Stress or Occupational Related PTSD

Making mental health discussions a priority during our medical exams has been a focus at HeartFit. We have been involved with many projects and programs focusing on resiliency in the first responder community.

- The provider will review all documents (PHQ-9, PC-PTSD-5,) completed and shall inform members of heightened risk of stress and occupational exposure.
- The provider will inform members of signs and symptoms of occupational stress, inform the member of practices and opportunities to decrease the effects of the occupational stress.
- We will also provide the member with referrals to licensed, vetted specialists trained in the stress related disorders found in first responders.
- See documents in **Index A6 & A7**

21. Cancer and Cardiovascular Disease

- Cancer Screening (Annual and Pre-Employment)
 - HeartFit has been instrumental in the early identification and mitigation of cancer in the AZ fire service. We are always working to improve the information and education that our patients are receiving related to cancer testing/screening/risk.
 - During the medical exam, our Cancer questionnaire will be provided and reviewed annually with each member. Responses will be discussed, risks and concerns will be reviewed and recommendations for follow-up will be provided.
 - Providers will screen for:
 - Colon Cancer (FOBT, Questionnaire)
 - Prostate Cancer (PSA screening, DRE, Questionnaire)

Fire Fighter Medical Evaluation Proposal Tempe Fire Department, 10/22

HeartFit For Duty

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- Lung Cancer (LDLCT, CXR, Questionnaire)
- Cervical Cancer (PAP, Questionnaire)
- Testicular Cancer (Exam, Questionnaire)
- Bladder Cancer (UA, Questionnaire)
- Thyroid Cancer (Blood, Questionnaire)
- Skin Cancer (Exam, Photo, Questionnaire)
- Cardiovascular Screening (Annual and Pre-Employment) - HeartFit feels that the key to halting and reversing cardiovascular disease is best achieved in the early stages when firefighters are asymptomatic and have sub-clinical disease. Early stage of cardiovascular disease is marked by impaired small vessel function and evidence of cardiac dysfunction during exercise, detected only by cardiopulmonary exercise testing.
 - Electrocardiogram "stress test" (CPET)
 - Fitness Assessment with peak VO2 testing
 - Including personalized exercise training management recommendations
 - CT Calcium Score (provided at extra cost per member) – this test identifies plaque build up in the vessels of the heart which causes heart disease
- The above testing will all be completed using our Cardio-Pulmonary Stress Testing (CPET).

22. Billing Process

Lynne Ybarra manages our billing/invoicing process. Lynne has been working in this role for the last 5 years. Her attention to detail is excellent, with minimal errors identified. Lynne receives all contract pricing and has complete knowledge of all billing details related to our contracts. Our internal team meets regularly to discuss any issues or concerns with billing and scheduling.

- If an error is identified, we will immediately notify our point of contact and remedy the error. A full credit if needed will be applied and if no further invoices are outstanding, a total refund for amount will be immediately made.
- Lynne will have regular discussions with the point of contact for billing with GRFD. Establishing these relationships early will allow for a seamless transition and a successful partnership.
- All billing related to the annual medical evaluations will take place through our office.
- Billing will be reviewed with the schedule weekly to ensure Tempe Fire Department is not billed inappropriately.

- All invoicing will take place on a 30-day cycle. A complete list of services provided will be included.

23. References

Organization: Scottsdale Fire Department

- Contact: Shauna O'Dell, Wellness Coordinator
- Number: 480-312-1874
- Email: sodell@scottsdaleaz.gov
- Description: We have worked with Scottsdale Fire to complete their occupational medical evaluations since 2015 to current. We have completed quarterly trainings for 3 years and we also sit on their wellness committee and meet regularly to evaluate processes and goals. Approximately 340 members.

Organization: Arizona Fire and Medical (AFMA)

- Contact: Spencer Snyder
- Number: 602-828-7997
- Email: ssnyder@afma.az.gov
- Description: We have worked with AFMA completing their annual medical evaluations since 2018. This relationship has been beneficial for both parties. Approximately 150 annual medical evaluations.

Organization: Avondale Fire and Medical Department

- Contact: Deputy Chief Aaron Glass
- Number: 623-333-6249
- Email: aglass@avondaleaz.gov
- Description: We have worked with AFMD to complete their occupational medical evaluations since 2019. We have worked closely with their leadership and wellness teams to develop new goals for annual evaluations and educational components. Approximately 89 annual medical evaluations.

Organization: Goodyear Fire Department

- Contact: Interim Fire Chief Tim Wayne
- Number: 602-510-0671
- Email: tim.wayne@goodyearaz.gov
- Description: We have worked with GFD to complete their occupational medical evaluations since 2017. We have worked closely with their leadership and wellness teams to develop new goals for annual evaluations and educational components. Approximately 94 annual medical evaluations.

24. Documentation Samples

- Yearly department aggregate report (see Index E1.1-E1.13)
- Employee's Examination Report (see Index A1)

- Personal Medical History and Respirator Questionnaire Form (see Index A10.1-A10.2 and pages)
- All paperwork that employee will be asked to sign with respect to physical exams including, but not limited to, any liability waivers. (see Index A8, A9, A11.1)
- Drug and Alcohol Testing Report (see Index D2)

25. Exceptions and Improvements in Care (included in pricing)

Healthy workforce models require continual work and management. Partnering with HeartFit will help lessen that burden on the department and place it in the hands of personnel that enjoy it, study it and live it daily. Utilizing outside resources to achieve this goal will make it more sustainable for your department, more successful for your members and decrease costs to the community.

Additional Labs

- HgA1c (Hemoglobin A1c) – looks at a 90-day average of blood glucose. Fasting glucose only shows a small picture. HgA1c allows a broader, more accurate view of blood glucose and identifies risk of developing diabetes.
- TSH (Thyroid stimulating hormone) – used to identify and manage thyroid disorders.
- CRP (High sensitivity C Reactive protein) – used to identify inflammation within the body. This inflammation leads to cardiovascular and peripheral vascular disease.
- Vitamin D – used to identify low D levels which are associated with bone diseases. A large majority of the population have low D levels and are not aware of it.
- GGT – used identify all forms of liver disease. This is important because we see increased rates of liver disease in the public safety population.
- PSA – used as a way to identify prostate cancer

Cardio-Pulmonary Exercise Testing (CPET)

- HeartFit feels that the key to halting and reversing cardiovascular disease is best achieved in the early stages when firefighters are asymptomatic and have sub-clinical disease. Early stage of cardiovascular disease is marked by impaired small vessel function and evidence of cardiac dysfunction during exercise, detected only by cardiopulmonary exercise testing.
- The traditional treadmill stress/exercise testing only detects large vessel disease and in patients with greater than 50% blockage of stenosis in a primary vessel marked by dynamic EKG changes. Unfortunately, traditional stress testing only detects flow-limiting coronary disease, and, even then, with an accuracy of approximately 70% (Kales 2007). The technological limitation of traditional treadmill stress testing is unfortunate since firefighters have a high burden of

calcified coronary atherosclerosis in the left main and left anterior descending arteries, greater than anticipated according to age and coronary risk factors (Karter 2011).

- Implementing the use of Cardio-Pulmonary Exercise Testing (CPET) will provide access to the cardiovascular, pulmonary, and muscular system all at once. The pattern in which the body uses oxygen can indicate if the heart has a blockage/dysfunction causing ischemia. This is significantly more sensitive at detecting heart disease (dysfunction) than the treadmill stress test. Additionally, unlike the treadmill stress test, the CPET can detect dysfunction in the small blood vessels of the heart and it can detect the early stages of heart disease.
- The FEMA USAF recent report for 2018 includes this data: 45% of the deaths resulted from overexertion, stress and related medical issues. Of the 37 deaths in this category, 33 were classified as sudden cardiac deaths. It is our goal to change these numbers. HeartFit believes our personalized, holistic approach is needed and warranted to begin changing the health and wellness in this high-risk population of first responders.

Functional Movement Screening

- HeartFit believes that identifying limitations in mobility and decreasing work related injuries is best achieved in the early stages when employees have limitations and restrictions in mobility. The HeartFit model is designed to detect these early limitations in mobility that lead to injury. Appropriate identification of these individuals will enable HeartFit to help modify risk factors to and decrease rates of injury. Injury costs can be reduced by early interventions and increase in mobility and function when recommendations are followed.
- A screening test by definition is intended for asymptomatic populations to identify those in need of further assessment. The FMS™ may be able to identify those at risk of injury and therefore those athletes that might benefit from a professional assessment to establish the underlying cause of any movement dysfunction. Several studies have demonstrated a predictive relationship between FMS™ composite scores and the risk of injury. (Garrison, et al. 2015) One strategy for reducing injuries is to identify individuals with an elevated injury risk before participation so that preventative interventions can be provided.
- The HeartFit examinations will focus on the following major areas identified in the FMS screening tool and will include resource information to improve mobility in the identified areas of limitation noted during the assessment. The FMS™ is an objective screening tool consisting of seven movement tests. Tests consist of:
 - hurdle step
 - deep squat
 - in-line lunge
 - shoulder mobility

- active straight leg raise
 - rotary stability
 - stability push up
 - plank to assess for core strength.
- The goal is to individualize each workout program based on the person's weak link. This weak link is a physical or functional limitation. In order to isolate the weak link, the body's fundamental movement patterns should be considered. Most people do not begin strength and conditioning or rehabilitative programs by determining if they have adequate movement patterns. Thus, the research suggests that screening an individual's fundamental movements prior to beginning a rehabilitative or strength and conditioning program is important.
- By looking at the movement patterns and not just one area, a weak link can be identified. If this weak link is not identified, the body will compensate, causing inefficient movements. It is this type of inefficiency that can cause a decrease in performance and an increase in injuries. The purpose of movement screening using fundamental movements is to attempt to identify deficient areas of mobility and stability in the asymptomatic active population that may be overlooked with typical impairment-based testing. (Cook, et al. 2015).
- The intended purpose of movement screening opens the doors for many improvements in the way individuals train and rehabilitate in several ways, including but not limited to (Cook et al. 2015):
 - Identifying individuals at risk, who are attempting to maintain or increase activity level.
 - Assisting in program design by systematically using corrective exercise to normalize or improve fundamental movement patterns.
 - Providing a systematic tool to monitor progress and movement pattern development in the presence of changing injury status or fitness levels.
 - Creating a functional movement baseline, which will allow rating and ranking movement for statistical observation.
 - A screening tool such as this may offer a different approach to injury prevention and performance predictability. When used as a part of a comprehensive assessment, the FMS™ can lead to individualized, specific, functional recommendations for physical fitness protocols in athletic and active population groups.
 - An alternative explanation for development of poor movement patterns is the presence of previous injuries. Individuals who have suffered an injury may have a decrease in proprioceptive input, if untreated or treated inappropriately. A disruption in proprioceptive performance will have a negative effect on the kinetic linking system. The result will be altered mobility, stability, and asymmetric influences, eventually leading to

compensatory movement patterns. This may be a reason why prior injuries have been determined to be one of the more significant risk factors in predisposing individuals to repeat injuries

- The use of additional labs, CPET testing, and FMS screenings will identify at-risk individuals earlier in their disease processes and provide opportunity to make changes. Our model will provide support and care needed to reinforce these changes.

Exceptions and Improvements in Care (additional cost)

- When stress testing (or other fitness evaluation) identifies a member at levels below 70% VO₂ this program should be utilized:
 - HeartFit has developed a Remediation Program to help members that are not meeting goal levels of fitness during their medical exams. This program allows for the members and their families to receive additional support and education related to the area of improvement that has been identified. This program includes:
 - Level I – Primarily using internal resources with support from us. Openly discuss goals with internal resources, meet with member 1 time (nutrition/fitness) and go over objectives. This does not include a provider visit.
 - Level II – Meet with at risk member 2 times (provider, nutrition – including dietary monitoring/fitness), establish goals, interact with internal team, repeat labs and CPET in 3-6 months.
 - Level III – Meet with at risk member 3 times (provider, nutrition – including dietary monitoring, fitness), establish goals, interact with internal team, repeat labs (6 & 9 or 12 months) and CPET in 6-9 months.
- It is our goal to help provide a long-term wellness program for your members. Helping the members create an environment built on a solid foundation of good nutrition, exercise programs and overall understanding of the risks associated with their jobs. We will provide an education module that will help establish the parameters for a sustainable program.
 - For employees who do not meet the Fit For Duty standards, HeartFit will work in tandem with the Tempe Fire Department and the member to remediate the employee's health and or fitness so the member can safely perform his or her essential job functions. This portion of the program will utilize members medical benefits.
 - HeartFit will work with aligned providers to promote timely follow-up and completion of recommended testing. We have created partnerships within the specialty community and worked to educate them regarding the needs

and concerns of the Fire Service. HeartFit will mediate rapid appointments and help ensure prompt follow-up as well as complete record compilation.

- We will continue to follow the members until all required testing is completed and a plan is in place. If the member has an established relationship with a Primary Care provider, we will ensure that all relevant information is provided as approved by the member.
We will be available for 12 months. If a member has questions related to their annual evaluation, we will provide a time to review their questions/concerns. Our goal is long-term wellness, support and availability and contact is paramount to long-term success.
- Further Education
 - Educational components available related to issues/concerns identified with annual data review:
 - Department specific
 - In person or video based
 - Quarterly one-page “Potty Training” – with department specific data that can be put on the bathroom stalls or around the station as an added quick and easy health offering to members (**see Index D**)
- Stress Echocardiogram Recommendations (those who meet one of the criteria below) completed by a partner, billed through HeartFit
 - As recommended by provider
 - Positive of questionable changes in 12 lead
 - New onset of chest pain, symptoms of coronary disease, or known coronary disease
 - Members with categorized as intermediate or high risk according to NFPA 1582 2-year and 10-year Risk Stratification for atherosclerotic cardiovascular disease (ASCVD).
 - Over the age of 45 with one or more of the following risk factors
 - Total Cholesterol > 240mg/dl
 - Hypertension (systolic > 140 or diastolic > 90)
 - Diabetes
 - Smoker
 - Family History of premature Coronary Artery Disease (CAD)
 - Framingham risk score > 10
 - Metabolic Syndrome (meets 3 or more of the risk factors below)
 - Abdomen Obesity (waist circumference > 40 in men, > 35 in women)
 - Triglycerides > 150mg/dl
 - HDL cholesterol < 40mg/dl for men, < 50 mg/dl for women
 - Blood Pressure > 135/85mm/hg

- Fasting glucose > 110mg/dl, non-fasting glucose > 180 or an HgA1c >5.7 Sleep disturbance screening (annual, RTW and candidate)
- Imaging as recommended this will include: (completed by partner, billed through HeartFit)
 - Chest X-rays (every 3-5 years or as indicated by a physician)
 - Low Dose Lung CT (early cancer screening tool)
 - CT Calcium Scoring (cardiovascular screening tool)
 - Echocardiograms (as warranted by abnormal stress testing)
 - Stress Echocardiograms (as warranted by abnormal stress testing)
 - Full body MRI (cancer screening tool)

26. No Member of HeartFit has been debarred or suspended from contracting with any public entity.

HeartFit agrees to all terms and conditions within the RFP in addition to the exceptions listed above.

Fire Fighter Medical Evaluation Proposal



Pricing Section

ITEM	DESCRIPTION	UNIT PRICE
1.	Pre-employment Medical Exam (Base)	\$850.00
2.	Firefighter Annual Medical Exam (Base w/o stress test)	\$650.00
3.	Firefighter Annual Medical Exam (Base with stress test)	\$850.00
4.	Hepatitis B Vaccination 3 series vaccine *charge per vaccine	\$125.00
5.	T-Spot TB	\$70.00
6.	Antibody Titer Test -Hep B BE, Hep C, Varicella, MMR	\$333.00
7.	Drug and Alcohol Collection Services	\$55.00
	• Collection Fee	n/a
	• Laboratory Fee	n/a
	• MRO Fee	n/a
8.	Chest X-ray	\$60.00
9.	CT Calcium Scoring	\$130.00
10.	Prostate Specific Antigen (PSA)	\$30.00
11.	HIV Screening	\$15.00
12.	Tetanus/Diphtheria Vaccine	\$60.00
13.	Measles, Mumps, Rubella (MMR) Vaccine	\$105.00
14.	Functional Movement Screening	\$65.00
15.	Cancer Identification/Prevention Testing (full body MRI)	\$250.00
16.	Return to Work Exams/Physicals (based on injury & needs)	varies
17.	Lung CT	\$160.00
18.	Varicella Vaccine	\$190.00

* Applicable Tax _____ %

* **State correct jurisdiction to receive sales tax on the Vendor's Offer, included in this Request for Proposal.**

Less prompt payments discount terms of ___ % ___ days/ or net thirty (30) days. (To apply after receipt and acceptance of an itemized monthly statement.) For evaluation purposes, the City cannot utilize pricing discounts based upon payments being made in less than thirty (30) days from receipt of statement.

Fire Fighter Medical Evaluation Proposal Tempe Fire Department, 10/22

HeartFit For Duty

Phone: 480-999-7911

Fax: 480-499-5829

Ordering and Invoice Instructions

Invoices shall be issued directly to the ordering department. Invoices shall be accurate and complete including the information shown below. Failure to provide a properly documented invoice may cause a delay in receipt of payment. The City will not process an invoice for payment until it has been approved by the ordering department and forwarded to Accounts Payable. The City endeavors to process invoices within 30 days after receipt of an accurate and complete document.

Invoices shall include:

1. Line-item listing of all ordered items to include description of items;
2. Unit cost and extended cost for each line item;
3. Applicable Tax;
4. Payment Terms;
5. Purchase Order Number;
6. Name of selling organization clearly stated on invoice along with address;
7. Phone number and or e-mail address for contact person to clarify invoicing questions;

Invoices that do not follow the above minimum invoicing requirements will not be paid. Payment must be applied to only invoices referenced on check/payment stub. The City reserves the right to process payments via check or P-Card.

Accounting Contacts:	Carey Alf	Letters A – H and Numbers
	Carlene Foster	Letters I – Z
	Yesenia Lored-Flores.	General AP Inquiries and AP Checks

Supplier Sustainability Questionnaire

The City of Tempe is strongly committed to sustainable practices and programs that help build a vibrant and resilient community. The City accomplishes this through a variety of innovative programs, including water and energy conservation, recycling, composting, alternative transportation, sustainable business practices and environmental stewardship. Tempe recently established its 2019 Climate Action Plan (CAP) that provides a guideline for how the City will take local action on global climate change by reducing its greenhouse gas (GHG) emissions and adapting to the changing climate. The Climate Action Plan serves as a guideline for the City's path toward a sustainable and resilient future that will benefit the entire City. The City has strengthened its commitment to sustainability by adopting a new carbon neutrality goal by 2050 and a strategy of sourcing 100 percent of its electricity from renewable sources by 2035. To learn more about the City's commitment to sustainability, please visit

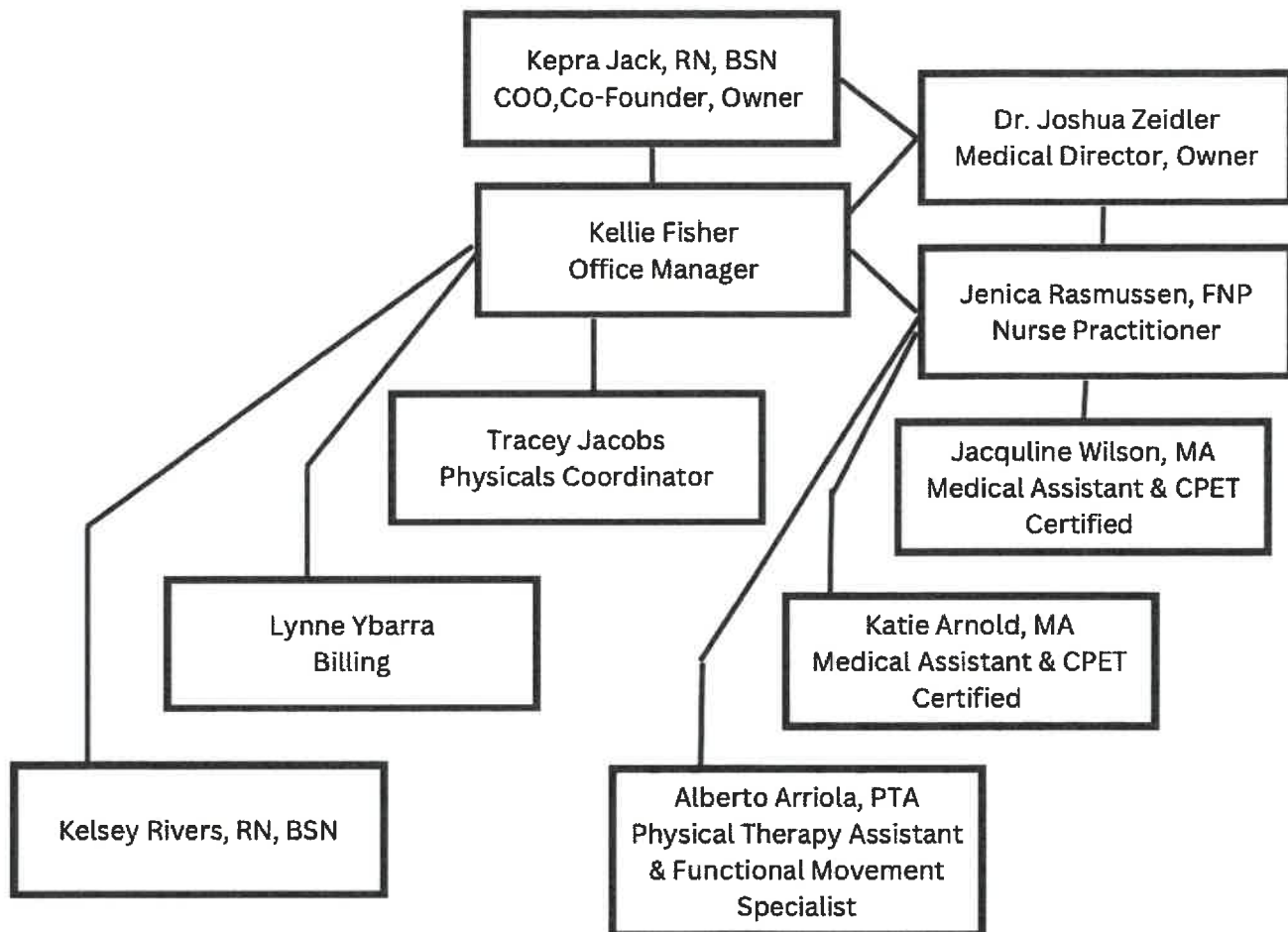
<https://www.tempe.gov/government/sustainable-tempe>.

To further this commitment, the City has developed a Sustainable Procurement Policy that provides specific guidelines for how these important sustainable practices and programs will be reflected in contract award decisions. By partnering with companies who share these sustainability goals, the City will be able to significantly enhance sustainable outcomes.

To support these efforts, the following Supplier Sustainability Questionnaire has been developed that will allow the City to better understand your company's efforts and commitments regarding sustainable practices and initiatives. This questionnaire has two sections – a section to understand what your company is doing regarding sustainable actions and a section to understand the specific sustainable attributes of the product or service that you are offering.

Item	Question	Response
Corporate Sustainable Actions		
1.	What sustainability guidelines or environmental statement does your company have to guide the company as a whole? Please include a link.	N/A
2.	What is your company doing to be more energy efficient?	N/A
3.	What is your company doing to reduce greenhouse gas emissions?	N/A
4.	What is your company doing to reduce waste transferred to landfills?	N/A
5.	What is your company doing to reduce water waste?	N/A
6.	What kind of effort does your company make to reduce the use of environmentally harmful materials (<i>such as cleaning products, etc.</i>)?	N/A
7.	Does your company take any actions to manage the sustainability of your supply chain? If yes, please explain.	N/A
8.	Has your company received any environmental or sustainability related independent certifications or recognitions? If yes, please explain.	N/A

HeartFit For Duty Organizational Chart



Fire Fighter Medical Evaluation Proposal



Offeror must complete, sign and submit this form to the Procurement Office with the proposal response. An unsigned "Vendor's Offer", late proposal response, and/or a materially incomplete response will be considered nonresponsive and rejected. Offeror is to type or legibly write in ink all information required below. A scanned copy of this page is acceptable.

Company Name: HeartFit For Duty, LLC

Company Purchase Order Mailing Address:

Street Address: 1901 E. University Dr. suite 240

City, State, Zip: Mesa, AZ 85023

Contact Person: Kepra Jack Phone Number: 480-999-7911

E-mail Address: Kepra@heartfitforduty.org Cell Number: 602-402-5090

Remit to Information

Company Name (as it appears on invoice): HeartFit For Duty, LLC

Company Payment Remit to Address:

Street Address: 1901 E. University Dr. suite 240

City, State, Zip: Mesa, AZ 85203

Company Tax Information

If a Tempe-based firm, provide Tempe Transaction Privilege (Sales) Tax No.: EIN 45-4117758

Payment Options

Will your company accept the City's Master Card for payment?

Yes

☐

No

☒

Will your company accept Payment via ACH (Automated Clearing House) for payment?

Yes

☐

No

☒

THIS PROPOSAL IS OFFERED BY

REQUIRED SIGNATURE OF AUTHORIZED OFFEROR

By signing this Vendor's Offer, Offeror acknowledges acceptance of all terms and conditions contained herein and that prices offered were independently developed without consultation with any other Offeror or potential Offeror. Failure to sign and return this form with proposal response will be considered nonresponsive and rejected.

Jack
Signature of Authorized Offer

10/6/2022
Date

Kepra Jack
Print or Type Name of Authorized Individual

Owner, Director of operations
Title of Authorized Individual



COMPLIANCE WITH CITY'S ANTIDISCRIMINATION ORDINANCE NO. 02016.25

The Tempe City Council approved Ordinance No. 02016.25 that requires vendors who are being recommended for award to provide evidence of their compliance with the City's antidiscrimination policy as shown below:

Sec. 2-601. Policy.

It is declared to be the policy for the citizens of Tempe, Arizona, to be free from discrimination in public accommodations, employment, and housing, and contrary to public policy and unlawful to discriminate against any person on the basis of race, color, gender, gender identify, sexual orientation, religion, national origin, familial status, age, disability, or United States military veteran status, in places of public accommodation, employment, and housing; and contrary to the policy of the city and unlawful for vendors and contractors doing business with the city to discriminate, as set forth in this article.

Sec. 2-603. Unlawful Practices.

The following shall constitute a violation of this article:

For a city vendor or city contractor, because of race, color, gender, gender identify, sexual orientation, religion, national origin, familial status, age, disability, or United States military veteran status, to refuse to hire or employ or bar or discharge from employment any person, or to discriminate against such person in compensation, conditions, or privileges or employment. City vendors and contractors of fifteen (15) or more employees shall provide a copy of its antidiscrimination policy to the Procurement Officer to confirm compliance with this article. Employers having fourteen (14) or less employees may attest in writing to compliance with this article.

Vendor Requirements

Vendors who have fifteen (15) or more employees shall include with their bid/proposal submittal a copy of its antidiscrimination policy that must mirror the City's policy as stated above. Suppliers who have fourteen (14) or less employees may include their antidiscrimination policy or complete a written affidavit of compliance per the attached.

To be completed by responding company and returned with submittal:

_____ Our company has 15 or more employees and has included its antidiscrimination policy that mirrors the City's policy;

 J Our company has fourteen (14) or less employees and is attaching the signed AFFIDAVIT OF COMPLIANCE WITH TEMPE CITY CODE CHAPTER 2 ARTICLE VIII SECTION 2-603(5).

Please include this document along with the company's antidiscrimination policy or the completed affidavit with offer submittal.



Only complete this document if you have 14 or less employees.

**AFFIDAVIT OF COMPLIANCE WITH TEMPE CITY CODE
CHAPTER 2 ARTICLE VIII SECTION 2-603(5)**

Per Tempe City Code Chapter 2 Article VIII Section 2-603(5), it is unlawful for a City vendor or City contractor, because of race, color, gender, gender identity, sexual orientation, religion, national origin, familial status, age, disability, or United States military veteran status, to refuse to hire or employ or bar or discharge from employment any person, or to discriminate against such person in compensation, conditions, or privileges of employment.

City vendors and contractors shall provide a copy of their antidiscrimination policy to City to confirm compliance with this requirement or attest in writing to compliance.

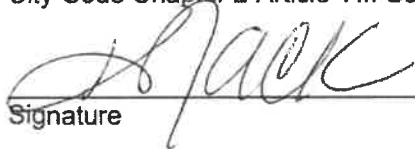
- CONTRACTOR means any person who has a contract with the City.
- VENDOR means a person or firm in the business of selling or otherwise providing products, materials, or services.

CONTRACTOR/VENDOR, select one:

_____ Current copy of antidiscrimination policy attached

OR

☒ I hereby certify HeartFit For Duty, LLC (contractor/vendor) complies with Tempe City Code Chapter 2 Article VIII Section 2-603(5).


Signature

Date: 10/16/2022

Kepra Jack
Print Name

Owner,
Title

HeartFit For Duty, LLC
Company

Date: _____

Personal Information		
Last Name:	First Name:	M.I.:
Address:		
City:	State:	Zip:
Phone:	D.O.B.:	Age:
Email:		
Gender: ☐ Male ☐ Female		

Employer Information	
Employer:	Hire Date:
Employment Status (FT, PT, Volunteer): ☐ FT ☐ PT ☐ Volunteer	Employer Phone:
	Employee ID #:
Rank/Title:	

Emergency Notification Contact Information		
Name:		
Relationship:		
Contact Phone 1:	Contact Phone 2:	
Address:		
City:	State:	Zip:

Primary Care Physician Information		
Primary Care Physician/Group:		
Phone:	Fax:	
Office Address:		
City:	State:	Zip:

1. Would you like to talk to the healthcare professional who will review this questionnaire, about your answers to this questionnaire:

☐ Yes ☐ No

2. A phone number where you can be reached by the healthcare professional, who reviews the questionnaire: _____

3. The best time to reach you at this number: _____

4. Do you currently smoke tobacco, or have you smoked tobacco in the last month: ☐ Yes ☐ No

5. Have you ever had any of the following conditions?

- | | | |
|---|------------------------------|-----------------------------|
| a. Seizures: | ☐ Yes | ☐ No |
| b. Diabetes (sugar disease): | ☐ Yes | ☐ No |
| c. Allergic reactions that interfere with your breathing: | ☐ Yes | ☐ No |
| d. Claustrophobia (fear of closed-in places): | ☐ Yes | ☐ No |
| e. Trouble smelling odors: | ☐ Yes | ☐ No |

6. Have you ever had any of the following pulmonary or lung problems?

- | | | | | | |
|------------------------|------------------------------|-----------------------------|--|------------------------------|-----------------------------|
| a. Asbestosis: | ☐ Yes | ☐ No | g. Silicosis: | ☐ Yes | ☐ No |
| b. Asthma: | ☐ Yes | ☐ No | h. Pneumothorax (collapsed lung): | ☐ Yes | ☐ No |
| c. Chronic bronchitis: | ☐ Yes | ☐ No | i. Lung cancer: | ☐ Yes | ☐ No |
| d. Emphysema: | ☐ Yes | ☐ No | j. Broken ribs: | ☐ Yes | ☐ No |
| e. Pneumonia: | ☐ Yes | ☐ No | k. Any chest injuries or surgeries: | ☐ Yes | ☐ No |
| f. Tuberculosis: | ☐ Yes | ☐ No | l. Any other lung problem that you've been told about: | ☐ Yes | ☐ No |

7. Do you currently have any of the following symptoms of pulmonary or lung illness?

- | | | | | | |
|--|------------------------------|-----------------------------|---|------------------------------|-----------------------------|
| a. Shortness of breath: | ☐ Yes | ☐ No | h. Coughing that wakes you early in the morning: | ☐ Yes | ☐ No |
| b. Shortness of breath when walking fast on level ground or walking up a slight hill or incline: | ☐ Yes | ☐ No | i. Coughing that occurs mostly when you are lying down: | ☐ Yes | ☐ No |
| c. Shortness of breath when walking with other people at an ordinary pace on level ground: | ☐ Yes | ☐ No | j. Coughing up blood in the last month: | ☐ Yes | ☐ No |
| d. Have to stop for breath when walking at your own pace on level ground: | ☐ Yes | ☐ No | k. Wheezing: | ☐ Yes | ☐ No |
| e. Shortness of breath when washing or dressing yourself: | ☐ Yes | ☐ No | l. Wheezing that interferes with your job: | ☐ Yes | ☐ No |
| f. Shortness of breath that interferes with your job: | ☐ Yes | ☐ No | m. Chest pain when you breathe deeply: | ☐ Yes | ☐ No |
| g. Coughing that produces phlegm (thick sputum): | ☐ Yes | ☐ No | n. Any other symptoms that you think may be related to lung problems: | ☐ Yes | ☐ No |

8. Have you ever had any of the following cardiovascular or heart problems?

- | | | | | | |
|-------------------|------------------------------|-----------------------------|---|------------------------------|-----------------------------|
| a. Heart attack: | ☐ Yes | ☐ No | e. Swelling in your legs or feet (not caused by walking): | ☐ Yes | ☐ No |
| b. Stroke: | ☐ Yes | ☐ No | f. Heart arrhythmia (heart beating irregularly): | ☐ Yes | ☐ No |
| c. Angina: | ☐ Yes | ☐ No | g. High blood pressure: | ☐ Yes | ☐ No |
| d. Heart failure: | ☐ Yes | ☐ No | h. Any other heart problem that you've been told about: | ☐ Yes | ☐ No |

Questions 9 to 14 below must be answered by every employee who has been selected to use either a full facepiece respirator or a self-contained breathing apparatus (SCBA). For employees who have been selected to use other types of respirators, answering these questions is voluntary.

9. Have you ever had any of the following cardiovascular or heart symptoms?

- | | | |
|---|------------------------------|-----------------------------|
| a. Frequent pain or tightness in your chest: | ☐ Yes | ☐ No |
| b. Pain or tightness in your chest during physical activity: | ☐ Yes | ☐ No |
| c. Pain or tightness in your chest that interferes with your job: | ☐ Yes | ☐ No |
| d. In the past two years, have you noticed your heart skipping or missing a beat: | ☐ Yes | ☐ No |
| e. Heartburn or indigestion that is not related to eating: | ☐ Yes | ☐ No |
| f. Any other symptoms that you think may be related to heart or circulation problems: | ☐ Yes | ☐ No |

10. Do you currently take medication for any of the following problems?

- | | | |
|--------------------------------|------------------------------|-----------------------------|
| a. Breathing or lung problems: | ☐ Yes | ☐ No |
| b. Heart trouble: | ☐ Yes | ☐ No |
| c. Blood pressure: | ☐ Yes | ☐ No |
| d. Seizures: | ☐ Yes | ☐ No |

11. If you've used a respirator, have you ever had any of the following problems? (If you've never used a respirator, check the following space and go to question 9).

- | | | |
|---|------------------------------|-----------------------------|
| a. Eye irritation: | ☐ Yes | ☐ No |
| b. Skin allergies or rashes: | ☐ Yes | ☐ No |
| c. Anxiety: | ☐ Yes | ☐ No |
| d. General weakness or fatigue: | ☐ Yes | ☐ No |
| e. Any other problem that interferes with your use of a respirator: | ☐ Yes | ☐ No |

12. Have you ever lost vision in either eye (temporarily or permanently):

☐ Yes ☐ No

13. Do you currently have any of the following vision problems?

- | | | |
|-------------------------------------|------------------------------|-----------------------------|
| a. Wear contact lenses: | ☐ Yes | ☐ No |
| b. Wear glasses: | ☐ Yes | ☐ No |
| c. Color blind: | ☐ Yes | ☐ No |
| d. Any other eye or vision problem: | ☐ Yes | ☐ No |

14. Have you ever had an injury to your ears, including a broken ear drum:

☐ Yes ☐ No

15. Do you currently have any of the following hearing problems?

- | | | |
|--------------------------------------|------------------------------|-----------------------------|
| a. Difficulty hearing: | ☐ Yes | ☐ No |
| b. Wear a hearing aid: | ☐ Yes | ☐ No |
| c. Any other hearing or ear problem: | ☐ Yes | ☐ No |

16. Have you ever had a back injury:

☐ Yes ☐ No

17. Do you currently have any of the following musculoskeletal problems?

- | | | | | | |
|--|------------------------------|-----------------------------|--|------------------------------|-----------------------------|
| a. Weakness in any of your arms, hands, legs, or feet: | ☐ Yes | ☐ No | f. Difficulty fully moving your head side to side: | ☐ Yes | ☐ No |
| b. Back pain: | ☐ Yes | ☐ No | g. Difficulty bending at your knees: | ☐ Yes | ☐ No |
| c. Difficulty fully moving your arms and legs: | ☐ Yes | ☐ No | h. Difficulty squatting to the ground: | ☐ Yes | ☐ No |
| d. Pain or stiffness when you lean forward or backward at the waist: | ☐ Yes | ☐ No | i. Climbing a flight of stairs or a ladder carrying more than 25 lbs: | ☐ Yes | ☐ No |
| e. Difficulty fully moving your head up or down: | ☐ Yes | ☐ No | j. Any other muscle or skeletal problem that interferes with using a respirator: | ☐ Yes | ☐ No |

18. At work or at home, have you ever been exposed to hazardous solvents, hazardous airborne chemicals (e.g., gases, fumes, or dust), or have you come into skin contact with hazardous chemicals:

☐ Yes ☐ No

a. If "yes," name the chemicals if you know them: _____

19. Have you ever worked with any of the materials, or under any of the conditions, listed below:

- | | | | | | |
|---|------------------------------|-----------------------------|-----------------------------------|------------------------------|-----------------------------|
| a. Asbestos: | ☐ Yes | ☐ No | f. Coal (e.g., mining): | ☐ Yes | ☐ No |
| b. Silica (e.g., in sandblasting): | ☐ Yes | ☐ No | g. Iron: | ☐ Yes | ☐ No |
| c. Tungsten/cobalt (e.g., grinding or welding this material): | ☐ Yes | ☐ No | h. Tin: | ☐ Yes | ☐ No |
| d. Beryllium: | ☐ Yes | ☐ No | i. Dusty environments: | ☐ Yes | ☐ No |
| e. Aluminum: | ☐ Yes | ☐ No | j. Any other hazardous exposures: | ☐ Yes | ☐ No |

i. If "yes" answered to any of the above, describe the exposure(s): _____

20. List any second jobs or side businesses you have: _____

21. List your previous occupations: _____

22. List your current and previous hobbies: _____

23. Have you been in the military services?

a. If "yes," were you exposed to biological or chemical agents (either in training or combat):

☐ Yes ☐ No☐ Yes ☐ No**24. Have you ever worked on a HAZMAT team?**☐ Yes ☐ No**25. Alcohol Use:**☐ Yes ☐ No

a. How many beers do you drink each week? _____

b. How many bottles of wine per week? _____

c. How many drinks of liquor per week? _____

26. Tobacco Current Use:

a. Do you currently use tobacco?

☐ Yes ☐ No

b. How many of the following did you smoke or chew per day?

i. Cigarettes _____ Packs/day _____ x years

ii. Chew _____ Cans/day _____ x years

27. Tobacco Past Use:

a. Have you used tobacco in the past?

☐ Yes ☐ No

b. How many of the following did you smoke or chew per day?

i. Cigarettes _____ Packs/day _____ x years

ii. Chew _____ Cans/day _____ x years

iii. Quit Date: _____

28. Fitness Review:

a. Please list your exercise activities and number of times per week you perform each.

i. Aerobic _____ x/week

ii. Weight Training _____ x/week

iii. Other: _____ x/week

b. Since your last exam, compare your activity level:

☐ More ☐ Less ☐ Same**29. Occupational Exposures**

a. Have you had any work related exposures to fires or HazMat situations where you have developed health changes?

☐ Yes ☐ No

i. If yes, please describe: _____

b. Other Work Related Health Problems (since last exam)

i. Occupational Injuries/Illnesses: _____

ii. Diagnosis: _____

Time lost: _____

- c. Are you a member of the Hazardous Materials Team? ☐ Yes ☐ No
 i. If yes, have you had any exposures in the last year? ☐ Yes ☐ No
 d. Are you a member of the FEMA (AZ Task Force-1) team? ☐ Yes ☐ No
 i. If yes, have you been on a deployment in the last year? ☐ Yes ☐ No

30. Recreational / Hobbies Review:

- a. Are you finding your hobbies and recreation less enjoyable? ☐ Yes ☐ No
 b. Do you feel fatigued even if you have not been physically active? ☐ Yes ☐ No
 c. Are you worrying more than usual? ☐ Yes ☐ No
 d. Are you more irritable than usual around family or co-workers? ☐ Yes ☐ No
 e. List your hobbies (i.e. woodworking, stained glass, etc.) and number of times per week you perform them: ☐ Yes ☐ No

I. _____	x week: _____
II. _____	x week: _____
III. _____	x week: _____
IV. _____	x week: _____

- f. Do you use any chemicals or other materials in your hobbies such as solvents, solder, pesticides, lead, or other materials? ☐ Yes ☐ No
 i. If yes, please describe chemicals involved: _____

31. Medication Review:

- a. Are you currently taking, or have you taken any of the following within the past month?
- | | | |
|--|---|--|
| ☐ Antacids | ☐ Blood pressure pills | ☐ Sleeping pills |
| ☐ Antibiotics | ☐ Codeine | ☐ Testosterone/Anabolic Steroid |
| ☐ Anticoagulants (blood thinners) | ☐ Cortisone or Steroids | ☐ Thyroid |
| ☐ Antidepressants | ☐ Digitalis | ☐ Tranquilizers |
| ☐ Antihistamines | ☐ Diuretic (water pills) | ☐ Tylenol |
| ☐ Anti-inflammatory | ☐ Hormones | ☐ Vitamins/Supplements |
| ☐ Appetite suppressants | ☐ Insulin/oral diabetic drug | |
| ☐ Aspirin | ☐ Laxatives | |

b. List any drugs (by name) you take regularly and the dosage used: _____

32. Since your last exam, have you developed any allergies? ☐ Yes ☐ No

a. If yes, please describe: _____

33. Since your last exam, have you had any difficulties having children? (i.e. infertility, miscarriage, spontaneous abortion) ☐ Yes ☐ No ☐ N/A

a. If yes, please describe: _____

34. Since your last exam, have you had any health changes or problems? ☐ Yes ☐ No

a. If yes, please describe: _____

35. Since your last exam, have you been hospitalized? ☐ Yes ☐ No

a. If yes, please describe: _____

36. Since your last exam, have you had any surgery(s)? ☐ Yes ☐ No

a. If yes, please describe
(give dates and reasons): _____

Joshua I. Zeidler, DO

1901 E. University Dr. Suite 240
Mesa, AZ 85203
Cell- 602-770-9993

Personal Data:

Citizenship: United States
Date of Birth: November 29, 1967
Place of Birth: Los Angeles, CA

Board certification:

American Board of Emergency Medicine – current
 subspecialty certification in Emergency Medical Services- current
American Board of Pediatrics – current

State Licenses:

Arizona- Arizona Board of Osteopathic Examiners #3469 expires 12/2022
California- Osteopathic Medical Board of California #7754 expires 11/2023
Massachusetts- Board of Registration in Medicine #269452 expires 11/2023

Education:

9/1985-6/1989	University of California - San Diego, CA	BA - Economics Minor - Chemistry
7/1989-6/1993	University of Osteopathic Medicine and Health Sciences - Des Moines, IA	Doctor of Osteopathy

Internship:

7/1993-6/1994 Pontiac Osteopathic Hospital - Pontiac, MI

Residency:

7/1994-6/1999 Wayne State University – Detroit Medical Center - Detroit, MI
 Emergency Medicine – Detroit Receiving Hospital
 Pediatrics - Children’s Hospital of Michigan

Additional training:

American Heart Association
 Basic Life Support Provider
 Basic Life Support Instructor
 Advanced Life Support Provider
 Advanced Life Support Instructor
 Pediatric Advanced Life Support Provider
 Pediatric Advanced Life Support Instructor
American College of Surgeons
 Advanced Trauma Life Support Provider

Joshua I. Zeidler, DO

1901 E. University Dr. Suite 240
Mesa, AZ 85203
Cell- 602-770-9993

Employment:

HeartFit For Duty – Mesa, AZ Medical Director/Owner Primary Care Practice and Occupational Health focusing on First Responders (Fire/police/EMS) 480-999-7911	1/2015 – present
AllKids Urgent Care – Gilbert, AZ Physician/Owner Pediatric Urgent Care 480-633-1111	6/2006 - present
Chandler Emergency Medicine Group – Chandler, AZ Premier Emergency Medical Specialists/Envision/Sheridan Healthcare Emergency Physician – Dignity Health Chandler Regional Medical Center Dignity Health Mercy Gilbert Medical Center Phoenix Children’s Hospital EMS Base Station Medical Director Medical Scribe Program Director 480-728-3753	1/2003 – present 1/2003 - current 6/2006 - current 4/2015 - current
American Medical Response – Phoenix, AZ Rural Metro Corporation/Professional Medical Transport (PMT) Medical Director 480-736-9350	6/2003 – present
Phoenix Children’s Hospital – Phoenix, AZ Emergency Physician 602-546-1910	8/2002 – 12/2009
Progressive Medical Associates – Phoenix, AZ Emergency Physician – Desert Samaritan Hospital 480-456-9500	7/2000 – 10/2003
Team Health / EPI - Mesa, AZ Emergency Physician – Valley Lutheran Hospital EMS Base Station Medical Director 602-944-8030	8/1999 – 6/2003 2001 – 2003
Emergency Professional Services– Phoenix, AZ Emergency Physician – Good Samaritan Hospital 602-239-6968	2/2000 – 6/2003
Emergency Physician Medical Group - Ann Arbor, MI Flight Physician – Midwest Medflight	1998 – 1999
Mount Clemens General Hospital - Mt. Clemens, MI Pediatric House Officer	1997 – 1999

Joshua I. Zeidler, DO

1901 E. University Dr. Suite 240
Mesa, AZ 85203
Cell- 602-770-9993

Activities and Organizations:

American Osteopathic Association	1989 – present
American College of Emergency Medicine	1991 – present
Emergency Medicine Resident Association	1991 – present
American Academy of Pediatrics	1994 – present
National Association of EMS Physicians	2009 – present

Awards/Honors:

EMS Base Station Physician of the year – 2003
Chandler Regional Medical Center- Physician of the month – 9/2011
Marreel Excellence in Service Award – 2011
PHOENIX magazine's 2012 Top Doctors– 2012
Arizona recognized EMS Medical Director- 2017

Research:

Member Institutional Review Board for Human Research Dignity Health East Valley Region	11/2012 – present
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Human Subject Protection Training:

Protecting Study Volunteers in Research
University of Rochester –Third Edition
Approved by the Chandler Regional Hospital IRB on: 1/22/05

University of Miami – CITI (Collaborative Institutional Training Initiative)
Basic Biomedical Research – online training
Expires- current

Principal Investigator:

Treatment Protocol for Use of Anascorp™ in Patients with Scorpion Sting Envenomation.
Instituto Bioclón S.A. de C.V.
Chandler Regional Medical Center, Chandler, AZ 01/2005 – 09/2010
Mercy Gilbert Medical Center, Gilbert, AZ 6/2006 to 09/2010

Pilot study for the use of Rapid Sequence Intubation by Paramedics in AZ
2004 - 2007

Sub-Investigator:

RedHot II:Rapid Emergency Department Heart Failure Outpatient Trial. Biosite Inc.
Oct 2004 –Aug 2006

Joshua I. Zeidler, DO

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Mesa, AZ 85203
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The Acuity Trial: A randomized comparison of Angiomax® (bivalirudin) versus heparin (unfractionated or enoxaparin) in patients undergoing early invasive management for Acute Coronary Syndromes without ST-segment elevation. Protocol # TMC-BIV-02-08.
The Medicines Company.
Nov 2004 –Jan 2007

Paradigm Study: A Phase 2, Stratified, Randomized, Double-Blind Placebo –Controlled Study to Evaluate the Safety and Efficacy of MGA WN1 in Subjects with Laboratory-documented West Nile Fever or Suspected Central Nervous System Infection Due to West Nile Virus. Sponsor: MacroGenics Inc.
Aug 2009 to May 2011

BEAT ACS: Clinical Specimen Procurement Protocol for Biomarker Evaluation of suspected Acute Coronary Sndrome
Sponsor: Abbott Laboratories
Nov 2010 to March 2013

BETTERHEART-Building Evaluations That Translate Evidence and Research for Health Evaluations And Related Training
FEMA-Assistance to Firefighters Grant Program
Medical Advisory Team
1/2019- Current

Kepra Jack, RN-BSN

EMPLOYMENT

2010- HeartFit For Duty, LLC.

Present *Chief Operating Officer/Co-Founder/Owner/COHC*

Assignments:

- Oversight on daily operations of both practices
- Manage all research projects
- Managing in state and out of state physicals and testing.
- Coordinate education programs throughout the US
- Coordination of all vendors and sub-contractors
- Certified Occupational Hearing Conservationist
- Created and implemented NFPA/OSHA annual physicals program

2001 - Dignity Health-Mercy Gilbert Medical Center/Chandler Regional/St Josephs Medical Center

2010 *Paramedic Coordinator-2006-2010*

Charge Nurse-2003-2006

Assignments

- Liaison for all Municipalities and the Hospital system
- Coordinated Paramedic and EMT classes and clinical rotations
- Provided monthly Continuing Education programs for multiple agencies
- Revision of EMS Training Program to ensure that proper Continuing Education was available
- Reviewed EMS charts to provide pertinent feedback and follow up for municipalities
- Team management and staff coordination
- Budget and planning

Additional Employment

2005- Chandler Gilbert Community College

2012 EMT Program Instructor

- Course Instructor: EMT basic
- Coordinated all Clinical rotations
- Coordinated EMT National Registry testing and skills completions for program

COMMITTEES / ASSOCIATIONS

2006-2009-AEMS Odyssey EMS conference-Statewide

2006-2009-Diversion Oversight-Statewide

2006-2009-Joint Base-East Valley

2009-Speaker-AzDHA quality assurance conference

2007-2010-Member-National Association EMS educators

2013-current AZ Post Certified Educator

Current- Firefighter Cancer Support Network member

2019-Current NFPA Committee Member

Fire Service Occupational Safety (standards 1500, 1521, 1550, 1561, 1581, 1582, 1583, 1584)

Emergency Responders Occupational Health (standard 1585)

2019 Firefighter Cancer CoHort Study partnership

2020 BFit Challenge- Cancer Screenings in partnership with PFFM and Boston Ruins

2021 NFFF Research Symposium Health Safety Section Workgroup

2021 FRCE Health and Wellness/Telemedicine workgroup

2022 Truman Meeting participant

2022 Science to the Station Board of Directors

EDUCATIONAL PROGRAMS

2006-Current-Speaker for EMS Continuing Education Statewide
2013-Current-Speaker at Arizona Law Enforcement Academy Health and Wellness Class
2014-Current-Below 100 training various Law Enforcement Programs in Az.
2014-2015-Speaker-Professional Fire Fighter of Massachusetts State Education Conference
2015 Peer Support Training Mesa PD
2015-2016 Phoenix Police Department Module Training-Risk Factor Awareness/Modification Training
2016-Current 161st Air Force Security Squadron Wellness Training
2016-2017 Mesa Police Department Annual Officer Resiliency Training
2016 Tolleson Police Department Wellness Module Training- Risk Factor Awareness/Modification Training
2016 Gila River EMS Annual Training- CardioVascular Risk Factors
2016-2017 Resiliency Training for Law Enforcement US Marshalls
2016-2017 U.S. Department of Corrections Health and Wellness Training- Risk Factor Awareness/Modification Training
2017-2018 Phoenix Police Department Annual Module Training-Nutrition
2017-Professional Firefighter of Arizona Annual Conference Speaker- Risk Factor Awareness/Modification Training
2017-Professional Firefighters of Massachusetts Panel Presentation-Future of Healthcare
2017 Tempe Police Annual Advanced Officer Training- Risk Factor Awareness/Modification Training
2018 National Fire Safety Officers Annual Conference-Speaker-Cardiac Risk Factors in the Fire Service
2018 Goodyear Police Department Annual Module Training- Risk Factor Awareness/Modification Training
2018 Professional Firefighters of Massachusetts Presentation- Health in the Fire Service
2019 AzDHS Aviation Safety Conference- Risk Factor Awareness/Modification Training
2019 Safety Stand Down video
2020 Az Fire Chiefs Conference Speaker- How to make it to retirement-the Wellness Model
2021 Pinal County Sheriffs Department- Risk Factor Awareness/Modification Training program
2022 Az Fire Chiefs Conference
2022 Az Police Chiefs Annual Conference
2022 Fire Academy New Recruit Training Program

GRANTS/STUDIES

2013-2014- HearMatters Challenge Study
Study of 200 Firefighters and Police Officers in Arizona and Massachusetts
to identify risk for Cardio-Metabolic Disease and using lifestyle modifications change outcomes.
Status: Completed
Role: Managing Coordinator
Amount allocated: \$3,000,000.00

2016-Present- Firefighter Cancer Co-Hort Study
Firefighter focused study cohort with multiple research entities to identify cancer risk, mitigation strategies and screenings.
Status-In process
Role- Enrollment, field work and outreach

2019- BETTER HEART Project
AFG funded project focused on developing targeted recommendations to improve firefighters cardiac screening.
Status: Beginning 2/19
Role: Medical Advisory Team

Publications-

A Cross-Sectional Examination of 10-Year Atherosclerotic Cardiovascular Disease Risk Among US Firefighters by Age and Weight Status

JOEM Volume 62, 12, December 2020

Cardiovascular Risk Factor Reduction in First Responders Resulting From an Individualized Lifestyle and Blood Test Program :A Randomized Controlled Trial

JOEM Volume 61, Number 3, March 2019

Cardiovascular Disease Risk Factors by Body Mass Index and Age in US Firefighters

Obesity

Subclinical Cardiac Dysfunction is Associated with Reduced Cardiorespiratory Fitness and Cardiometabolic Risk Factors in Firefighters

The American Journal of Medicine (2022) 000:1-9

TWO-DIMENSIONAL GRADIENT GEL ELECTROPHORESIS OF HDL AND SMALL DENSE LDL, REVEAL BEHAVIORAL-RELATED HEART DISEASE RISK IMPROVEMENTS MISSED BY THE TRADITIONAL HDL-C AND LDL-C MEASUREMENTS

JACC 71, March 2018

JENICA RASMUSSEN

MSN, APRN, FNP-C



PROFILE

I have had the opportunity to be a Registered Nurse for 17 years. I started as a nurse in pediatric hematology/oncology before traveling the country as a travel nurse. I worked in various adult and pediatric emergency departments from California to New York. I learned tremendously as I witnessed the delivery of healthcare in a variety of settings. In 2009, I had the opportunity to become a critical care flight nurse with PHI Air Medical. Flying into difficult scenes to transport critically injured patients taught me to critically think and evaluate life and death situations. Transporting patients from EDs and ICUs on multiple drips and intubated taught me how to manage ventilator settings and titrate drips effectively. The last few years, I have worked as the Lead Trauma Nurse in a Level 1 Trauma Pediatric Emergency Department. I have been the bedside nurse during traumas and resuscitations. I look forward to my next career opportunities as a Family Nurse Practitioner. While working as a flight nurse, I learned how much I enjoy critically thinking and solving problems. I enjoy continuing my love and passion for problem solving with my patients.



1901 E. University Dr., Ste #240



480-999-7911



Jenica@heartfitforduty.org



Linkedin.com/in/Jenica-rasmussen-160a2842

EDUCATION

Completion of Generals
Southern Utah University/ Cedar City, UT/
1997 - 1999

Bachelor of Science, Nursing
University of Utah/ SLC, UT/
2002 - 2004

Master of Science, Nursing
Chamberlain University / Chicago, IL
2019 – 2021

WORK EXPERIENCE

Family Nurse Practitioner
HeartFit for Duty/ Mesa, AZ / 2021-current

Provide annual physical assessments to firefighters according NFPA standards. Identify cardiac and cancer risks through advanced testing and provide recommendations.

Registered Nurse: Trauma Nurse Lead in Pediatric ED
Phoenix Children's Hospital / Phoenix, AZ /
2011-2022

Provide emergent care to pediatric patients in a Level 1 Pediatric Trauma Center with 60 beds in a busy metropolitan area. Triage, assess, and medicate acute and chronic children. Work as the bedside nurse during all traumas and resuscitations.

Registered Nurse: Flight Nurse
PHI Air Medical / Phoenix, AZ / 2009 - 2018

Provide critical care to adult and pediatric patients during rapid transport. Intubate patients, manage airways with ventilators, and treat a variety of acute trauma, respiratory, metabolic, and cardiac patients.

Registered Nurse: Emergency Department
Banner Desert Medical Center/ Mesa, AZ / 2008 -
2011

Provide emergent care to adult and pediatric patients in very busy level 2 emergency department. Triage, assess, and medicate patients during acute and chronic

WORK EXPERIENCE

Registered Nurse: ICS

Primary Children's Medical Center / SLC, UT / 03/2008-09/2008

Provide primary nursing care to pediatric oncology, bone marrow transplant, liver transplant, and immunocompromised patients. Administer chemotherapy, blood products, and high dose medications. Manage and access port-a-caths, central lines, and PICC lines.

Registered Nurse: SICU

University of Utah Medical Center/ SLC, UT/ 04/2008-09-2008

Provide primary nursing care to surgical patients in a Level 1 trauma medical center in the intensive care unit setting. Manage swan-ganz catheters, central lines, and administer a variety of medications to neurologic, cardiac, and orthopedic patients. Manage and care for intubated patients on ventilators.

Registered Nurse: Pediatric ED

Cohen Children's Hospital / New Hyde Park, NY/ 06-2007-03/2008

Provide emergent care as a travel nurse to pediatric patients in a Level 1 Pediatric Trauma Center in a busy metropolitan area. Triage, assess, and medicate acute and chronic children. Start IVs, draw labs, and administer medications.

Registered Nurse: Emergency Department

Banner Baywood Medical Center / Mesa, AZ / 04-2006-06/2007

Provide emergent nursing care as a travel nurse to adult and pediatric patients in a busy level 2 emergency department. Triage, assess, and stabilize patients. Start IVs, draw labs, and administer medications.

Registered Nurse: Pediatric Medical Floor

Lucille Packard Children's Hospital / Palo Alto, CA / 01-2006-03/2006

Provide primary nursing care as a travel nurse to pediatric medical patients> Manage their care from admit to discharge for a variety of respiratory, cardiac, orthopedic, and neurologic patients.

Registered Nurse: ICS

Primary Children's Medical Center / SLC, UT / 09-2004-01/2006

Provide primary nursing care to pediatric oncology, bone marrow transplant, liver transplant, and immunocompromised patients. Administer chemotherapy, blood products, and high dose medications. Manage and access port-a-caths, central lines, and PICC lines.

Licensed Practical Nurse: Medical Floor

Primary Children's Medical Center / SLC, UT/ 03-2004-09/2004

Provide primary nursing care to pediatric medical patients with acute and chronic respiratory, cardiac, and neurological health conditions.

NURSE PRACTITIONER PRACTICUM EXPERIENCE

Mobile Primary Care

Valerie Hunt, FNP / Mom and Dad's Mobile Doc/ Scottsdale, AZ/ 125 hours

Primary Care

Becky Goodson, FNP/American Medical Associates/ Gilbert, AZ / 250 hours

Family Practice

Connie McLeod, FNP / Cornerstone Family Practice/ Mesa, AZ / 125 hours

Pediatric Primary Care

Matthew Sizemore, PA/Arizona Pediatrics/ Phoenix, AZ / 125 hours

- Demonstrated knowledge in helping patients with multiple chronic co-morbidities, including diagnosing, treating, and medicating, performing diagnosis interventions, and executing follow-ups as required.
- Analyzed and interpreted patients' histories, symptoms, physical findings, and diagnostic data to develop appropriate diagnoses related to illnesses, infections, and/or injuries.
- Educated patients about self-management of illnesses, tailoring instructions to patients' individual circumstances

LICENSURE AND CERTIFICATIONS

- | | |
|---|--------------|
| • APRN License 265327 | Exp. 04/2022 |
| • NPI: 1114680394 | Exp. NONE |
| • ANCC: 2021085524 | Exp. 08/2026 |
| • Arizona RN License RN16544 | Exp. 04/2026 |
| • BLS (Basic Life Support) | Exp. 10/2022 |
| • Advanced Cardiac Life Support | Exp. 08/2024 |
| • PALS (Pediatric Advanced Life Support) | Exp. 10/2022 |
| • ATCN (Advanced Trauma Care for Nurses). | Exp. 11/2023 |
| • ENPC (Emergency Nursing Pediatric Course) | Exp. 01/2025 |
| • CFRN (Certified Flight Registered Nurse). | Exp. 04/2023 |

KELLIE FISHER
1901 E University Dr Suite 240
HeartFit For Duty
480-999-7911

Dependable, positive, attentive Office Manager with overs 10 years of experience in providing administrative support to staff members. Possess strong multi-tasking skills, with ability to simultaneously manage various projects and schedules. Excellent with problem solving, time management and communication with staff and the public.

PROFESSIONAL EXPERIENCE

HeartFit For Duty – Mesa, Arizona
Practice Manager

2022 – Current

-
- Assist in monitoring overall customer / patient relations
 - Answer operational questions from providers and staff
 - Ensure that offices are successful in growth pattern
 - Planned day-to-day operations for 20 staff members.
 - Responsible for payroll, accounts payable and inventory.
 - Purchasing of medical and office supplies.
 - Direct and guide office staff to maintain optimal workflow.
 - Develop procedures and training materials to ensure that staff expectations are clear in regards to performance.
 - Coordinated communications, financial processing and other administrative functions.
 - Developed policies and procedures for effective office management.
 - Developed close working relationships between staff members.
-

Skin and Cancer Institute - Phoenix, Arizona
Practice Manager

2021-2022

-
- Assist in monitoring overall customer / patient relations
 - Answer operational questions from providers and staff
 - Ensure that offices are successful in growth pattern
 - Planned day-to-day operations for 12 staff members.
 - Responsible for payroll, billing, accounts receivable, accounts payable and inventory.
 - Purchasing of medical and office supplies.
 - Direct and guide office staff to maintain optimal workflow.
 - Develop procedures and training materials to ensure that staff expectations are clear in regards to performance.
 - Coordinated communications, financial processing and other administrative functions.
 - Developed policies and procedures for effective office management.
 - Developed close working relationships between staff members.
-

HealthONE / South Park Health Care - Fairplay, Colorado
Practice Manager

2019-2021

-
- Planned day-to-day operations for 12 staff members.
 - Responsible for payroll, billing, accounts receivable, accounts payable and inventory.
 - Purchasing of medical and office supplies.
 - Direct and guide office staff to maintain optimal workflow.
 - Develop procedures and training materials to ensure that staff expectations are clear in regards to performance.
 - Coordinated communications, financial processing and other administrative functions.
 - Developed policies and procedures for effective office management.
 - Developed close working relationships between staff members.
-

Advanced Dermatology Skin Cancer and Laser Surgery Center
Frisco, Colorado **2015-2019**
Practice Manager

-
- Planned day-to-day operations for 15 staff members.
 - Responsible for billing, accounts receivable, accounts payable and Inventory
 - Purchasing of medical and office supplies
 - Direct and guide office staff to maintain optimal workflow
 - Develop procedures and training materials to ensure that staff expectations are clear in regards to performance.
 - Coordinated communications, financial processing and other administrative functions.
 - Oversee medical and surgical assistants.
 - Developed policies and procedures for effective practice management.
 - Developed close working relationships between staff members.
-

Rocky Mountain Urgent Care - Lakewood Colorado
Lead Medical Assistant

2012-2015

-
- Collection of patients vitals, specimens, labs
 - IV insertions
 - Supervision of medical assistants
 - Met operational targets consistently by guiding and motivating medical assistant team to effectively handle administrative and clinical needs.
 - Precepted newly hired medical assistants to train each on office procedures and important tasks.
 - Triaged incoming calls for provider to determine callers' likely needs, including immediate appointments or scheduled visits.
-

Portamedic - Denver, Colorado

2002-2011

Paramedical Examiner

-
- Performing exams for applicants applying for Life, Health and Disability Insurance.
 - Obtained vitals, medical history, labs and EKG's.
-

Foot Associates - Denver, Colorado

1998-2002

Lead Medical Assistant

-
- Collection of vitals, height, weight, labs and medical history.
 - Applied casts and splints
 - Performed x-rays
 - Scheduled patient appointments, MRI and CT's
 - Met operational targets consistently by guiding and motivating medical assistant team to effectively handle administrative and clinical needs.
-

EDUCATION

Bachelor's Degree – Western State University - Gunnison, Colorado

1989-1993

CPR Certification - 2022



TRACEY JACOBS

tracey@heartfitforduty.org

480-828-5866

OBJECTIVE

Provide quality customer service to our internal and external customers.

EXPERIENCE

HeartFit For Duty, LLC • Physicals Coordinator• 2015-present

Manage, schedule and coordinate all occupational health visits for fire and police. Ensure all reporting is received in a timely manner. Providing support to both internal team members and external clients. Liaison between departments and providers.

GPS Patterson Elementary • Para-Professional• 2010-2015

Facilitated needs of students. Liaison between parents, teachers and students. Managed workload of students and teachers. Worked with Grades 3-6.

Head Honcho • Hair Stylist • 1988-2010

Managed successful hair stylist books, supplies and finances.

EDUCATION

Coolidge High School

SKILLS

- Organized
- Goal oriented
- Communicative
- Thorough
- Patient

Lynne Ybarra

Mesa, AZ 85203

lynneybarra@gmail.com

+1 602 882 2149

Work Experience

Project Manager/Medical Billing Specialist-working remotely

HeartFit For Duty, LLC - Mesa, AZ

December 2016 to Present

- Project Manager for Covid-19 events for testing and vaccines.
- Oversee Worker Comp program.
- Perform all coding and billing for practice, follow up with insurance company, patients, and outside agency for payment and processing.
- Invoiced monthly outside agency for payment on contracts with multiple agencies.
- Established reporting for all data for all departments for future projection of success.
- Organized account receivable for practice and worked closely with accountant for budgeting for practice success.
- Successfully managed bill paying and accounting to establish a debt free practice showing a profit in 2017 for the first time for Heart Fit For Duty, since opening in 2012.
- Proficient with AthenaNet.

Practice Administrator

Armity Simon, MD PC-OB/GYN private practice - Scottsdale, AZ

October 2005 to March 2016

- Responsible for overseeing operations of a large, busy OB/GYN practice, two locations, three physicians, three midlevel providers and sixteen employees
- Scheduled and pre-op surgical patients for three physicians for weekly surgery calendar.
- Resolve any medical-administrative problems and keep lines of communication open with staff to ensure high employee morale and a professional, healthful clinic atmosphere.
- Responsible for developing and implementing the practice mission, strategic vision, direct marketing, and internet campaigns, along with website development.
- Establish secure approval and oversee clinic operating policies and procedures.
- Oversee efforts for recruitment, development, performance evaluation of employees.
- Oversee the business and financial affairs of the practice and fiscal management.
- Manage all practice managed care relationships, including monitoring of related reimbursement, negotiation with third party payers, provider credentialing, and maintenance of contracts.
- Oversee insurance and patient account receivables with a high collection rate within three months.
- Maintain compliance with Medicare, HIPAA, OSHA, Labor Laws, and Meaningful Use.
- Responsible for developing and maintaining on-call schedule with four outside physicians groups.
- Oversee complete build-out for additional locations, including staffing, licenses, and clinic operating materials.
- Additionally maintain and manage personal schedules for physicians and their families. Including banking, scheduling, travel arrangements, oversee personal financial affairs and bills, personal property

management for personal and commercial properties. Main contact for all residence vendors for personal properties in town, as well as out of town.

- Proficient in Digichart, Advanced MD, Mars Medical, E-Clinical Works, Excel, Microsoft Word.

Practice Manager

Deborah Wilson, MD PC-OB/GYN - Scottsdale, AZ

June 1996 to October 2005

- Checked patients in and out, prepared files, answered phones and scheduled appointments.
- Verified insurance coverage, called in prescriptions, and acted as personal secretary for doctor.
- Trained and hired personnel and maintained employee files.
- Ensured the practice met current medical laws, regulations and ethics.
- Managed and maintained office supplies and equipment inventory.

Education

High School

Newfield High School - Centereach, NY

September 1986 to June 1989

Skills

- Medical Terminology (10+ years)
- Medical Billing (10+ years)
- Administrative Skills (10+ years)
- Marketing (10+ years)
- Scheduling (10+ years)
- Billing (10+ years)
- Human Resources (10+ years)
- Collections (10+ years)
- Office Administration (10+ years)
- surgery scheduling (10+ years)
- Medical Insurance
- Medical Coding
- EMR Systems
- Practice Management
- Insurance Verification
- Healthcare Management
- Managed Care
- CPT Coding
- Workers' Compensation
- ICD-10
- Fiscal Management

- Medical Office Experience
- Employee Orientation
- Interviewing
- HIPAA
- ICD-9
- Medical Scheduling
- Management
- Medical Records

Assessments

Medical Billing — Expert

July 2019

Understanding the procedures and forms used for medical billing.

Full results: [Expert](#)

Customer focus & orientation — Completed

July 2019

Measures a candidate's ability to respond to customer situations with sensitivity.

Full results: [Completed](#)

Medical receptionist skills — Proficient

January 2022

Managing physician schedules and maintaining accurate patient records

Full results: [Proficient](#)

Medical billing — Expert

June 2020

Understanding the procedures and forms used for medical billing.

Full results: [Expert](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

Kelsey Rivers, RN, BSN

623-271-1170

kelsey@heartfitforduty.org

Career Objective

Provide the highest level of nursing care to first responder patients and the communities they serve.

Education

Arizona State University

Phoenix, AZ

August 2016 – May 2021

- Obtained a B.S. in the Science of Nursing
 - Obtained a B.S. in the Science of Community Health
-

Certifications, Licensures, and Trainings

- Registered Nurse License: 265027 September 2021 – Present
 - Financial Wellness for First Responders Fall 2021
 - First Responder Mental Health Cultural Competency for Clinicians Training Spring 2021
 - Certified Peer Support Leader Training Spring 2021
 - Healthcare Level Basic Life Support November 2019 – Present
 - Advanced Cardiac Life Support November 2021 – Present
-

Specialized Clinical Experience

Hematology/Oncology Unit: Phoenix Children – Phoenix, AZ

Spring 2021

- Performed medication administration, full assessments, and specialized care to patients under the supervision of a registered nurse
- Used critical thinking skills to develop a plan of care for 36 pediatric patients of diverse diagnoses
- Collaborated with the hematology and oncology teams to provide holistic care to pediatric patients and their families

Stem Cell Transplant Floor: Mayo Clinic – Phoenix, AZ

Fall 2020

- Performed medication administration and basic care to patients under the supervision of a registered nurse
 - Used critical thinking skills to develop a plan of care for three stem cell transplant patients
 - Collaborated with registered nurses and stem cell scientists to perform a stem cell transplant procedure
-

Work Experience

HeartFit For Duty

Registered Nurse

Mesa, AZ

November 2021 – Present

- Work with public safety personnel to improve, maintain, or navigate their personal health and wellness
- Aid in health and wellness programming and education for fire and police departments in Arizona
- Guide patients through health care remediation programs so that they can do the job to the best of their ability

100 Club of Arizona

Programs Extern

Phoenix, AZ

January 2021 – December 2021

- Researched and created content for health and wellness mobile applications, social media, and monthly newsletters
- Hosted and participated in first responder specific trainings and webinars
- Collaborated with a team to bring holistic health and wellness resources to Arizona first responders and their families

Bellasano Wellness

Medical Administration Assistant

Peoria, AZ

November 2019 – September 2021

- Handled patient charts while upholding HIPPA standards
 - Organized office contacts, resources, and patient charts
 - Communicated with laboratory representatives
-

Organizations

National Student Nurses' Association

April 2020 - Present

American Nurses Foundation

April 2020 – Present

Alberto Arriola

Mesa, AZ 85203 | 480-999-7911 | albert@heartfitforduty.org

Dependable and patient focused Physical Therapist Assistant graduate with advanced knowledge of land-based and aquatic-based therapeutic exercises and stretches, manual therapy, and modalities. Strong understanding of body movement from experience as a Licensed Massage Therapist, Physical Therapy Technician, personal training, functional movement screening, and life-long participation of sports.

- Fluent in Spanish
- Adaptable
- Superior team player
- Punctual and organized
- Excellent listening skills
- Reliable

Education

- *Associate of Science in Physical Therapist Assisting* | Carrington College – Mesa, AZ | April 2021
- *Licensed Massage Therapy* | Arizona Western College – Yuma, AZ | December 2017

Clinical Rotations

Rotation 1 (83 hours) | Carrington College – Mesa, AZ | 10/26/20-11/06/20

Rotation 2 (306 Hours) | Southwest Rehabilitation – Yuma, AZ | 01/04/21-02/19/21

Rotation 3 (352 Hours) | STI – Yuma, AZ | 02/22/21-04/16/21

Work Experience

PRN Physical Therapist Assistant | *The Center at Val Vista* – Mesa, AZ | June 5, 2022 to present

- Provide skilled rehabilitation interventions in skilled nursing facility under direct supervision of Physical Therapist.
- Assist supporting staff including OT/COTA, CNA, and nursing in patient care including toileting, bed mobility, and exercises.

Functional Movement Screens Specialist | *HeartFit For Duty* – Mesa, AZ | July 7, 2021 to present

- Perform functional movement screens utilizing Functional Movement Systems and NFPA guidelines.
- Provide professional recommendations to improve functional mobility/stability upon findings and request.
- Administer cardiopulmonary exercise test and pulmonary function test.
- Assist with company branding including logo design, social media, and website editing.

Licensed Massage Therapist | *East Mesa Elements Massage* – Mesa, AZ | March 2020 to present

- Utilize strong interpersonal communication and listening skills to take detailed client history to provide and adjust techniques to achieve their goal from the session.
- Utilize effective body mechanics to perform 30 to 120-minute massages at different pressure levels and a variety of modalities.

Lead PT Technician | *Quality Rehab Network Physical Therapy* – Yuma, AZ | June 2015 to July 2019

- Supervised and trained technicians in both land and aquatic environments.
- Assisted PT's and PTA's in guiding and developing new creative exercises in aquatic environments and home exercise programs.
- Responsible for clinic and pool maintenance.
- Assisted with patient care, including pediatrics, neuro, SCI, and geriatrics.

Personal Trainer | *24/7 Get Fit LLC* – Somerton, AZ | February 2017 to July 2019

- Utilized interpersonal skills to motivate and educate clients to improve their fitness goals and lifestyles.
- Demonstrated and guided proper exercising techniques to avoid injury and to achieve optimal fitness gains.

License and Certifications

- *Arizona Physical Therapist Assistant: PTA-014403*
Issued: 11/03/21- Expires: 08/31/24
- *Arizona Massage License: #MT-24677*
Issued: 05/02/18 – Expires: 01/18/23
- *Personal Training Certification: Expert Rating*
Issued: 04/04/17 – Expires: 2022
- *ACLS and BLS: Obtained: January 2022*
- *Functional Movement System Level 1 | Obtained: July 2021*
- *Cupping | Obtained: May 2020*
- *Himalayan Salt Stone | Obtained: May 2020*
- *AromaRitual | Obtained: May 2020*
- *Basic Watsu | Obtained: November 2019*

JACQUILINE WILSON
480-999-7911
JACQUILINE@HEARTFITFORDUTY.ORG

OBJECTIVE:

To obtain a position which utilizes and enhances my education and work experience with the potential for career advancement.

SKILLS AND QUALIFICATIONS:

- Ability to coach/develop others to achieve desired results providing constructive criticism/feedback
- Demonstrate ability to meet the needs of patrons, dependable, hardworking and punctual, Typing 45 wpm, 10 Key
- Knowledge of PC applications – Word, Excel, PowerPoint, Access, Internet and QuickBooks
- Recognized for long hours, committed to customers, attention to detail and follow up

PROFESSIONAL EXPERIENCE

HEARTFIT FOR DUTY, MESA AZ March 2017-Current

Check in, Check out, Back Office Lead Train all new employees, Triage patients, Injections, prescription refills, prior auth's, ordering supplies, assistant with procedures, lab req's, medical inboxes, EKG's, blood draws, UA's, UPT's, run strep test, AthenaNet

DESERT JEWEL OBGYN, SCOTTSDALE AZ

Lead Medical Assistant March 2016- March 2017

Check in, Check out, Medical Assistant Lead Train new employees, Triage patients, check patients in, schedule appointments, prescription refills, Advanced MD, Practice fusion

GYNEMEDIC DR. ARMITY SIMON, SCOTTSDALE AZ

Lead Medical Assistant March 2015- March 2016

Triage patients, Schedule appointments, Confirmation calls, Medical inboxes, Digichart 9, Advanced M.D, Call patients with test results, Assist Doctor's with EMB's, Colpo's SHG's, Novasure and Leep procedure's, Run Affirm, UA's, UPT's

GO GREEN BODY AND PAINT, SCOTTSDALE, AZ

Secretary/Office Manager June 2013 - March 2015

Assist customers, Write checks for parts that are delivered ,Payroll, Answer phones, Send invoice's to customers, Collect payments

GENERAL DYNAMICS INFORMATION TECHNOLOGY, PHOENIX, AZ**Associate Specialist, Beneficiary Contact Center, August 2011 - May 2013**

Read scripted responses to beneficiary's questions dealing with basic information and educational topics
Peer Mentor – Supervised a team of new hire customer service representatives assisting with the transition from Nester to CSR. Assist with the delivery of internal employee training for new and temporary employees as requested
Specialized Representative for Hospital and Medical Claims: provided claims, appeal and check statuses. Ordered MSNs, Simple termination of MSP records; Submitted fraud escalations to the Medicare Administrative Contractor. Provide information on general Medicare eligibility and enrollment information.

NANNY SERVICES, MESA, AZ**Child Care Provider, March 2009 – August 2011**

Interact with children in a way that conveys respect and nurturing, Support the social and emotional development of the children, Provide activities and opportunities that encourage curiosity, exploration, and problem-solving appropriate for early childhood development
Attend to the personal hygiene of each child in my care, including changing diapers or soiled clothing and washing hands, Help other staff in preparing meals for children as required, Demonstrate behavior that is professional, ethical, and responsible, Maintain records of each child's participation and behavior

EDUCATION**EVEREST COLLEGE, MESA, AZ****Certificate, Medical Assistant, July 2012**

HCPCS, ICD-9-CM, Created patient charts, Medical Terminology, Insurance Claims and verification, Front Office Reception, HIPAA and OSHA

HAMILTON HIGH SCHOOL, CHANDLER, AZ

Diploma

Katie Arnold

Medical Assistant

katie@heartfitforduty.org
(480)999-7911

Work Experience

Exercise Stress Technician/Medical Assistant

HeartFit For Duty - Mesa, AZ
August 2020 to Present

Primary roll as an exercise stress technician running cardiopulmonary stress tests. Duties include setting up test and patient instruction, monitoring ongoing ECG and VO2/VCO2 numbers during testing while also providing encouragement to patients. Weekly and monthly inventory updates. Provided provider support through all back office duties including: vital signs, intake, and patient history, ECG, vaccinations, venipuncture, hearing and vision assessments, urinalysis, medical records and check in/out.

Medical Assistant/Scribe

English Dermatology - Mesa, AZ
October 2018 to Present

Rooming patients and obtaining HPI. Scribing for provider during visits through Modernizing Medicine. Assisted with in office surgical procedures including excisions and biopsies. Skilled in medication prior authorizations, back office phone calls, sending outgoing referrals, triaging patients and scheduling through NextGen. I also was in charge of inventory and ordering back office supplies.

Lead Medical Assistant

Arizona Back Pain Institute - Chandler, AZ
May 2010 to October 2017

Duties: All front and back office duties including: Patient assessment and education, vital signs, controlling office flow, taking patient calls and answering questions, scheduling, referrals, prior authorization, and phlebotomy. Surgical asepsis and assisting in procedures.

Education

General Education in Health Science

Grand Canyon University
2012 to 2015

Medical Assistant Certification in Medical Assistant

Pima Medical Institute - Mesa, AZ
August 2009 to June 2010

Certifications and Licenses

BLS for Healthcare Providers

March 2021 to March 2023

CPR Certification

March 2021 to March 2023

AED Certification

March 2021 to March 2023

Certified Medical Assistant

August 2010 to Present

Advanced Cardiovascular Life Support (ACLS)

March 2021 to March 2023

Cardiopulmonary Exercise Testing is Superior to the Gerkin-Treadmill Stress Test for Annual Fire-fighter Cardiovascular Health Assessment

Background

Sudden cardiac death accounts for approximately half of all on-duty death among firefighters and occurs at higher rates than those found in similar occupations(1). For every fatal cardiac event among firefighters, 17 non-fatal events are thought to occur. As part of a comprehensive occupational medical program for fire departments in the USA, the National Fire Protection Association (NFPA) and *The Fire Service Joint Labor Management Wellness/Fitness Initiative (WFI)* endorse a standardized submaximal test that uses the Gerkin treadmill protocol for predicting the maximal oxygen uptake (VO₂max) of firefighters. Maximal exercise testing is intended to quantify aerobic exercise capacity as oxygen consumption at peak exercise (peak VO₂ expressed as ml/kg/min), which is an objective measure that defines the limits of cardiopulmonary function and is considered a clinical vital sign(2). Peak VO₂ reflects an individual's ability to increase their heart rate and stroke volume and redirect oxygenated blood to muscles for work on demand. Exercising at levels beyond which the cardiopulmonary system can adequately supply oxygen (commonly termed the anaerobic or ventilatory threshold, or AT) involves progressively greater degrees of oxygen-independent muscle metabolism, which is dramatically less efficient than aerobic metabolism, and can compromise cardiovascular function. Individuals with subclinical coronary artery disease will develop marked deterioration of stroke volume, heart-rate and cardiac output after the AT. This exercise-induced cardiac dysfunction is pathological and can be expressed as the ischemic threshold (IT) on cardiopulmonary exercise testing (CPET)(3, 4).

"The impact on detecting heart disease was immediate and in just over 3 months we had likely saved the lives of 5 firefighters, that we know of, using this new tool" **Glendale Fire Department - Division Chief Pat Martin**

Gerkin Treadmill vs. CPET for Annual Safety Assessment

Firefighting work demands can be extreme and accurate assessment of cardiopulmonary status, as well as detection and treatment of any underlying cardiovascular disease, is critical to insure firefighter fitness for duty and prevent on-duty cardiac events or death. Exercise stress testing serves two primary purposes in assessing firefighter safety; evaluation of cardiorespiratory fitness (CRF = Peak VO₂) and detection of under-treated cardiovascular disease. Cardiopulmonary exercise testing (CPET) has made significant advances in the last decade and is superior to the Gerkin TMST to accomplish these goals:

Firefighter Safety Thru Advanced Research Recommends CPET over Traditional Stress Testing

Exercise Capacity Assessment

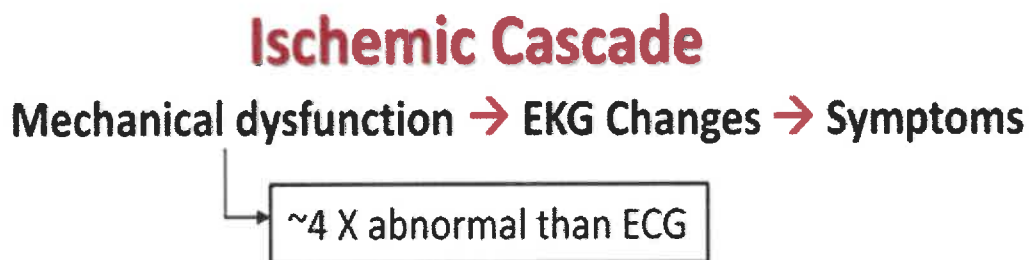
For superior accuracy and reproducibility, directly measured peak VO₂ with maximal exertion is considered the gold standard for quantification of CRF with treadmill ergometers measuring 5-20% higher peak VO₂ (ml/kg/min) compared to cycle ergometers(5). Cycle ergometers are considered more accurate for serial comparison of longitudinal studies and for detection of exercise-induced cardiac dysfunction when a strictly linear work ramp protocol is required. Although absolute peak VO₂ values are slightly higher on treadmills, there is no difference when peak VO₂ is expressed as percent predicted, the peak VO₂ predicted equation takes into consideration type of ergometer and corrects accordingly(6). This comparison with Gerkin TMST assumes the use of cycle ergometer for CPET.

The Gerkin TMST is a sub-maximal (non-symptom limited) test that is terminated at 85% of the predicted maximal heart rate. Disadvantages of a sub-maximal test are the inability to determine maximal cardiovascular performance directly and decreased sensitivity to detect heart disease. If a firefighter's fitness level is less than optimal, or if they have underlying cardiovascular disease, misclassification could lead to on-duty clearances that could prove compromising. Recent data has shown that although the WHI predicted equation used in the Gerkin TMST is accurate at the group level(7, 8), significant individual variations can lead to misclassification of fitness for duty (peak VO₂ $\neq$ 42 ml/kg/min or 12 Mets) in **36%** of cases due to high variability of the prediction equation at the individual level(8). **Age** was a major factor with the peak VO₂ of older firefighters overestimated and the peak VO₂ of younger firefighters underestimated compared to measured peak VO₂ values. The prediction equation also consistently overestimated fitness in firefighters with a **lower baseline peak VO₂ level** and underestimated firefighters' fitness in those with a **higher baseline peak VO₂ level**. These inaccuracies may restrict younger firefighters with adequate fitness from being placed on duty. Importantly, together these correlates suggest the highest risk for overestimating fitness lies in older, less fit firefighters; the group that is at the highest risk for sudden cardiac events(8). Therefore, less fit firefighters would be placed on duty with limited aerobic capacity, potentially increasing risk for inability to complete duty assignment and decreasing safety. On the contrary, sufficiently fit firefighters (peak VO₂ $\geq$ 42 mL•kg⁻¹•min⁻¹) may be restricted from duty. These results suggest that the currently utilized WHI prediction equation may need to be reevaluated as a means of precisely determining fitness and work suitability for individual firefighters.

CPET directly measures peak VO₂ with maximal exertion (gold standard). Expressing peak VO₂ as percent (%) predicted based on age, sex, height, weight and type of ergometer eliminates under and over-estimation errors and refines risk stratification based on fitness. For example, a smaller stature individual may achieve 100% of his/her predicted VO₂ and have absolute peak VO₂ < 42 ml/kg/min or 12 Mets. If there is no underlying cardiac dysfunction, normal % predicted peak VO₂ individuals are low risk for CV events regardless of not being able to achieve 12 Mets. Likewise, larger individuals that can exceed 12 Mets on the Gerkin TMST may have reduced % predicted peak VO₂ due to unknown congenital causes or acquired heart disease in need of more aggressive risk-factor modification.

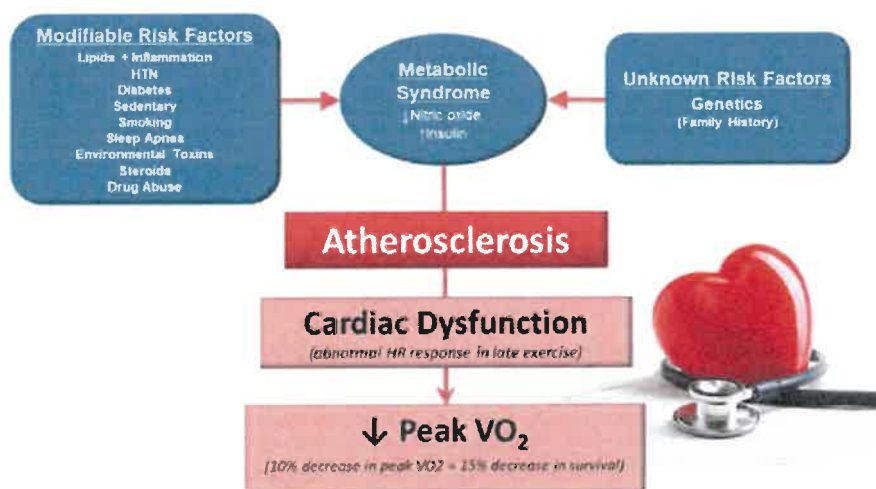
Heart Disease Detection

The Gerkin TMST detects under-treated atherosclerotic heart disease with electrical changes (stress ECG) caused by exercise-induced ischemia. As the ability to induce underlying ischemia is dependent on workload, sub-maximal stress testing can miss this abnormality if it only occurs near peak exercise. CPET is detecting mechanical dysfunction caused by exercise-induced ischemia in addition to stress ECG changes. It has been shown that this mechanical cause of cardiac dysfunction results ~400% increase in the number of abnormal studies(9):



With significantly enhanced ischemia-detection on CPET, heart disease is treated at an earlier stage and opens the window for more aggressive risk factor modification with individualized CPET exercise prescriptions, lifestyle changes and medication optimization.

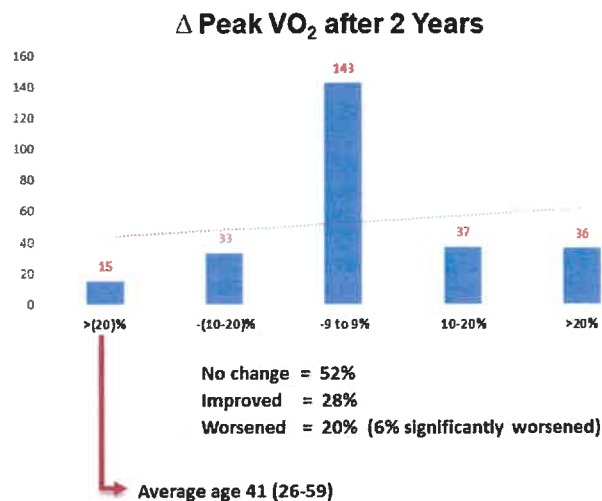
Therapeutic interventions for the increased and high-risk categories are addressed on an individual basis with a focus on modifiable risk factors:



In individuals with little room for lifestyle improvement, the addition of **cholesterol** and **blood pressure** can help to stop and even reverse underlying heart disease which can be documented with serial testing. Placing more individuals between 35-64 year of age on these medications is in line with recent Centers for Disease Control recommendations to save a million hearts by 2022(10).

Serial Testing and Tracking Cardiovascular Health

If individuals are accurately risk stratified and have effective therapeutic interventions in place and the individual is compliant with recommendations, then there should be sequential increase in baseline peak VO₂ with annual assessments. **Increasing peak VO₂ by 1 ml/kg/min from baseline is associated with a 4.6% reduction in death from CV disease over a 20-year period in apparently healthy men and women(11).** Regular CPET feedback can help to improve long-term compliance with risk factor modification. The following chart demonstrates the percent change in peak VO₂ from baseline in 264 firefighters that had a baseline CPET and two years of follow up testing (three tests); 52% had no change in CV status over 2 years, 28% improved 10% or more from baseline and 20% worsened with 6% significantly worsening:



The trend line reveals that more firefighters have an increasing peak VO₂ than decreasing over time demonstrating positive impact of the interventions. The 6% that have had significant decrease in directly measured peak VO₂ need to be singled out for more aggressive evaluation as they are going to have the most health issues. Focusing limited resources on this group will yield the best results to improve outcomes and contain healthcare costs.

REFERENCE LIST

1. Kales SN, Soteriades ES, Christophi CA, Christiani DC. Emergency Duties and Deaths from Heart Disease among Firefighters in the United States. *N Engl J Med*. 2007;356(12):1207-15.
2. Ross R, Blair SN, Arena R, Church TS, Després J-P, Franklin BA, et al. Importance of Assessing Cardiorespiratory Fitness in Clinical Practice: A Case for Fitness as a Clinical Vital Sign: A Scientific Statement From the American Heart Association. *Circulation*. 2016;134(24):e653-e99.
3. Belardinelli R, Lacalaprice F, Tiano L, Mucai A, Perna GP. Cardiopulmonary exercise testing is more accurate than ECG-stress testing in diagnosing myocardial ischemia in subjects with chest pain. *Int J Cardiol*. 2014;174(2):337-42.
4. Chaudhry S, Arena R, Wasserman K, Hansen JE, Lewis GD, Myers J, et al. Exercise-induced myocardial ischemia detected by cardiopulmonary exercise testing. *Am J Cardiol*. 2009;103(5):615-9.
5. Fletcher GF, Ades PA, Kligfield P, Arena R, Balady GJ, Bittner VA, et al. Exercise standards for testing and training: a scientific statement from the American Heart Association. *Circulation*. 2013;128(8):873-934.
6. Silva CGdSe, Kaminsky LA, Arena R, Christle JW, Araújo CGS, Lima RM, et al. A reference equation for maximal aerobic power for treadmill and cycle ergometer exercise testing: Analysis from the FRIEND registry. *European Journal of Preventive Cardiology*. 0(0):2047487318763958.
7. Drew-Nord DC, Myers J, Nord SR, Oka RK, Hong O, Froelicher ES. Accuracy of peak VO₂ assessments in career firefighters. *J Occup Med Toxicol*. 2011;6(1):25.
8. Klaren RE, Horn GP, Fernhall B, Motl RW. Accuracy of the VO₂peak prediction equation in firefighters. *J Occup Med Toxicol*. 2014;9(1):17.
9. Chaudhry S, Kumar N, Behbahani H, Bagai A, Singh BK, Menasco N, et al. Abnormal heart-rate response during cardiopulmonary exercise testing identifies cardiac dysfunction in symptomatic patients with non-obstructive coronary artery disease. *Int J Cardiol*. 2017;228:114-21.
10. Wright JS, Wall HK, Ritchey MD. Million hearts 2022: Small steps are needed for cardiovascular disease prevention. *JAMA*. 2018.
11. Imboden MT, Harber MP, Whaley MH, Finch WH, Bishop DL, Kaminsky LA. Cardiorespiratory Fitness and Mortality in Healthy Men and Women. *J Am Coll Cardiol*. 2018;72(19):2283-92.



Sundeep Chaudhry

Co-founder / President / Chief Medical Officer

📍 ATLANTA, GA, UNITED STATES

Details

Atlanta, GA, USA

(404) 966-1670

sundeep.chaudhry@gmail.com

DATE / PLACE OF BIRTH

1968-04-26

India

NATIONALITY

USA

♥ Hobbies

Golfing, Travelling,
Tennis, Electronics &
Computers

📋 Skills

Speaking Hindi

👤 Profile

A healthcare professional devoted to improving heart disease management in all stages of manifestation. I have been working with primary care doctors, cardiologists and researchers to innovate and educate with the intent to improve patient care.

📁 Employment history

President / Chief Medical Officer at Met-test, Atlanta, GA

[September 2003 – Present](#)

Developed the cardiopulmonary stress testing capabilities of Met-test from the ground up. Involved in the development of the operations center (data collection, report generation, etc) to support day to day operation of customers sites. Responsible for sales and the training of physicians to utilize the Met-test chronic disease management solution. Involved in coordinating clinical and research trials between Met-test, pharmaceutical companies and academic institutions. Actively involved in publishing cutting edge research and participating as a peer reviewer for multiple medical journals.

Physician Partner at Atlanta Cardiology and Primary Care, Atlanta, GA

[July 1999 – September 2003](#)

A partner practicing clinical medicine in Internal Medicine, running the outpatient echocardiography & stress testing labs with admitting privileges at Emory-Dunwoody Medical Center and Crawford Long Hospital.

I was Chairman of Department of Medicine at Emory-Dunwoody Medical Center from January 2001 to 2002.

🎓 Education

Internal Medicine Residency, Emory University, Atlanta, GA

[July 1996 – June 1999](#)

A three year residency training program after medical school for providing inpatient and outpatient care to patients.

Doctor of Medicine, Medical College of Georgia, Augusta, GA

[August 1992 – June 1996](#)

Bachelor of Science, Georgia Institute of Technology, Atlanta, GA

[August 1988 – May 1992](#)

Graduated with high honors in chemistry

📋 Speaking Engagements

Cardiology Teaching Rounds (CME Event), Mercy Catholic Medical Center, Philadelphia, PA
January 2020

Approach to the Difficult Patient with Unexplained Chest Pain and Shortness of Breath

Cardiology Teaching Rounds (CME Event), Mercy-Fitzgerald hospital, Philadelphia, PA
September 2019

Approach to the Difficult Patient with Unexplained Chest Pain and Shortness of Breath

Cardiology Grand Rounds, Bridgeport, CT
November 2015

Presented clinical applications of cardiopulmonary exercise testing

Cardiology Grand Rounds, Greensboro, NC
September 2014

Use of cardiopulmonary exercise testing in women's heart disease

New Cardiovascular Horizons 14th Annual Conference, New Orleans,
LA
June 2012

Clinical practice session

PUBLICATIONS

1. Chaudhry S, Ross A, Wasserman K, Hansen JE, Lewis GD, Myers J, Chronos N, Boden WE. Exercise-induced myocardial ischemia detected by cardiopulmonary exercise testing. *Am J Cardiol* 2009; 103:615-619.
2. Chaudhry S, Ross A, Wasserman K, Hansen JE, Lewis GD, Myers J, Belardinelli R, Labudde B, Menasco N, Boden WE. The utility of cardiopulmonary exercise testing in the assessment of suspected microvascular ischemia. *Int J Cardiol* (2009),doi:10.1016/j.ijcard.2009.01.055.
3. Chaudhry S, Arena RA, Hansen JE, Lewis GD, Myers JN, Sperling LS, Labudde BD, Wasserman K: The utility of cardiopulmonary exercise testing to detect and track early-stage ischemic heart disease. *Mayo Clin Proc*; 2010 Oct; 85(10):928-32.
4. Chaudhry S, Kumar N, Behbahani H, et al. Abnormal heart-rate response during cardiopulmonary exercise testing identifies cardiac dysfunction in symptomatic patients with non-obstructive coronary artery disease. *Int J Cardiol*. 2017;228:114-121.
5. Chaudhry S, Arena R, Bhatt D, et al. A practical clinical approach to utilize cardiopulmonary exercise testing in the evaluation and management of coronary artery disease: a primer for cardiologists. *Curr Opin Cardiol*. 2018 Mar; 33(2): 168–177.
6. Popovic D, Kumar N , Chaudhry S , Bagai A , Arena R , Kumar N. Improvements in Key Cardiopulmonary Exercise Testing Variables Following Cardiac Rehabilitation in Patients With Coronary Artery Disease.

7. Kumar N, Garg A, Bhatt DL, Sabongui S, Gupta N, Chaudhry S, Arena R, Verma S. Empagliflozin improves cardiorespiratory fitness in type 2 diabetes: Translational implications. *Can. J. Physiol. Pharmacol.* 2018. <https://doi.org/10.1139/cjpp-2018-0359>

References

References available upon request

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Treadmill vs CPET

How does the Treadmill Stress Test compare to the Cardiopulmonary Exercise Test?

Healthcare providers use exercise tests to assess how the body's systems respond when they are stressed. Exercise stresses the cardiovascular, pulmonary, and muscular systems by making them work faster and harder. If these systems are affected by a medical condition they will not be able to function appropriately under the stress of exercise.

Disease Detection

During a traditional treadmill stress test the patient walks on the treadmill as it gets faster and steeper. The blood pressure and electrocardiogram (EKG) are the only aspects of the cardiovascular system that are measured during the test.

Healthcare providers primarily look at a specific part of the EKG to determine if there are blockages in the large blood vessels of the heart (coronary artery disease) preventing it from getting enough oxygen (ischemia is the condition when the heart is not getting enough oxygen). However, in many people with heart disease, this EKG abnormally never appears. Additionally, the body motion of walking/running often causes the EKG signal to have artifact and become unclear to read.

During a CPET the patient exercises on a stationary bicycle as it progressively becomes harder to pedal. Just like the treadmill stress test, the blood pressure and EKG are monitored. Additionally, the amount of oxygen the body is using, the amount of CO₂ it is producing, and the breathing patterns are measured. The heart and lungs function together to send oxygen to the muscles and body tissues, and to remove carbon dioxide produced by the body. These measurements allow the CPET to assess the cardiovascular, pulmonary, and muscular system all at once. The pattern in which the body uses oxygen can indicate if the heart has a blockage causing ischemia. This is significantly more sensitive at detecting heart disease (blockages) than the treadmill stress test. Additionally, unlike the treadmill stress test, the CPET can detect blockages in the small blood vessels of the heart and it can detect the early stages of heart disease. This allows healthcare providers to treat patients before their heart disease becomes irreversible and deadly.

The treadmill stress test can only detect ischemic heart disease of the large blood vessels, and it is not very accurate at doing this. Not only does a CPET do a better job of detecting ischemic heart disease, but it can also pick up many other conditions that the treadmill stress test cannot. The conditions detected by CPET, but not treadmill stress test include:

- | | |
|---|------------------------------|
| 1) Deconditioning | 6) Cardiac valve dysfunction |
| 2) Myocardial ischemia of the small blood vessels | 7) Heart Failure |
| 3) Pulmonary ventilation disorder | 8) Resting metabolic rate |
| 4) Pulmonary circulation disorder | |
| 5) Muscle metabolic disorders | |



With the traditional stress test all patients exercise with the same increases in treadmill speed and incline. Young people can exercise for a long period of time, but patients with a heart, lung or metabolic condition, the elderly, the obese, and patients with a short height may only be able to exercise for a few minutes. This results in a very small amount of information being collected on many patients. During a CPET the increases in workload are adjusted for each patient so that almost everyone exercises for 8-12 minutes. This ensures that enough information is collected to make an accurate interpretation of the test results.

During a traditional stress test the speed and incline of the treadmill increases in large jumps, jolting the cardiovascular and pulmonary systems. This sudden increase in stress on the body can be too much for the patient to handle, causing some to stop the test early. In contrast, the bicycle allows for the exercise level to be increased very gradually, a little at a time. This gentle increase in work load lets the cardiovascular and pulmonary systems smoothly reach their maximal levels

Bicycle CPET

- Safer, less chance of falling
- Preferred testing method in patients with previous knee, hip or ankle injury
- Quiet
- Cleaner EKG and blood pressure measurements (less movement artifact)
- Detects multiple conditions affecting the heart, lungs, and muscles
- More accurate detection of ischemic heart disease
- Gradual increase in exercise level
- Exercise level adjusted for each individual
- Greater exercise time, more information
- Direct measurement of work performed
- 100% max effort, independent of heart rate

Treadmill stress test

- Intimidating for many
- Noisy
- Movement artifact on EKG and blood pressure
- Detects ischemic heart disease
- Same exercise level for each person
- Difficult to keep up with large jumps in speed and incline
- Improper use of hand support skews results
- Shorter exercise time, less information
- Uses heart rate calculation 85% max effort

Will I get the same results from CPET as I would with another test?

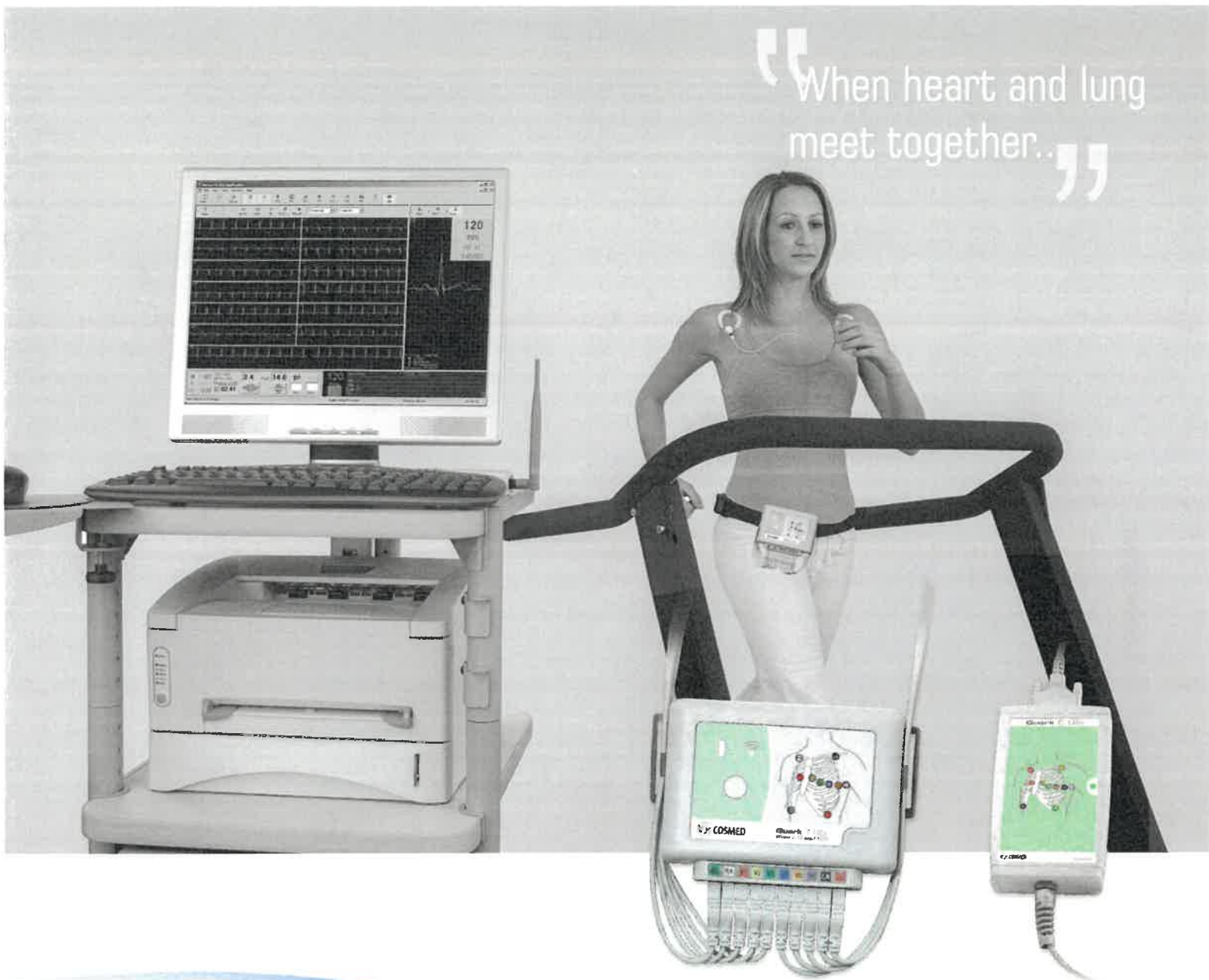
No, other tests use fewer measurements and assess cardiac and lung function separately. A treadmill stress test only looks at a specific part of your ECG during exercise that can indicate heart disease. However, in many people with heart disease, this ECG abnormality never appears. Nuclear stress testing uses a radioactive chemical that is injected into the bloodstream to estimate how blood flows around the heart. Pictures are taken with a special camera before and after exercise to show any abnormalities. This can detect an abnormality in main, large (macrovascular) blood vessels around the heart; however, it does not show any abnormalities in the small (microvascular) blood vessels of the heart. Nuclear stress testing can also miss patients with blockages in multiple blood vessels, or in blood vessels not easily seen by the camera due to their position on the heart. The CPET is not an imaging test, but a physiological test. It measures how your heart, lungs, and muscles are functioning during exercise. CPET takes into account multiple physiological variables that might limit your ability to exercise. No other test exists that can measure heart, lung, and muscle function all at once.

Quark C12x-T12x

Stress ECGs

Diagnostic Quality 12-lead Stress
Testing ECGs available in telemetry or
cable configuration

“When heart and lung
meet together.”



COSMED
The Metabolic Company

Electrocardiographic (ECG) recording system for continuous monitoring of heart rhythm and evaluation of ischemic ECG changes during exercise and recovery⁽¹⁾ ”

- **Resting and Exercise ECG interpretation**
- **High resolution ECG processing**
- **Full Disclosure and Scroll back during the test**
- **ST segment, ST slopes, Trends**
- **Retrospective ECG and arrhythmia analysis even during test**
- **Standard and user defined Exercise Protocols**
- **Integration with COSMED Gas exchange equipment**
- **Patient Database & Network Compatibility**



COSMED Stress ECGs are the ideal diagnostic quality PC-based ECG devices for patient care from prevention to rehabilitation. Ultimate quality ECG signal allows an efficient diagnosis of coronary artery disease, the evaluation of patients after artery bypass surgery or angioplasty, and allows to document response to therapies and prevent from myocardial infarction.

Combined with any COSMED gas exchange analysis equipment, COSMED Stress ECGs become the complementary tools that help clinician to quantify patient's functional capacity and evaluate cardiac response in athletes. COSMED PC-based stress testing systems offer the ultimate in stress testing flexibility, meeting the most advanced requirements for clinical exercise testing. Two versions are currently available:

- **Quark C12x** - 12-lead Patient Cable Stress Test ECG, with USB communication interface.
- **Quark T12x** - 12-lead Wireless Stress Test ECG (Telemetry). State of the art Digital Radio Frequency technology, immune to environmental interference. Optimized for working in noisy EM Environments (Bluetooth, Wi-Fi Networks, Cellphones etc.) . It includes an automatic Channel Shift Feature for selecting the optimal Transmission Channel.

Design

- **12 leads ECG** 12-lead simultaneous recording, display and printout on plain paper. Detachable 10 lead wires conform to AAMI (AHA) or IEC color codes. Every single lead can be replaced independently
- **High resolution of signal processing** (up to 500 samples/sec) guarantees exceptionally clear tracing for visual view and on screen measurements
- **On-line filtering** Advanced digital filters and automated baseline correction for real-time and stored ECGs to create exemplary ECG traces
- **Integration with COSMED gas exchange equipment** stress ECG and ergospirometry parameters can be thus recorded synchronously, identifying cardiac, pulmonary and vascular function in just a single measurement

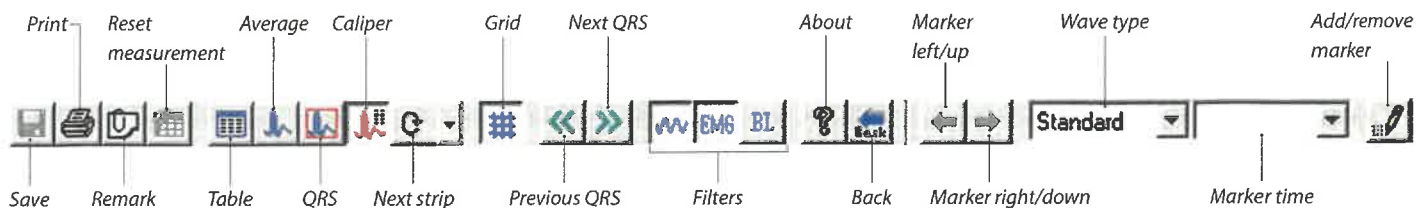


Integrated Cardio Pulmonary Exercise Testing: Quark C12x with a Quark CPET



Quark C12x and T12x can also be used as standalone Stress Test ECG Measuring Stations

(1) AHA Guidelines for Clinical Exercise Testing Laboratories. Circulation. 1995; 91: 912-921

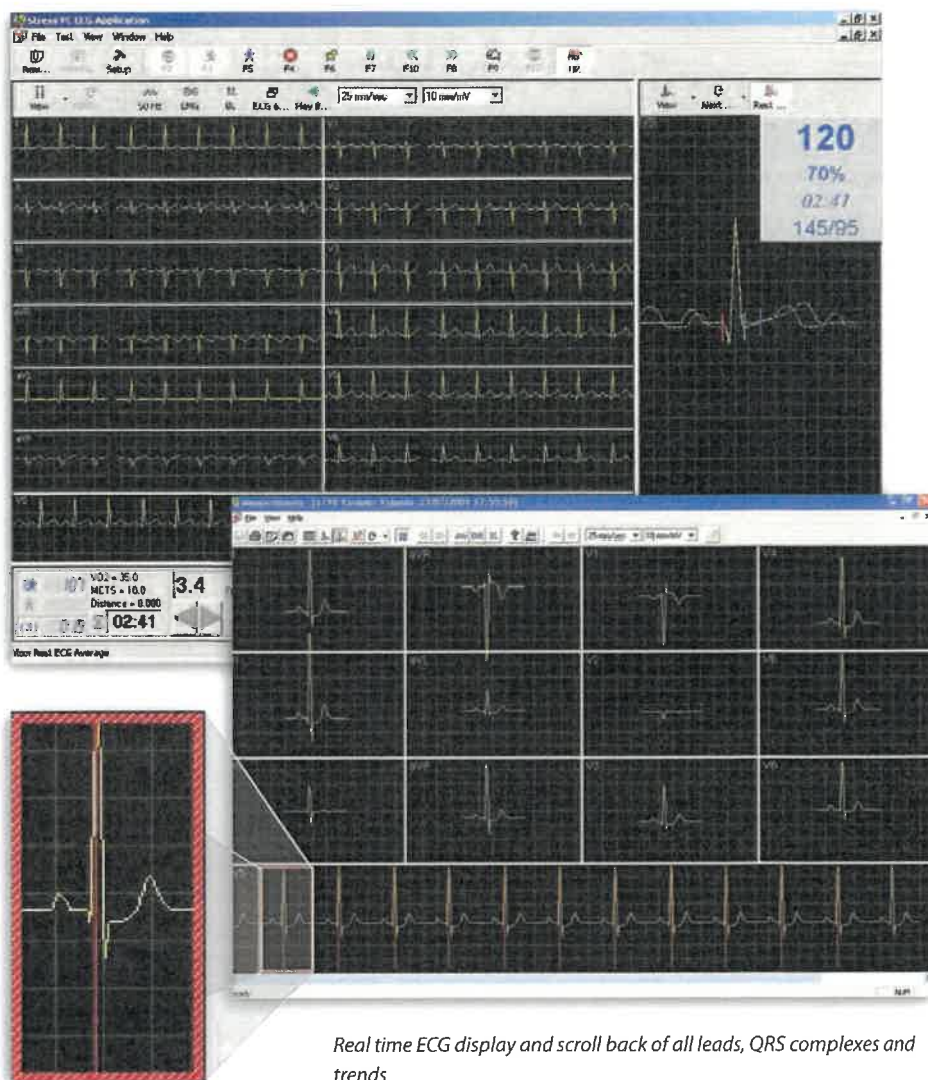


Software Features

Powerful software allows full control over ECG acquisition, real time display, report configuration and printing. High resolution ECG processing produces an exceptionally clear on-screen display and allows detailed, reliable analysis of ST segments and subtle arrhythmia changes.

Main software features are:

- Retrospective ECG and arrhythmia analysis even during test
- Full disclosure of entire test enabling post processing on saved data
- Scroll-back during test to see episodes that might have been overseen
- Automatic Arrhythmia detection, print and capture: VPB and SVPB
- Real time and retrospective J Point and Isoelectric identification
- Predicted oxygen uptake and METS estimation
- Real time super imposition QRST complex
- Remote viewing anywhere on your local hospital network room
- User defined, automatic print during test (standard paper or thermal paper print options)
- User initiated and automatic capture of events
- Pre-programmed user definable testing protocols, accommodating many different treadmills and bicycle ergometers
- Export formats: JPEG, XML, GDT, PDF



Real time ECG display and scroll back of all leads, QRS complexes and trends



Multiple printout report formats (single lead, all leads, full disclosure, sum up, trends, QRS, etc.)

Technical Specifications

Product	Description	REF
Quark C12x	Diagnostic quality 12 lead stress testing ECG with patient cable	C09080-01-99
Quark T12x	Diagnostic quality wireless 12 lead stress testing ECG	C09081-01-99
Standard Tests		
ECG	Stress Testing ECG, Resting ECG (w/ Interpretation), Full Disclosure, Scroll Back, St Segment, St Slopes, Trends, Arrhythmia Analysis w/stress	
Features		
Sampling rate	Processing: 500 s/sec - Acquisition: 16000 s/sec (C12x), 4000 s/sec (T12x)	
Defibrillator protection	to 360J	
CMRR	>100 Db	
Frequency range	0.05 - 300 Hz	
Patient leakage current	<10 µA	
Input impedance	>100 Mohm	
Pacemaker detection	From 0.1 to 2ms to 2-700mv	
Electrodes		
Number of electrodes	10 AHA / IEC	
Acquisition	Simultaneous 12-leads (I,II,III, aVR, AVL, aVF, V1, V2, V3, V4, V5, V6)	
Speed of display	5, 12.5, 25, 50, 100 mm/sec	
Communication		
	Quark C12x	Quark T12x
Communication	USB cable	Digital Radio Frequency
Radio frequency range (Auto-select)	2400 - 2483.5 Mhz	
Radio frequency output power	0.4 mW	
Maximal operational distance	~ 10 m	
Hardware		
	Quark C12x	Quark T12x
Dimensions & Weight	17 x 9 x 3 cm / 300 gr	16 x 10 x 4.5 cm / 350 gr
Power supply	Via USB (5V) (Consumption: < 200 mA ± 10%)	Battery (2 AA Alkaline Or NiMh Rechargeable)
PC Interface	Cable (USB 2.0)	Telemetry (Wi-Fi)
Software		
	ECG Suite	
Available languages	English, French, Spanish, German, Dutch, Italian	
PC Configuration	i5 processor required, RAM: minimum 2 GB, recommended 4 GB. OS: Windows (from XPSP3 to Windows 10)	
User defined exercise protocols	Bruce, Balke, Ellestad, Kattus and USAFSAM	
Display mode	3x4 / 6x2 / 12 leads with or without other parameters	
Export formats	HL7, XML, JPEG, GDT, PDF, DICOM	
Accessories & Options		
	Description	REF
Additional Software	Software Stress, Rest ECG with Interpretation.& Patient Database	A-661-200-058
Safety & Quality Standards		
MDD (93/42 EEC); FDA 510(k); EN 60601-1 (safety) / EN 60601-1-2 (EMC)		

CE
0476

To know more:



COSMED Srl

Via dei Piani di Monte Savello 37
Albano Laziale - Rome 00041, Italy

+39 (06) 931-5492 Phone
+39 (06) 931-4580 Fax

info@cosmed.com | cosmed.com



Heart Fit For Duty

1901 E. University Avenue,
Suite 240 Mesa, AZ 85203
480-999-7911 Fax: 480-499-5829

Test, Patient

Medical Record #: 0000000

CPET – Cardiopulmonary Exercise Test Results

Date of Service: 7/18/2022 7:17 AM
Ordering Physician: Jenica Rasmussen,
DOB: FNP 1/01/1994
Gender: Male
Age: 28
Ethnicity: Hispanic

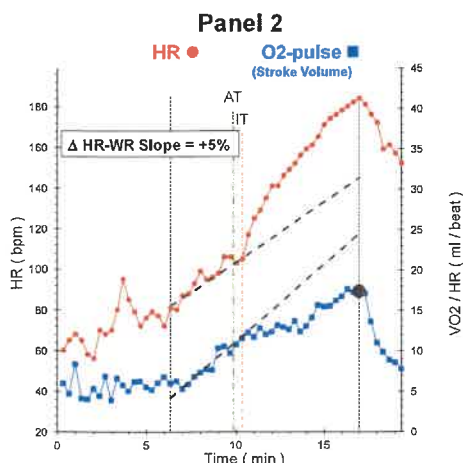
MET-test ID: 100000
Technician: Katie Arnold
Height (in.): 71
Weight (lb.): 195
BMI: 27.2
Referring PCP: Jenica Rasmussen, FNP

Reason for Test: Physical

Exercise Protocol: 25 watts/min ramp / Upright Cycle

Exercise Capacity	Predicted	Measured	% Predicted	Value
Peak VO ₂ (L/min)	3.34	3.29	98 %	Normal
Peak VO ₂ (ml/kg/min)	37.7	37.2	98 %	Normal
METs at peak	10.8	10.6	98 %	Normal
RER at peak	> 1.09	1.10		Maximal
Peak Workload (watts)	250	275		
Cardiovascular	Predicted	Measured	% Predicted	Value
HR at rest (beats/min)	60 - 100	67		
HR at AT (beats/min)		103		
HR at peak (beats/min)	192	185	96 %	Normal
Chronotropic Index	34	40	118 %	Normal
BP at rest (mmHg)	120 / 80	134 / 92		High
Systolic BP at peak (mmHg)	201	162	81%	Low
SBP / Watt Slope	0.32	0.12	37%	
Diastolic BP at peak (mmHg)	< 102	74		Normal
AT (ml/kg/min)	> 16.2	12.2		Low
AT (% of Predicted Peak VO ₂)	> 43	32		
Peak O ₂ -Pulse (ml/beat)	17.40	17.80		Normal
Δ VO ₂ / Δ WR	10	8.6		Normal
Δ HR-WR Slope	< +15%			
Pulmonary	Predicted	Measured		Value
Rf at peak (breaths/min)	< 50	53		High
V _E at Peak (L/min)	100.8	118		
Breathing Reserve (%)	> 10	-17		Low
V _E vs VCO ₂ slope	< 28.6	29.7		High
Recovery		Measured		
HR at 2 minutes (beats/min)		153		
BP at 2 minutes (mmHg)		160 / 88		
Spirometry	Predicted	Measured	% Predicted	Value
FVC - pre(L)	5.64	3.78	67 %	Low
FEV ₁ - pre (L)	4.72	2.52	53 %	Low
FEV ₁ / FVC - pre	83.9	66.7		Low
MVV(L/min)	188.8	94.5	50 %	Low

PREDICTED: WASSERMAN, HANSEN & SUN



EKG Summary: No ST changes or ventricular ectopy

Functional Capacity:
- Peak VO₂ = 98% of predicted.

Cardiovascular Risk Assessment: N/A (Age)*

Target Peak VO₂: 41 ml/kg/min**

* See Risk Stratification and Management Page

** 10% Increase from Baseline



Exercise Prescription

Date of Service: 7/18/2022 7:17 AM
Physician: Jenica Rasmussen,
DOB: FNP 1/01/1994

MET-test Id: 100000
Referring PCP: Jenica Rasmussen, FNP

Cardiopulmonary Data	Measured on Cycle	Converted to Treadmill	Exercise Intensity Levels	Cycle VO ₂	Cycle Heart Rate	Treadmill VO ₂	Treadmill Heart Rate
Resting VO ₂ (ml/kg/min)	4.0	4.0	40% VO ₂ reserve	17.3	114	19.1	121
Peak VO ₂ (ml/kg/min)	37.2	41.7	60% VO ₂ reserve	23.9	138	26.6	147
VO ₂ Reserve (ml/kg/min)	33.2	37.7	80% VO ₂ reserve	30.6	161	34.1	174
Resting Heart Rate	67	67					
Heart Rate @ AT	103	115					
Heart Rate @ IT	106	119					
Peak Heart Rate	185	207					

Continuous Aerobic Exercise Training (CAET)

	Cycling	Walking/Jogging/Treadmill
Zone 1 (Light Intensity):	< 114	< 121
Zone 2 (Moderate Intensity):	114 - 137	121 - 146
Zone 3 (High Intensity):	138 - 161	147 - 174

Duration: The American College of Sports Medicine (ACSM) recommends **20 to 60 minutes of continuous aerobic activity**. Depending on individual fitness goals exercise sessions may be of moderate duration (20 to 30 minutes) excluding time spent warming up and cooling down. Initial programs may last 12 to 15 minutes and progress toward 20 minutes. Severely deconditioned individuals may need to perform multiple sessions of short duration (~10 minutes). Duration should increase as adaptation to training occurs without undue fatigue or injury.

Frequency: The American College of Sports Medicine recommends aerobic activity to be performed **3 to 5 times a week**. It is recommended that individuals beginning an exercise program should perform aerobic exercise 3 days per week on non-consecutive days. Severely deconditioned individuals may need to perform multiple sessions of short duration (~10 minutes). Individuals just beginning weight-bearing exercise (eg: jogging, aerobic dance, etc.) may be advised to wait 48 hours between bouts to prevent overuse injuries. If exercising on consecutive days, alternating between two modes of exercise (e.g.: walking one day, cycling next day) is suggested, particularly for those who are overweight or those who have had certain orthopedic injuries in the past.

Progression: An increase in exercise time/duration per session of **5-10 minutes every 1-2 weeks** over the first 4-6 weeks of an exercise training program is reasonable for the average adult. Progression should be gradual, avoiding large increases and adjusted downward if there are excessive symptoms of exercise intolerance.

Comments: This prescription specifically addresses cardiovascular fitness training so if you are looking to start a resistance, or weightlifting, program in addition to a cardiovascular fitness program, please consult a qualified exercise professional to ensure proper weight limits and proper technique.

Be sure to follow proper workout procedures during every workout session. Each session should include a 5-10 minute warm-up on a similar activity you will be doing during your workout. This will get your muscles warmed up and more limber for your activity. Exercise time and intensity should be increased gradually to decrease the risk of injury and the development of improper exercise technique. Every session should also include a 5-10 minute cool-down after your workout. This is to ensure proper fluid movement away from the exercising muscles back to resting levels around the body. Without a proper cool-down, you are putting yourself at a higher risk of soreness and injury. Utilize the FITT Principle to get the most out of your workouts. FITT stands for Frequency Intensity Time and Type.

If you feel any chest pain, shortness of breath, or other adverse symptoms during exercise, discontinue the activity immediately and alert your physician. It is imperative that you adhere to all medical treatments given by your doctor to make your exercise sessions as safe as possible. If you are uncomfortable or unsure about starting an exercise program alone, consult with a qualified fitness professional for individualized instruction and monitoring.

High Intensity Interval Training (HIIT)

HIIT refers to any manner of exercise during which short bursts of intense activity are followed by periods of recovery at moderate intensity and can be more effective than CAET to increase exercise capacity/fitness (peak VO₂) and boost metabolism to accelerate weight loss in less time. HIIT should only be attempted if you can sustain moderate heart-rate intensity CAET for 30 minutes. HIIT can be alternated with CAET for max of twice per week. Start with a lower number of work intervals and work up to doing 8-12 high intensity work intervals for a total duration of 30-60 minutes with warm-up and cool down included in that time. Each interval should include 2-3 minutes in the high intensity HR zone 3 alternating with 4-6 minutes in the moderate intensity HR zone 2 (1-to-2 ratio). Start with modest intervals, such as 30 seconds at high intensity, followed by twice that amount of time at moderate intensity for active recovery. Gradually increase the amount of time you perform exercise at high intensity (zone 3) until you achieve the target 2-3 minute intervals. As your fitness level improves, you can increase the work-to-recovery ratio and aim for a 1-to-1 ratio. Interval training is strenuous and is designed to push your body to new physical limits. Keep track of your heart rate before, during and after a HIIT session to avoid overexertion and to make sure you are working out hard enough to encourage weight loss and boost fitness.

Physician's Signature:

Date:

This report is limited to the information presented above. Clinical correlation is necessary to determine course of treatment, if necessary.

Cardiovascular Risk Stratification

CPET

LOW RISK

- Peak VO₂ ≥/ > 90% and
- No cardiac dysfunction during exercise

TREATMENT

1. Continue Current Strategy
2. Optimize diet and Exercise

INCREASED RISK

- Peak VO₂ = / > 70% with
- Cardiac dysfunction during exercise

TREATMENT

1. Moderate Intensity Exercise Rx
2. Intensify Medical Therapy
3. Consider Coronary Angiogram if Symptomatic

HIGH RISK

- Peak VO₂ < 70% with
- Cardiac dysfunction during exercise

TREATMENT

1. Consider Coronary Angiogram
2. Intensify Medical Therapy
3. Moderate Intensity Exercise Rx

Modifiable Cardiovascular Risk Factors

- ✓ Sedentary lifestyle (increase peak VO₂ by 5 ml/kg/min)
- ✓ Obesity (goal BMI < 30)
- ✓ Tobacco Cessation
- ✓ Cholesterol (goal LDL < 70)
- ✓ High Blood Pressure (resting BP < 130/85)
- ✓ Pre-diabetes and Diabetes (goal HgA1C < 5.8)
- ✓ Sleep disorder (snoring)
- ✓ Recreational Drugs: cocaine/marijuana
- ✓ Increased Inflammation: environmental toxins
- ✓ Performance Enhancing Agents (steroids)

Increasing fitness (VO₂) by 5 ml/kg/min will reduce:

ALL-CAUSE DEATHS

↓ 17%

CANCER DEATHS

↓ 20%

CARDIOVASCULAR DEATHS

↓ 23%

Therapies to Reverse Heart Disease & Increase Peak VO₂

1. Exercise Prescription in moderate heart-rate zone → improves microcirculation
2. Lipids: Statins +/- Ezetimibe +/- PCSK9 inhibitors → stop/reverse atherosclerosis
3. Lipids: Triglycerides > 150 on statin therapy → Vascepa capsules 2 grams po bid
4. HTN: ACE Inhibitors (ACE-i) or Angiotensin Receptor Blockers (ARBs)
5. Diabetes: Metformin +/- SGLT-2 inhibitors (Jardiance/Invokana) +/- GLP-1 agonists (Byetta/Victoza/Trulicity)
6. Coenzyme Q10 (300 mg/day): anti-oxidant/improves cellular energy production
7. Sleep Disorders: Assess and treat for obstructive sleep apnea (OSA)

MET-TEST
Keeps firefighter hearts beating

Copyright © 2019 by MET-TEST, LLC.



**LINKING AGREEMENT
BETWEEN
THE CITY OF GLENDALE, ARIZONA
AND
HEARTFIT FOR DUTY, LLC**

**EXHIBIT B
Scope of Work**

Medical examinations for all sworn members of the Glendale Fire Department. This includes but is not limited to pre-employment physicals, drug testing and will include essential civilian employees (ie. Fire Investigators, etc). They will be scheduled on an annual basis or on an as-needed basis.

**LINKING AGREEMENT
BETWEEN
THE CITY OF GLENDALE, ARIZONA
AND
HEARTFIT FOR DUTY, LLC.**

EXHIBIT C

METHOD AND AMOUNT OF COMPENSATION

Pursuant to Section 3 of this agreement.

NOT TO EXCEED AMOUNT

The total amount of compensation paid to Contractor for full completion of all work required by the Statement of Work must not exceed \$ 1,000,000.00 for the entire term of the Agreement.

DETAILED PROJECT COMPENSATION

This agreement is for the initial term with three (3) annual extensions. The not to exceed amount includes approximately \$300,000 per year and additional funds for any future increases in fire department staffing.



REQUEST FOR PROPOSAL

RFP# 23-028 FIREFIGHTER AND OFFICER MEDICAL EXAMINATIONS

RFP ISSUE DATE:
SEPTEMBER 14, 2022

DEADLINE FOR INQUIRIES/QUESTIONS:
MONDAY, OCTOBER 3, 2022, AT 5:00 P.M. LOCAL ARIZONA TIME

RFP DUE DATE AND TIME:
THURSDAY, OCTOBER 13, 2022, 3:00 P.M. LOCAL ARIZONA TIME

ALL INQUIRIES MUST BE DIRECTED TO:
LISA GOODMAN, NIGP-CPP, CPPO, CPPB
EMAIL: lisa_goodman@tempe.gov
PHONE: 480-350-8533

SUBMITTAL LOCATION: Due to the COVID Virus, Tempe will only accept an e-copy of the completed and signed proposal via e-mail to the following address:
Bids@tempe.gov

No hard copy proposals will be accepted at this time.

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General Instructions

Failure to follow these instructions may result in rejection of proposal for non-responsiveness or cancellation of any Contract awarded.

1. **Preparation of Proposal:**

- A. Proposals shall be submitted to the City of Tempe ("City") in the sequence specified herein, on the forms attached hereto, including Vendor's Offer.
- B. All proposals shall be submitted on the forms provided in this Request for Proposal, signed by an authorized signer and returned with the proposal response to the City.
- C. Completed and signed proposal forms for offer, acceptance and any solicitation addendums shall be signed by an authorized individual. Such proposal constitutes an irrevocable Offer to sell the good and/or service specified herein. Offeror shall submit all additional data, documentation, or information as requested by the City, signifying its intent to be bound by the terms of the Request for Proposal.
- D. Negligence in preparation of a proposal confers no right of withdrawal. Offeror is solely responsible for seeking clarification of any requirement and presenting accurate information in the proposal response. The City shall not reimburse any costs for a proposal, or its submission, presentation or withdrawal, for any reason. Failure to read, examine and understand the Solicitation and any of its addenda will not excuse any failure to comply with the requirements of the Solicitation or any resulting contract, nor shall such failure be a basis for claiming additional compensation.
- E. Offeror shall identify each subcontractor to be utilized in the services and/or work set forth herein, if applicable.

2. **Definitions:** For purposes of this Request for Proposal and resultant Contract, the following definitions apply:

- A. "City" means the municipal corporation of the City of Tempe, Arizona.
- B. "Code Governance" means unless otherwise specified herein, the provisions of the Tempe City Code, Chapter 26A shall apply and govern this Request for Proposal.
- C. "Contract" means the agreement for the procurement of goods, equipment, materials, software, maintenance, contracted services, professional services, or concessions.
- D. "Contractor" means an Offeror responding to a Request for Proposal who has been awarded a Contract with the City.
- E. "Offer" means a written offer to furnish goods, equipment, materials, software, maintenance, contracted services, professional services, or concessions to the City, in conformity with the standards, specifications, delivery terms and conditions, and all other requirements established in a competitive solicitation.
- F. "Offeror" means a business, entity or person who submits an Offer in response to a competitive solicitation.
- G. "Public Record" means proposals and all other documents submitted in response to this solicitation shall become the property of the City and shall be a matter of public record available for review following the Contract award.
- H. "Purchase Order" means a document issued by the Procurement Office directing the Contractor to deliver the goods, equipment, materials, software, maintenance, contracted services, professional services or concessions. to the City.
- I. "Request for Proposal" means a competitive solicitation issued by the City for the procurement of goods, equipment, materials, software, maintenance, contracted services, professional services or concessions.

3. **Late, Unsigned and/or Incomplete Proposal:** A late, unsigned and/or materially incomplete proposal will be considered nonresponsive and rejected.

General Instructions

4. **Inquiries:** Questions regarding this Request for Proposal shall be directed to the Procurement Officer identified on the cover page of this document unless another City contact is specifically named. Inquiries shall be submitted in writing (preferably via e-mail), identifying the appropriate Request for Proposal's number, page and paragraph at issue. PLEASE NOTE: Offeror must not place the Request for Proposal's number on the outside of an envelope containing questions. Oral responses provided by the City shall have no binding effect or legal effect. Inquiries should be submitted within the designated timeframe noted on the front page of the solicitation. Those questions received after the designated date may be considered at the sole discretion of the Procurement Officer. The City reserves the right to contact Offerors to obtain additional information for use in evaluating proposal and solicitation requirements.
5. **Proposal Conference:** If a proposal conference is scheduled, Offerors are strongly encouraged to attend to seek clarification on any aspects of the documents that are not clear or questions that might pertain the specifications or scope of work published. There are times when attendance at a proposal conference is mandatory and those conferences shall be specially noted when applicable.
6. **Withdrawal of Proposal:** At any time before the specified proposal due date and time, an Offeror may withdraw its proposal by way of written correspondence from the Offeror or its authorized representative.
7. **Proposal Addenda:** Receipt and acceptance of a Request for Proposal addendum shall be acknowledged by signing and returning the document either with the vendor's proposal response or by separate envelope prior to proposal due date/time. Failure to sign and return an addendum prior to the proposal due date/time may result in the proposal being considered nonresponsive to that portion of the Request for Proposal and may result in rejection. For all addenda published, the City will send electronic notification to those companies who have downloaded the solicitation from the City's web site. If a company receives the solicitation via a third-party plan holder organization, it will be the responsibility of the company to download the solicitation from the City's web site to ensure that their company is included on any forthcoming addenda notification.
8. **Compliance with City Solicitation Requirements:** Unless stated otherwise in this Request for Proposal, the City reserves the right to award by individual line item, by group of items, or as a total at the City's discretion. The City expressly reserves the right to waive any immaterial defect or informality, or reject any or all proposals, or portions thereof, or reissue this Request for Proposal.
9. **Compliance of Proposal Offeror/Contractor Forms:** Any documents or forms (including separate Contract, maintenance agreement or training agreement) intended by the Offeror to be utilized in any resulting Contract, must be submitted with proposal. Any documents inconsistent with or taking exception to the terms, conditions, specifications and/or other requirements stated within this Request for Proposal may cause the proposal to be considered as nonresponsive and rejected. No documents will be considered unless submitted with vendor's proposal Offer and approved by the Procurement Office.
10. **Responsiveness to Specifications:** Performance or feature requirements which are designated as mandatory or minimums are needed in order to satisfy an identified task or performance need. A description is given for each designated feature. This description shall be used to determine if the Offeror's proposed product(s) and/or service(s) is/are capable of performing the function(s) specified in the Request for Proposal.

It is recognized that more than one method may be used to accomplish the sought-after task functionality. If Offeror has an alternate method of performing functional tasks, then Offeror shall list such method as an "alternate" and described in full detail within the proposal. The City shall be the sole judge as to whether any alternate methodology will be accepted.

"Must", "shall", "will", "minimum", "required" and/or "mandatory" performance/feature statements must be met or exceeded by the Offeror. Should no Offeror be found responsive to all designated Request for Proposal requirements, the City at its option, may either award the Contract to the most responsive Offeror or cancel the Request for Proposal and issue another Request for Proposal for the need under revised specifications.

General Instructions

11. **Questionnaire:** Offeror must complete the Questionnaire portion of this Request for Proposal and provide any documentation required to support the answers. Questionnaire items, which are designated as mandatory, are needed to satisfy a required task or performance criteria. Items, which may be listed as desirable, are not required to be responsive to the Request for Proposal and will be relatively evaluated against other proposals in making a final award decision.

If supporting documentation is required, Offeror shall provide the documentation in the sequence set forth in the Request for Proposal and ensure all technical literature and/or narrative explanations fully address the specifics of the question. Vague or disorganized responses that do not allow sufficient information for evaluation purposes may result in rejection of a proposal.

12. **Clarifications and Negotiations with Offerors and Revisions to Proposal:** Clarifications may be made with any submitting firm at any time during the evaluation phase of this procurement. Clarifications are not negotiations and may be utilized by the City to ensure thorough and complete understanding of, and responsiveness to, the solicitation requirements. Negotiations may be conducted with responsible Offerors who submit proposals determined to be reasonably susceptible of being selected for award. The purpose of negotiations is to allow the City and the Offeror(s) to revise initial Offers through an exchange or series of exchanges. Should the City elect to call for best and final offers, Offerors shall be accorded fair and equal treatment with respect to any opportunity for negotiations and revision of proposals, and such revisions may be permitted after submissions and prior to award. In conducting clarifications and negotiations there shall be no disclosure of any information derived from proposals submitted by competing Offerors. The purposes of such negotiations shall include but not be limited to:

- A. Determine in greater detail such Offeror's qualifications;
- B. Explore with the Offeror the scope and nature of the project, the Offeror's proposed method of performance, and the relative utility of alternate methods of approach;
- C. Determine that the Offeror will make available the necessary personnel and facilities to perform within the required time; and
- D. Agree upon compensation, which is fair and reasonable, taking into account the estimated value of the required services, and the scope, complexity and nature of such services.

13. **Proposal Opening:** Proposals shall be opened at the time and place designated on the cover page of this Request for Proposals. The name of each Offeror and the identity of the Request for Proposal for which the proposal was submitted shall be publicly read and recorded in the presence of witnesses. Proposals, modifications and all other information received in response to this Request for Proposal shall be shown only to City personnel having a legitimate interest in its evaluation. Prices shall not be read. After Contract award, the proposals and the evaluation documentation shall be open for public inspection, except where the City has determined that specific portions of the proposal are confidential.

14. **Proposal Evaluation and Award:** The City shall determine whether a proposal meets the specifications and requirements of this Request for Proposal, at its sole discretion, and reject any proposals not meeting the intent or requirements set forth herein. Award shall be made to the responsible Offeror whose proposal is determined in writing to be the most advantageous to the City, taking into consideration the evaluation factors set forth in the Request for Proposal. The City shall be the sole judge as to the acceptability of the products and/or services offered. The City reserves the right to reject any and all proposals.

15. **Proposal Results:** Offerors may attend the scheduled proposal opening at which the name of each Offeror will be publicly read. All other information contained in the proposals shall be kept confidential until the Contract is awarded. After award of Contract, an appointment may be made with the Procurement Officer to review proposal documents. Formal Contract award results shall be placed on the Procurement Office web page (www.tempe.gov/procurement) and posted at the front counter of the Procurement Office at the time the Contract award is approved by the City Council. Award recommendations may also be viewed via the City Clerk's web site normally up to five (5) days prior to the scheduled City Council meeting by visiting (http://documents.tempe.gov/sirepub/?sort=meet_date).

General Instructions

16. **Award of Contract:** A proposal shall constitute a binding Offer to Contract with the City based on the terms, conditions and specifications contained in this Request for Proposal. An Offeror shall become a Contractor only upon execution of a formal Contract from the Procurement Office. Unless this Request for Proposal includes separate Contract document(s) or requires the Offeror to submit a Contract for review, a Contract shall be formed when the Procurement Office provides a written notice of award or a purchase order to the successful Offeror. All terms and conditions of the Contract are contained herein, unless modified by an amendment approved by the City. Proposals that take exception to the terms, conditions, specifications and/or other requirements stated within this Request for Proposal may cause the vendor's Offer to be considered non-responsive and rejected. Exceptions will be evaluated on an individual basis to determine compliance with the purpose and intent of the terms and conditions stated within this solicitation. The City shall be the sole judge as to whether an exception complies with the general purpose and intent of any term, condition and/or specification set forth herein.
17. **Protests:** Any actual or prospective Offeror who is aggrieved in conjunction with this Request for Proposal or award may protest the award to the Procurement Office. A protest based upon alleged improprieties in this Request for Proposal that are apparent before the proposal opening shall be filed prior to the proposal due date/time. A protest concerning an award recommendation must be filed within ten (10) business days after the date of award. Up to five (5) days before award of a contract, the Procurement Office will post award recommendations on the City Clerks website at (http://documents.tempe.gov/sirepub/?sort=meet_date) and at the Procurement Office front counter and web site for public review (www.tempe.gov/procurement). A protest shall be in writing and include the protester's name, address and phone number, identification of the solicitation or Contract being protested, a detailed statement of the legal and factual grounds of the protest, including copies of all relevant documents and the form of relief requested. A protest is to be on the protester's company letterhead and signed by the protestor or its authorized representative.
18. **Tax:** Unless specified herein, sales, use or federal excise tax shall not be included in proposal pricing. The City is exempt from payment of federal excise tax. For proposal evaluation, transaction (sales) privilege tax paid to the City of Tempe (1.8%) is considered a pass-through cost, calculated as zero (\$0) expense when comparing pricing among competing companies that are not located in Tempe. For information on privilege (sales) tax, please contact the City's Tax and License Office at (480) 350-2955 or visit their web site at salestax@tempe.gov
19. **Payment:** For a single requirement purchase, the City will endeavor to remit payment within thirty (30) calendar days from receipt and approval of acceptable products, materials and/or services and approval of correct invoice. For ongoing term Contract purchases, the City will endeavor to remit payment within thirty (30) calendar days from approval of invoice.
20. **Discounts:** Payment discounts periods shall be computed from the date of receipt of acceptable products, materials and/or services or correct invoice, whichever is later to the date payment is mailed. Discounts shall be taken on the full amount of the invoice, unless otherwise indicated. The City shall be entitled to receive any discounts offered by Offeror, if payment is made within the discount period.
21. **Payment by City Procurement Card:** The Procurement Office may elect to remit payment through the use of a City procurement card. Each Offeror may indicate on the Vendor's Offer Page in this Request for Proposal its ability to accept City procurement card payments. The inability to accept payment by City procurement card will not disqualify a proposal.
22. **Code Governance:** Unless otherwise specified herein, the provisions of the Tempe City Code, Chapter 26A shall apply and govern this Request for Proposal.
23. **Public Record:** Proposals and all other documents submitted in response to this solicitation shall become the property of the City and shall be a matter of Public Record available for review following the Contract award. Material portions of the recommended Offer(s) as determined by the City may be posted to the City's web site up to five (5) days prior to the City Council meeting.
24. **Copying Responses:** The Offeror hereby grants the City permission to copy all parts of its Offer including, without limitation, any documents and/or materials copyrighted by the Offeror. The City's right to copy shall be for internal use in the evaluating the Offers.

General Instructions

25. **Late Responses:** The Offeror assumes responsibility for having the Proposal submitted on time via e-mail to the address shown on the front page of this RFP. Any Offers received after the Solicitation Due Date and Time shall not be considered and will be returned to the Offeror. The Offeror assumes the risk of any delay in the electronic processing of the supplier's e-mail through both parties (Supplier and City) networks. Offerors must allow adequate time to ensure that the e-mail is timely received by the City at the designated e-mail address. All times referenced are Tempe, Arizona local times. Respondents agree to accept the time and date that is recorded on the received e-mail as the official time. Any e-mail submissions that are timed at 3:01 or later on the schedule due date will be considered late and not considered. **It is critical to not wait until the last minute to press the send button for your submittal**
26. **Confidential Information and Public Record:** After award of a Contract, proposals shall be available for public inspection, except to the extent that the withholding of information is required or permitted by law. Pursuant to A.R.S. § 35-214, and 41-1330 *et seq.*, all records relating to the Request for Proposal and Contract shall be subject to inspection at all reasonable times by the City for five (5) years after completion of the Contract. Such records shall be produced by Bidder or Contractor at the time and place designated by the City.
- A. If a person believes that an offer or specification contains information that should be withheld as confidential, a statement advising the procurement officer of this fact shall accompany the submission and the information shall be so identified wherever it appears. A general statement of confidentiality that is not appropriately referenced to a specific section of the RFP will not be sufficient to warrant protection by the City. The confidential portion of the submission must be clearly noted with accompanying justification for treating the section confidential. Failure of the vendor to appropriately designate confidential information in this manner will relieve the City of any obligation to protect this information as confidential.
 - B. The information identified by the person as confidential shall not be disclosed until the Procurement Office makes a written determination pursuant to A.R.S. § 121, *et seq.*
 - C. If the City determines to disclose the information, the Offeror shall be informed in writing of such determination. Notwithstanding the foregoing, following an award of Contract, all proposal response information shall be available for public inspection.

Standard Terms and Conditions

Please note that these Standard Terms & Conditions shall be fully complied with by Offeror. Failure to comply with these requirements may result in rejection of a proposal for non-responsiveness, or cancellation or termination of any awarded Contract.

1. **Applicable Law:** This Contract shall be governed by, and the City and Contractor shall have all remedies afforded each by the Uniform Commercial Code as adopted in the State of Arizona, except as otherwise provided in this Request for Proposal and resultant Contract, and all statutes, or ordinances pertaining specifically to the City. This Contract shall be governed by State of Arizona law and suits pertaining to this Contract may only be brought in courts located in Maricopa County, Arizona.
2. **Arizona Climate Action Compliance:** Offeror shall comply with all applicable standards, laws, rules, orders and regulations issued pursuant to A.R.S. §49-101, *et seq.*, including but not limited to, Arizona Executive Orders Nos. 2006-13, 2005-02, and 2010-14 with regard to reducing GHG emissions, increasing energy efficiency, conserving natural resources and developing renewable energy sources.
3. **Availability of Funds for the Next Fiscal Year:** The City's obligation for performance of the Contract is contingent upon the availability of City, state and federal funds that are allocated or appropriated for payment obligations of the Contract. If funds are not allocated by the City or available for the continued use or purchase of services, work and/or materials set forth herein, the City may terminate the Contract. The City will use reasonable efforts to notify Contractor of such non-allocation affecting the obligations of the Contractor and/or City. The City shall not be penalized or adversely affected for exercise of its termination rights. Further, the City shall in no way be obligated or liable for additional payments or other damages as a result of such termination. No legal liability on the part of the City for any payment may arise for performance under this Contract.
4. **Certification:** By signing the "Vendor's Offer", the Offeror certifies:
 - A. The submission of the vendor's proposal offer response did not involve collusion or other anti-competitive practices.
 - B. Offeror agrees that it will comply with Section 2-603(5) of the Tempe City Code ("TCC") and will not refuse to hire or employ or bar or discharge from employment any person or discriminate against such person in compensation, conditions, or privileges of employment because of race, color, gender, gender identity, sexual orientation, religion, national origin, familial status, age, disability, or United States military veteran status. Offeror further agrees to provide a copy of its antidiscrimination policy to the Procurement Officer to demonstrate compliance with TCC Section 2-603(5) or attest in writing to its compliance in accordance with the attached Affidavit of Compliance.
 - C. Offeror has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted Offer. Failure to sign the "Vendor's Offer" or signing it with a false statement shall void the submitted proposal and any resulting Contract. In addition, the Offeror may be barred from future proposal and bidding participation with the City and may be subject to such further actions as permitted by law.
 - D. The Offeror agrees to promote and offer to the City only those materials and/or services as stated and allowed by this Request for Proposal and resultant Contract award. Violation of this condition shall be grounds for Contract termination by the City.
 - E. The Offeror expressly warrants that it has and will continue to comply in all respects with Arizona law concerning employment practices and working conditions, pursuant to A.R.S. § 23-211, *et seq.*, and all laws, regulations, requirements and duties relating thereto. Offeror further warrants that to the extent permitted by law; it will fully indemnify the City for any and all losses arising from or relating to any violation thereof.

Standard Terms and Conditions

- F. Contractor agrees and covenants that it will comply with any and all applicable governmental restrictions, regulations and rules of duly constituted authorities having jurisdiction insofar as the performance of the work and services pursuant to the Contract, and all applicable safety and employment laws, rules and regulations, including but not limited to, the Fair Labor Standards Act, the Walsh-Healey Act, and the Legal Arizona Workers Act (LAWA), and all amendments thereto, along with all attendant laws, rules and regulations. Contractor acknowledges that a breach of this warranty is a material breach of this Contract and Contractor is subject to penalties for violation(s) of this provision, including termination of this Contract. City retains the right to inspect the documents of any and all contractors, subcontractors and sub-subcontractors performing work and/or services relating to the Contract to ensure compliance with this warranty. Any and all costs associated with City inspection are the sole responsibility of Contractor. Contractor hereby agrees to indemnify, defend and hold City harmless for, from and against all losses and liabilities arising from any and all violations thereof.
- G. If Contractor engages in for-profit activity and has 10 or more employees, and if this Agreement has a value of \$100,000 or more, Contractor certifies it is not currently engaged in, and agrees for the duration of this Agreement to not engage in, a boycott of goods or services from Israel. This certification does not apply to a boycott prohibited by 50 U.S.C. § 4842 or a regulation issued pursuant to 50 U.S.C. § 4842. Unless and until the U.S. District Court, District of Arizona's injunction is lifted, A.R.S. § 35-393.01 is unenforceable.
5. **Commencement of Work:** Contractor is cautioned not to commence any work or provide any materials or services under the Contract until and unless Contractor receives a purchase order, Notice to Proceed, or is otherwise directed in writing to do so, by the City.
6. **Confidentiality of Records:** The Contractor shall establish and maintain procedures and controls that are acceptable to the City for the purpose of assuring that no information contained in its records or obtained from the City or from others in carrying out its functions under the Contract shall be used by or disclosed by it, its agents, officers, or employees, except as required to efficiently perform duties under the Contract. Persons requesting such information should be referred to the City. The Contractor also agrees that any information pertaining to individual persons shall not be divulged other than to employees or officers of Contractor as needed for the performance of duties under the Contract, unless otherwise agreed to in writing by the City.
7. **Termination for Conflict of Interest:** This Contract is subject to the cancellation provisions of A.R.S. § 38-511. The City may cancel this Contract within three (3) years after its execution, without penalty or further obligation, if any person significantly involved in initiating, securing, drafting, or creating the Contract for the City becomes an employee or agent of the Contractor.
8. **Contract Formation:** This Contract shall consist of this Request for Proposal and the vendor's proposal offer submitted, as may be found responsive and approved by the City. In the event of a conflict in language between the documents, the provisions of the City's Request for Proposal shall govern. The City's Request for Proposal shall govern in all other matters not otherwise specified by the Contract between the parties. All previous contracts between the Offeror and the City are not applicable to this Contract or other resultant contracts. Any contracted vendor documents that conflict with the language and requirements of the City's solicitation are not acceptable and void the Contract.
9. **Contract Modifications:** This Request for Proposal and resultant Contract may only be modified by a written Contract modification issued by the Procurement Office and counter-signed by the Contractor. Contractors are not authorized to modify any portion of this solicitation or resulting Contract without the written approval of the Procurement Office and issuance of an official modification notice.
10. **Contract Administration:** The Contractor must notify the designated Procurement Officer from the Procurement Office for guidance or direction on matters of Contract interpretation or problems regarding the terms, conditions or scope of this Contract. The Contract shall contain the entire agreement between the City and the Contractor and the Contract shall prevail over any and all previous agreements, contracts, proposals, negotiations, purchase orders or master agreements in any form.

Standard Terms and Conditions

11. **Cooperative Use of Contract:** Any Contract resulting from this solicitation shall be for the use of the City of Tempe. In addition, public and nonprofit agencies that have entered into a Cooperative Purchasing Agreement with the City of Tempe's Procurement Division are eligible to participate in any subsequent Contract. Additionally, this Contract is eligible for use by the Strategic Alliance for Volume Expenditures (SAVE) cooperative. See <http://www.mesaaz.gov/business/purchasing/save> for a listing of participating agencies. The parties agree that these lists are subject to change. Any such usage by other municipalities and government agencies must be in accord with the ordinance, charter and/or rules and regulations of the respective political entity.

Any orders placed to, or services required from, the successful Contractor(s) will be requested by each participating agency. Payment for purchases made under this agreement will be the sole responsibility of each participating agency. The City shall not be responsible for any disputes arising out of transactions made by others. The Contractor shall be responsible for correctly administering this Contract in accordance with all terms, conditions, requirements, and approved pricing to any eligible procurement unit.

12. **Dispute Resolution:** This Contract is subject to arbitration to the extent required by law. If arbitration is not required by law, the City and the Contractor agree to negotiate with each other in good faith to resolve any disputes arising out of the Contract. In the event of any legal action or proceeding arising out of this Contract, the prevailing party shall be entitled to recover its reasonable attorneys' fees and costs incurred with said fees and costs to be included in any judgment rendered.
13. **Billing:** All invoices submitted by Contractor for the City's review and approval shall be in itemized form to identify the specific item(s) being billed. Items must be identified by the name, model number, and/or serial number most applicable along with the correct unit cost. Any purchase/delivery order issued by the City shall refer to the Contract number resulting from this Request for Proposal. Separate invoices are required on individual contracts or purchase orders. Only invoices with items resulting from this Request for Proposal will be accepted for review and approval by the City.
14. **Estimated Quantities:** This Request for Proposal references quantities as a general indication of the City's needs. The City anticipates considerable activity resulting from Contracts that will be awarded as a result of this Request for Proposal; however, the quantities shown are estimates only and the City reserves the right to increase or decrease any quantities actually acquired, in its sole discretion. No commitment of any kind is made concerning quantities and Offeror hereby acknowledges and accepts same.

15. **Events of Default and Termination:**

- A. In the event a party is in default then the other party may, at its option and at any time, provide written notice to the defaulting party of the default. The defaulting party will have thirty (30) days from the receipt of the written notice to cure the default; the thirty (30) day cure period may be extended by mutual agreement of the parties, but no cure period may exceed ninety (90) days. A default notice will be deemed to be sufficient if it is reasonably calculated to provide notice of the nature and extent of such default. Failure of the non-defaulting party to provide written notice of the default does not waive any rights under the Agreement. The occurrence of any one or more of the following events shall constitute a material breach of and default under the Contract.
- i) Any failure by Contractor to pay funds or furnish materials, services and/or goods that fail to conform to any requirement of this Contract or provide personnel that do not meet Contract requirements;
 - ii) Any party's failure to observe, perform or undertake any provision, covenant or condition of this Contract to be observed or performed by Contractor or City herein, including but not limited to failing to submit any report required herein;
 - iii) Any failure to make progress in the performance required pursuant to the Contract and/or gives either party reason to believe that the other party cannot or will not perform to the requirements of the Contract; or,
 - iv) Any failure of Contractor to commence construction, work or services within the time specified herein, and to diligently undertake Contractor's work to completion.

Standard Terms and Conditions

- B. In the event the default has not been corrected to the non-defaulting party's satisfaction within the cure time specified, the non-defaulting party, at its option and in addition to any other remedies available by law or in equity, without further notice or demand of any kind to Contractor, may do the following:
 - i) Terminate the Contract;
 - ii) Pursue and/or reserve any and all rights for claims to damages for breach or default of the Contract; and/or,
 - iii) Recover any and all monies due from Contractor, including but not limited to, the detriment proximately caused by Contractor's failure to perform its obligations under the Contract, or which in the ordinary course would likely result therefrom, including, any and all costs and expenses incurred by the City in: (a) maintaining, repairing, altering and/or preserving the premises (if any) of the project; (b) costs incurred in selecting and retaining a substitute Contractor for the purchase of services, materials and/or work; and/or (c) attorneys' fees and costs in pursuing any remedies under the Contract and/or arising therefrom.
 - C. The exercise of any one of the City's remedies as set forth herein shall not preclude subsequent or concurrent exercise of further or additional remedies. In addition, the City shall be entitled to terminate this Contract at any time, in its discretion. The City may terminate this Contract for default, non-performance, breach or convenience, or pursuant to A.R.S. § 38-511, or abandon any portion of the project for which services have not been fully and/or properly performed by the Contractor.
 - D. Termination shall be commenced by delivery of written notice to Contractor by the City personally or by certified mail, return receipt requested. Upon notice of termination, Contractor shall immediately stop all work, services and/or shipment of goods hereunder and cause its suppliers and/or subcontractors to cease work pursuant to the Contract. Contractor shall not be paid for work or services performed or costs incurred after receipt of notice of termination, nor for any costs incurred that Contractor could reasonably have avoided.
 - E. The City, in its sole discretion, may terminate or reduce the scope of this Contract if available funding is reduced for any reason.
 - F. Whenever the City in good faith has reason to question Contractor's intent or ability to perform, the City may demand that Contractor give a written assurance of its intent and ability to perform. In the event that the demand is made, and no written assurance is given within the time period required, the City may treat this failure as an anticipatory repudiation of the Agreement.
16. **Termination for Convenience:** The City at its sole discretion may terminate this Contract for convenience with thirty (30) days advance notice to Contractor. Contractor shall be reimbursed for all appropriate costs as provided for within the Contract up to the termination date specified.
17. **Gratuities:** The City may elect to terminate any resultant Contract, if it is found that gratuities in any form were offered or given by the Contractor or agent thereof, to any employee of the City or member of a City evaluation committee with a view toward securing an order, securing favorable treatment with respect to awarding, amending or making of any determinations with respect to performing such order.
18. **Force Majeure:**
- A. Except for payment of sums due, neither party shall be liable to the other nor deemed in default under the Contract only in the event that and to the extent that such party's performance of the Contract is prevented by reason of force majeure. Force majeure means an occurrence that is beyond the control of the party affected and occurs without its fault or negligence. Without limiting the foregoing, force majeure includes acts of God, acts of the public enemy, war, riots, mobilization, labor disputes, civil disorders, fire, floods, lockouts, injunctions, failures or refusal to act by government authority, and other similar occurrences beyond the control of the party declaring force majeure which such party is unable to prevent by exercising reasonable diligence.

Standard Terms and Conditions

- B. Force majeure shall not include the following occurrences:
- i) Late delivery of equipment or materials caused by congestion at a manufacturer's plant or elsewhere, an oversold condition of the market, inefficiencies, or similar occurrences.
 - ii) Late performance by a subcontractor.
- C. If either party is delayed at any time in the progress of the work by force majeure, then the delayed party shall notify the other party in writing of such delay within forty-eight (48) hours of the commencement thereof and shall specify the causes of such delay in the notice. Such notice shall be hand delivered or sent via certified mail and shall make a specific reference to this clause, thereby invoking its provisions. The delayed party shall cause such delay to cease as soon as practicable and shall notify the other party in writing by hand delivery or certified mail when it has done so. The time of completion shall be extended by Contract modification for a period of time equal to the time that the results or effects of such delay prevent the delayed party from performing in accordance with the Contract.
19. **Indemnification:** To the fullest extent permitted by law, the Contractor shall defend, indemnify and hold harmless the City, its agents, officer, officials, and employees from and against all claims, damages, losses and expenses (including but not limited to attorney's fees, court costs, and the costs of appellate proceedings), arising out of, or alleged to have resulted from the acts, errors, mistakes, omissions, work, services, or professional services of the Contractor, its agents, employees, or any other person (not the City) for whose acts, errors, mistakes, omissions, work, services, or professional services the Contractor may be legally liable in the performance of this Contract. The Contractor's duty to hold harmless and indemnify the City, its agents, officers, officials and employees shall arise in connection with any claim for damage, loss or expense that is attributable to bodily injury, sickness, disease, death, or injury to, impairment, or destruction of any person or property, including loss of use resulting from, or caused by any acts, errors, mistakes, omissions, work, services, or professional services in the performance of this Contract by Contractor or any employee of the Contractor or any other person (not the City) for whose acts, errors, mistakes, omissions, work, or services the Contractor may be legally liable. The amount and type of insurance coverage requirement set forth herein will in no way be construed as limiting the scope of indemnity in this paragraph. This provision shall survive the term of this Contract.
20. **Interpretation of Parole Evidence:** This Contract is intended as a final expression of the agreement between the parties and as a complete and exclusive statement of the Contract unless the signing of a subsequent Contract is specifically called for in this Request for Proposal. No course of prior dealings between the parties and no usage of the trade shall be relevant to supplement or explain any term used in the Contract. Acceptance or acquiescence in a course of performance rendered under this Contract shall not be relevant to determine the meaning of the Contract, even though the accepting or acquiescing party has knowledge of the nature of the performance and opportunity to object.
21. **Key Personnel:** The Contractor shall provide adequate experienced personnel, capable of and devoted to the successful accomplishment of work to be performed under this Contract during the Contract term and any renewal periods. The Contractor must agree to assign specific individuals to the key positions.
- A. The Contractor agrees that, once assigned to work under this Contract, key personnel shall not be removed or replaced without prior written notice to the City.
 - B. If key personnel are not available for work under this Contract for a continuous period exceeding thirty (30) calendar days or are expected to devote substantially less effort to the work than initially anticipated, the Contractor shall immediately notify the City, and shall replace each person with personnel of substantially equal ability and qualifications upon prior City approval.
22. **Licenses and Permits:** Contractor shall maintain in current status and at its sole expense, all federal, state and local licenses and permits required for the operation of the business conducted by the Contractor and the provision of the services to be provided under the Contract.

Standard Terms and Conditions

24. **No Assignment:** No right or interest in this Contract shall be assigned by Contractor and no delegation of any duty of Contractor shall be made without prior written permission of the City, which consent may be granted or withheld in City's unfettered discretion.
25. **Notices:** All notices, requests, demands, consents, approvals, and other communications which may or are required to be served or given hereunder (for the purposes of this provision collectively called "Notices"), shall be in writing and shall be hand delivered or sent by registered or certified United States mail, return receipt requested, postage prepaid, addressed to the party or parties to receive such notice as follows:

City of Tempe Procurement Office
Attn: Procurement Officer
20 E. 6th Street (Second Floor)
PO Box 5002
Tempe, Arizona 85280

[Contractor's Name]
[Attn of Offeror Named in Contract]
[Address]

Or to such other address as either party may from time to time furnish in writing to the other by notice hereunder.

26. **No Waiver:** No breach of default hereunder shall be deemed to have been waived by the City, except by written instrument to that effect signed by an authorized agent of the City. No waiver of any such breach or default shall operate as a waiver of any other succeeding or preceding breach or default or as a waiver of that breach or default after demand by the City for strict performance of this Contract. Acceptance of partial or delinquent payments or performance shall not constitute the waiver of any right of the City. Acceptance by the City for any materials shall not bind the City to accept remaining materials, future shipments or deprive the City of the right to return materials already accepted. Acceptance by the City of delinquent or late delivery shall not constitute a waiver of a later claim for damages and/or bind the City for future or subsequent deliveries.
27. **Overcharges by Antitrust Violations:** The City maintains that, in actual practice, overcharges resulting from antitrust violations are borne by the City. Therefore, to the extent permitted by law, the Contractor hereby assigns to the City any and all claims for such overcharges as to the goods and/or services used to fulfill the Contract.
28. **Preparation of Specifications by Persons Other Than City Personnel:** No person preparing specifications for this Request for Proposal shall receive any direct or indirect benefit from the use of these specifications.
29. **Provisions by Law:** Each and every provision of law and any clause required by law to be in this Contract will be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then upon the application of either party the Contract will forthwith be physically amended to make such insertion or correction.
30. **Public Record:** After award of Contract, proposal responses shall be considered Public Record and open for public inspection except to the extent the withholding of information is permitted or required by law. If an Offeror believes a specific section of its proposal response is confidential, the Offeror shall mark the page(s) confidential and isolate the pages marked confidential in a specific and clearly labeled section of its proposal response. The Offeror shall include a written statement as to the basis for considering the marked pages confidential and the Procurement Office will review the material and make a determination, pursuant to A.R.S. §§ 39-121, *et seq.*, and 41-151, *et seq.* A general statement of confidentiality (boiler plate statement) that is not appropriately referenced to a specific section of the RFP will not be sufficient to warrant protection by the City. The confidential portion of the submission must be clearly noted with accompanying justification for treating the section confidential. Failure of the vendor to appropriately designate confidential information in this manner will relieve the City of any obligation to protect this information as confidential.
31. **Severability:** The provisions of this Contract are severable to the extent that any provision or application held to be invalid shall not affect any other provision or application of the Contract which may remain in effect without the invalid provision or application.

Standard Terms and Conditions

32. **Records:** Pursuant to provisions of Title 35, Chapter 1, Article 6 Arizona Revised Statutes §§ 35-214 and 36-215, Contractor shall retain, and shall contractually require each subcontractor to retain, all books, accounts, reports, files and other records relating to the acquisition and performance of the Contract for a period of five (5) years after the completion of the Contract. All such documents shall be subject to inspection and audit at reasonable times. Upon request, a legible copy of any or all such documents shall be produced at the offices of the City Attorney or Procurement Office.
33. **Relationship of Parties:** It is clearly understood that each party to this Contract will act in its individual capacity and not as an agent, employee, partner, joint venture, or associate of the other party. The Contractor is an independent Contractor and shall be solely responsible for any unemployment or disability insurance payments, or any social security, income tax or other withholdings, deductions or payments that may be required by federal, state or local law with respect to any compensation paid to the Offeror. An employee or agent of one party shall not be an employee or agent of the other party for any purpose whatsoever.
34. **Rights and Remedies:** No provisions of this Request for Proposal or in the proposal shall be construed, expressly or by implication, as a waiver by the City of any existing or future right and/or remedy available by law in the event of any claim of default or breach of Contract. The failure of the City to insist upon strict performance of any term or condition of the Contract or to exercise or delay the exercise of any right or remedy provided in the Contract, or by law, shall not release the Contractor from any responsibilities or obligations imposed by the Contract or by law, and shall not be deemed a waiver of any right of the City to insist upon the strict performance of the Contract.
35. **Specially Designated Nationals and Blocked Persons List:** Contractor represents and warrants to the City that neither Contractor nor any affiliate or representative of Contractor:
- A. Is listed on the Specially Designated Nationals and Blocked Persons List maintained by the Office of Foreign Asset Control, Department of the Treasury (OFAC) pursuant to Executive Order no. 13224, 66 Fed. Reg. 49079 ("Order");
 - B. Is listed on any other list of terrorists or terrorist organizations maintained pursuant to the Order, the rules and regulations of OFAC or any other applicable requirements contained in any enabling legislation or other related Order(s);
 - C. Is engaged in activities prohibited in the Order; or,
 - D. Has been convicted, pleaded *nolo contendere*, indicted, arraigned or custodially detained on charges involving money laundering or predicate crimes to money laundering.
36. **Work for Hire and Ownership of Deliverables:** Contractor hereby agrees and covenants that all the results and proceeds of Contractor's work and/or services for the Project specified herein, for Contractor and all of its agents, employees, officers and subcontractors, shall be owned by the City, including the copyright thereto, as work for hire. In the event, for any reason such results and proceeds are not deemed work for hire, Contractor agrees and covenants that it shall be deemed to have assigned to the City all of its right, title and interests in such results, proceeds and content to the City, without limitation. Contractor agrees to indemnify and hold the City harmless from and against all claims, liability, losses, damages and expenses, including without limitation, legal fees and costs, arising from or due to any actual or claimed trademark, patent or copyright infringement and any litigation based thereon, with respect to any work, services and/or materials contemplated in this Contract. Contractor agrees to pay to defend any and all such actions brought against the City. Contractor's obligations hereunder shall survive acceptance by the City of all covenants herein as well as the term of the Contract itself.
37. **Non-exclusive Contract:** Any Contract resulting from this Request for Proposal shall be awarded with the understanding and agreement that it is non-exclusive and entered into for the sole convenience of the City. The City reserves the right to obtain like goods or services from another source.
38. **Ordering Process:** Upon award of a Contract by the Procurement Office, the City may procure the specific material and/or service awarded by the issuance of a purchase order to the appropriate Contractor. Each purchase order must cite the correct Contract number. Such purchase order is required for the City to order and the Contractor to deliver the material and/or service.

Standard Terms and Conditions

39. **Delegated Awards:** In the event this Contract is administratively awarded via delegated authority as provided for in Section 26A-5 of the Procurement Ordinance, the Contractor acknowledges that a final Contract with the City of Tempe requires City Council approval and possibly the signature of the Mayor. Should this Contract be rejected by the City Council, Contractor agrees that it is immediately void and unenforceable against any party. The awarded firm(s) will be compensated only for any and all costs incurred up to the date of notification of such termination.

Special Terms & Conditions and Instructions

Proposals taking exception to Special Terms & Conditions and Instructions stated within this Request for Proposal may cause the Proposal to be considered nonresponsive and rejected.

1. **City Procurement Document:** This Request for Proposal is issued by the City. No alteration of any portion of this Request for Proposal by an Offeror is permitted and any attempt to do so shall result in vendor's proposal Offer being considered nonresponsive and rejected. No alteration of any portion of a resultant Contract is permitted without the written approval of the Procurement Office and any attempt to do so shall be considered a breach of the Contract. Any such action is subject to the legal and contractual remedies available to the City inclusive of, but not limited to, Contract termination and/or suspension of the Contractor.
2. **Offer Acceptance Period:** To allow for an adequate evaluation, the City requires the vendor's proposal Offer in response to this Request for Proposal to be valid and irrevocable for ninety (90) days after the proposal due time and date.
3. **Contract Type:** Term with justifiable price adjustments allowed, indefinite quantity.
4. **Term of Contract:** The term of the Contract shall commence on the date of award and shall continue for a period of two (2) years thereafter, unless terminated, canceled or extended as otherwise provided herein.
5. **Contract Renewal:** The City reserves the right to unilaterally extend the period of any resultant Contract for ninety (90) days beyond the stated term. In addition, the City at its option may renew for supplemental terms of up to a maximum of three (3) additional years. The period for any single renewal increment shall be determined by the Procurement Office. Such increment shall not be for more than a period of one (1) year each unless the City is eligible to obtain a significant cost and/or supply advantage by a longer Contract renewal period.
6. **Pricing:** Pricing accuracy and completeness are critical to the determination of an award. Offeror shall identify and price all items being proposed.
7. **Price Adjustment:**
 - A. The Procurement Office will review fully documented requests for price increases after the Contract has been in effect for twelve (12) months. The requested price increase must be based upon a cost increase that was clearly unpredictable at the time of the Proposal and can be shown to directly affect the price of the item concerned. The Procurement Office will determine whether the requested price increase, or an alternative option, is in the best interest of the City. Advanced thirty (30) day written notification by Contractor is required for any price changes. All price adjustments will be effective on the first day of the month following approval or acceptance by the Procurement Office. After the City approves a price increase the Contractor shall not be eligible to receive an additional increase until twelve (12) months from the date of the last approved price increase.
 - B. Price increase requests must be acknowledged in writing by the Procurement Office before becoming effective. If not acknowledged within thirty (30) days, Contractor shall contact the Procurement Office to ensure the price increase request was received.
 - C. The Contractor shall offer any published price reduction or if applicable to the Contract, profit sharing price advantage to the City concurrent with its announcement to other customers. A price reduction or profit-sharing price advantage may be offered at any time during the term of an awarded Contract and shall become effective upon notice and acceptance. The City shall likewise be given any special sales discounts offered to the general public, which exceed contracted price discounts extended to the City by the Contractor.
8. **Payments - After Monthly Statement:** Payment in full shall be made to the Contractor within thirty (30) days after receipt and approval of monthly itemized statement, unless terms other than net thirty (30) days are offered as a discount, at the City's sole discretion.

Special Terms & Conditions and Instructions

9. Insurance:

- A. Insurance Required: Prior to commencing services under this Contract, Contractor shall procure and maintain for the duration of the Contract insurance against claims for injuries (including death) to persons and damages to property, which may arise from or in connection with the performance of the work hereunder by the Contractor, its agents, representatives, employees, subcontractors, or sub-subcontractors. For Offerors with self-insurance, proof of self-insurance with minimum limits expressed below must be submitted on proper forms for evaluation prior to award of Contract.

A Contract Award Notice or Purchase Order will not be issued to the Contractor until receipt of all required insurance documents by the Procurement Office with such documents meeting all requirements herein. In addition, before any Contract renewal, all required insurance must be on file with the Procurement Office. Contractor must submit required insurance within ten (10) calendar days after request by the Procurement Office or the award may be rescinded and another Offeror selected for award.

- B. Minimum Limits of Coverage: Without limiting any obligations or liabilities, the Contractor, at its sole expense, shall purchase and maintain the minimum insurance specified below with companies duly licensed or otherwise approved by the State of Arizona, Department of Insurance and with forms satisfactory to the City. Each insurer shall have a current A.M. Best Company, Inc., rating of not less than A-VII. Use of alternative insurers requires prior approval from the City.

- i. Minimum Limits of Insurance. Contractor shall maintain the following minimum limits:

a. Commercial General Liability

Commercial general liability insurance limit of not less than \$1,000,000 for each occurrence, with a \$2,000,000 general aggregate limit. The general aggregate limit shall apply separately to the services under this Contract or the general aggregate shall be twice the required per occurrence limit. The policy shall be primary and include coverage for bodily injury, property damage, personal injury, products, completed operations, and blanket contractual coverage, including but not limited to the liability assumed under the indemnification provisions of this Contract which coverage will be at least as broad as Insurance Service Office policy form CG0001 or its equivalent.

In the event the general liability policy is written on a "claims made" basis, coverage shall extend for two (2) years past completion and acceptance of the services as evidenced by annual certificates of insurance. In addition, the retro date shall be no later than the start date of the contract. The retro date shall be disclosed on the certificate of insurance.

Such policy shall contain a "severability of interests" provision.

b. Worker's Compensation

The Contractor shall carry worker's compensation insurance to cover obligations imposed by federal and state statutes having jurisdiction of Contractor employees engaged in the performance of services; and employer's liability insurance of not less than \$100,000 for each accident, \$100,000 disease for each employee and \$500,000 disease policy limit.

In cases when services are subcontracted, the Contractor will require the subcontractor to provide worker's compensation and employer's liability to at least the same extent as provided by Contractor.

c. Automobile Liability

Commercial business automobile liability insurance with a combined single life or bodily injury and property damages of not less than \$1,000,000 per accident regarding any owned, hired, and non-owned vehicles assigned to or used in performance of the Contractor services. Coverage will be at least as broad as coverage Code 1 "any auto". Insurance Service Office policy form CA0001 Y87 or any replacements thereof. Such coverage shall include coverage for loading and unloading hazards.

Special Terms & Conditions and Instructions

- C. **Additional Insured:** The insurance coverage, except for workers compensation and professional liability coverage, required by this Contract, shall name the City, its agents, representatives, directors, officials, employees, and officers, as additional insureds, and shall specify that insurance afforded the Contractor shall be primary insurance. The additional insured wording on the commercial general liability policy will be at least as broad as Insurance Services Office policy forms CG2010 04/13 edition and CG2037 04/13 edition or their equivalent. The additional insured wording on the automobile liability policy will be at least as broad as Insurance Services Office policy form CA 20 48 or its equivalent. This provision and the naming of the city as an additional insured shall in no way be construed as giving rise to responsibility or liability of the City for applicable deductible amounts under such policy(s).
 - D. **Coverage Term:** All insurance required herein shall be maintained in full force and effect until all work or service required to be performed under the terms of the Contract is satisfactorily completed and formally accepted by the City. Failure to do so shall constitute a material breach of this Contract.
 - E. **Primary Coverage:** Contractor's insurance shall be primary insurance to the City, and any insurance or self-insurance maintained by the City shall not contribute to it.
 - F. **Claim Reporting:** Any failure to comply with the claim reporting provisions of the policies or any breach of a policy warranty shall not affect coverage afforded under the policy to protect the City.
 - G. **Waiver:** The policies, including workers' compensation, shall contain a waiver of transfer rights of recovery (subrogation) against the City, its agents, representatives, directors, officers, and employees for any claims arising out of the work or services of the Contractor.
 - H. **Deductible/Retention:** The policies may provide coverage which contain deductibles or self-insured retentions. Such deductible and/or self-insured retentions shall be disclosed by the contractor and shall not be applicable with respect to the coverage provided to the City under such policies. Contractor shall be solely responsible for deductible and/or self-insurance retention and the City, at its option, may require Contractor to secure the payment of such deductible or self-insured retentions by a surety bond or an irrevocable and unconditional letter of credit.
 - I. **Certificates of Insurance:** Prior to commencing work or services under this Contract, Contractor shall furnish the City with certificates of insurance, or formal endorsements as required by the Contract, issued by the Contractor's insurer(s), as evidence that policies providing the required coverages, conditions, and limits required by this Contract are in full force and effect. Such certificates shall identify this Contract number or name and shall provide for not less than thirty (30) days advance notice of cancellation, termination, or material alteration. Such certificates shall be sent directly to: Contract Administrator, City of Tempe, P. O. Box 5002, Tempe, AZ 85280.
 - J. **Copies of Policies:** The City reserves the right to request and to receive, within ten (10) working days, certified copies of any or all of the above policies and/or endorsements. The City shall not be obligated, however, to review same or to advise Contractor of any deficiencies in such policies and endorsements, and such receipt shall not relieve Contractor from, or be deemed a waiver of, the City's right to insist on strict fulfillment of Contractor's obligations under this Contract.
10. **Professional Liability:** The Contractor shall maintain professional liability insurance covering errors and omissions arising out of the services performed by the Contractor and/or any person(s) employed by it, with an unimpaired limit of not less than \$1,000,000 each claim and \$1,000,000 all claims. In the event the insurance policy is written on a "claims made" basis, coverage shall extend for two years past completion and acceptance of services as evidenced by annual certificates of insurance provided by Contractor to the City. In addition, Contractor shall maintain property coverage on an all-risk, replacement cost basis in an amount established by the City with valuable papers insurance sufficient to assure the restoration of any documents, memoranda, reports, or other similar data relating to the services of the Contractor used in the completion of this Contract.
11. **Sub-Contractor(s):** The City reserves the right to approve all sub-contractors. Contractor is responsible for all actions of sub-contractors. Contractor shall name sub-contractors as additionally insured, in addition to the City on all required insurance documents.

Special Terms & Conditions and Instructions

12. **Safety, Health and Sanitation:** The Contractor shall provide and maintain in a neat, sanitary condition such facility accommodations for the use by their employees as may be necessary to comply with the requirements and regulations of the Arizona State Department of Health or as specified by the Maricopa County Health Department, Sanitary Code. The Contractor shall be fully responsible for the safety of their employees, the public and property in connection with the performance of the work covered by this Contract. The Contractor shall provide all safeguards, safety devices and protective equipment and be responsible for taking any needed actions to protect the life and health of their employees and the public during work activity. The Contractor shall also take any necessary actions as directed by the City Project Manager to reasonably protect the life and health of employees on this job and others coming into contact with the job site. Precaution shall be exercised by the Contractor at all times for the protection of persons (including employees) and property. The Contractor shall comply with the provisions of all applicable laws, pertaining to such protection including all Federal and State Occupational Safety and Health Acts, and Standards and Regulations promulgated there under.

Scope of Work

The City of Tempe (City) is seeking proposals from qualified providers to establish a contract for Firefighter and SWAT Officer Medical Examinations. Using NFPA standard 1582 requirements as the baseline minimum, the City wants to include innovative testing to capture occupational illnesses early to counter the long-term costs of treatments. Ultimately, an annual physical that focuses on prevention, early recognition and maintaining optimal health for the duration of one's career.

The resulting contract will be for an initial term of one year with four, one year renewal options.

The Tempe Fire Medical Rescue Department (TFMRD) has approximately 170 employees that will require exams on an annual basis. In addition, pre-employment medical exams will be required for approximately 10 - 20 new hires per year. Approximately 15 non-sworn employees will require physicals every two (2) years.

The Tempe Police Department (TPD) has approximately 32 SWAT officers that will receive physicals every other year.

Contractor Qualifications

1. The Contractor shall have knowledge and experience with and comply with federal, state, Local, American National Standards Institute (ANSI), Occupational Safety & Health Administration (OSHA), National Registry of Certified Medical Examiners, laws, rules and regulations and all of other applicable regulations for the term of this contract.
2. The Contractor, without additional expense to the City, shall be responsible for obtaining and maintaining any necessary licenses and permits required in connection with the completion of the required services herein.
3. The Contractor should have specialization relevant to fire service as well as knowledge of job-related activities, physical demand of occupation and stress associated with fire service.
4. The Contractor must be knowledgeable of OSHA regulations, hazardous materials, toxicology, firefighter personal protective equipment including use of air purifying respirator and self-contained breathing apparatus, and blood borne pathogens, and familiar with health and safety issues associated with fire service employment.
5. The Contractor must not subcontract any segment or services covered herein, without prior approval of the Contract Administrator. All subcontractors used under the scope of this contract shall meet all requirements, terms and conditions set forth herein. All subcontracted services shall be warranted by and be the responsibility of the Contractor.
6. The Contractor shall have and maintain an adequate staff of experienced personnel capable of the successful accomplishment of work to be performed under this contract. At a minimum, one (1) Licensed Physician with at least two (2) years' experience in the treatment of occupational medicine and with the administration of physical examinations and tests required herein. The Contractor shall maintain an accredited or credited audiologist or technician to perform hearing tests. The Contractor shall have a qualified technician or licensed optometrist to perform visual acuity, field of vision, and the ability to recognize colors. The Contractor shall maintain these minimum staffing requirements throughout the term of this contract and all applicable extensions.
7. The Contractor shall maintain the privacy and confidentiality of any protected health information examined or obtained during the course of performance of this contract and execute a Business Associate Agreement as required under the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

Contractor Service Requirements

1. The Contractor shall provide annual medical exams and reporting of results for 170 TFMRD employees with an additional 15 TFMRD employees on a semi-annual basis and provide physicals for 32 SWAT officers every other year.
2. The Contractor shall provide pre-employment medical exams and reporting of results for approximately ten (10) to twenty (20) new TFMRD hires per year.

Scope of Work

- a. The Contractor shall have the ability to examine at minimum, four (4) crew members within a four (4) hour timeframe, with a maximum amount of eight (8) crew members per ten (10) hour day for the current fiscal year but may change annually due to scheduling and impact on Operations of the Department. Pre-employment medical examinations may be required at any time during the year.
3. The Contractor shall at a minimum, follow the most current NFPA 1582 Standard on Comprehensive Occupational Medical Program for Fire Departments.
4. The Contractor must be able to perform blood draws on-site at City of Tempe Fire Stations or provide a reasonable and convenient alternative location for blood draws, located within the City of Tempe.
5. The Contractor shall provide above standard customer service to TFMRD employees by providing an excellent personal experience by having clear communication skills, being attentive, knowledgeable and establish a relaxed presence while working directly with employee.
6. The Contractor shall have the ability to successfully interact with other medical professionals.
7. The Contractor shall be able to maintain all medical records pertaining to employee, and if required, be able to transfer these records to a new provider at the end of this contract.
8. The Contractor shall have the ability and may be required to explain and support medical decisions, as needed or requested by the City, including during any administrative and/or judicial proceedings related to the same.

Medical Exam Requirements

1. The Contractor shall NOT require family medical history or genetic information from the TFMRD employee being evaluated, during any pre-employment or annual physicals.
2. Age, race or gender shall NOT be considered as the basis for any decision including but not limited to, ordering any required and/or involuntary test of the TFMRD employee being evaluated.
3. The physician shall make an independent medical assessment based upon a reasonable degree of medical certainty about whether the candidate being evaluated can safely perform the essential functions of the TFMRD position.
4. The Contractor shall provide the following minimum requirements of OSHA standards, medical screening and surveillance requirements for TFMRD employees during the medical exam:
 - a. Respiratory Questionnaire and Personal Medical History (annual and pre-employment medical exams). The Contractor's questionnaire shall meet "Respirator Questionnaire 1910.134 App. C and OSHA 1910.120 (f))" and shall include at a minimum, the following:
 - i. Special emphasis on symptoms related to the handling of hazardous substances and known health hazards to assess fitness for duty.
 - ii. The firefighter's ability to wear required PPE, specifically SCBA, under hazardous conditions (i.e., temperature extremes) that may be expected at the work site.
 - iii. Personal Medical history shall include, at a minimum, a medical and work history (or updated history if one is in the employee's file) with special emphasis on symptoms related to the handling of hazardous substances and health hazards.
 - iv. Genetic or family medical history shall not be requested from the fire fighter being evaluated.

Scope of Work

b. Physical Examination (Annual and Pre-employment medical exams)

The Contractor's exam shall meet "(1910.120(f)(4)(ii), (referenced OSHA Guidance Manual for Hazardous Waste Site Activities, chapter 5, attached at Exhibit "C")" and shall include at a minimum, the following:

i. Vital Signs:

1. Height
2. Weight
3. Temperature
4. Pulse
5. Blood Pressure

ii. Inspection of:

1. Head
2. Eyes
3. Ears
4. Nose
5. Throat
6. Neck

iii. Inspection, auscultation, percussion and palpation of the following:

1. Cardiovascular
2. Pulmonary
3. Gastrointestinal

iv. Inspection of Lymph Nodes

v. Neurological general assessment of major cranial/peripheral nerves (motor, sensory, reflexes)

vi. Musculoskeletal assessment of overall range of motion of all joints

c. Vision Exam (Annual and Pre-employment medical exams)

Because vision quality is essential to safety, the accurate reading of instruments and labels and for the avoidance of physical hazards, as well as appropriate response to color-coded labels and signals. The Contractor's exam shall meet "(referenced OSHA Guidance Manual for Hazardous Waste Site Activities, chapter 5)" and include at the minimum, the following:

- i. Measure of refraction
- ii. Measure of depth
- iii. Measure of perception
- iv. Measure of color vision

d. Hearing Conservation Program Requirements (Annual and Pre-employment medical exams)

The Contractor shall be capable of providing hearing tests, training and records maintenance for an OSHA Hearing Conservation Program. This shall include at the minimum, the following:

- i. Baseline hearing tests – Pre-employment exam only
- ii. Annual audiograms
- iii. Retesting and confirmation of standard threshold shifts as necessary
- iv. Notifications of hearing shifts as prescribed by OSHA 29 CFR 1910.95

Scope of Work

The Contractor's exam shall meet OSHA 29 CFR 1910.95 – Hearing and Conservation Standards and the Contractor shall provide a description of audio booth to be used for testing, reporting process and recordkeeping.

The Contractor shall compare the employee's annual audiogram to the most recent baseline test to identify any OSHA defined hearing threshold shift. If the annual audiogram indicates a standard threshold shift, a confirmatory retest shall be conducted per 29 CFR 1910.95(g)(7)(ii).

The Contractor shall notify the Safety/Wellness Coordinator of any OSHA defined threshold shifts and provide them with written documentation about the results.

e. Labs (Annual and Pre-employment medical exams)

The Contractor's lab test shall meet "(OSHA 29 CFR 1910.120(f)(4)(ii), referenced OSHA Guidance Manual for Hazardous Waste Site Activities, chapter 5)" and shall include at the minimum, the following:

- i. CBC – Complete Blood Count
- ii. Urinalysis – Urine test indict normal metabolic function and/or indicate toxic substances and other possible health issues. We require a detailed urinalysis processed through a laboratory.
- iii. Comprehensive Metabolic Panel – a broad medical screening tool which checks kidney function, liver function, and electrolyte and fluid balance.
- iv. Lipid Panel

f. Infectious Disease Prevention (Annual and Pre-employment medical exams)

The Contractor's infectious disease prevention shall meet "(OSHA Blood Borne Pathogen Standard CFR 1910.1030 (f))" and shall include at a minimum, the following:

- i. PPD Skin Test – tuberculosis screening test
- ii. Vaccination – as needed or following occupational exposure
 1. Hepatitis B
 2. Antibody Titer Test – as needed for pre-employment exam
 3. Other vaccinations at the recommendation of physician (i.e. Td/Tdap)

g. Pulmonary Testing (Annual and Pre-employment medical exams)

The Contractor shall be capable of administration and evaluation of a respirator medical questionnaire and pulmonary function testing in conformance with OSHA Respiratory Protection Standard 1910.134. This program shall consist of the minimum requirements below:

- i. OSHA Respirator Questionnaire
- ii. Pulmonary Function Test – measurement should include FEV, FVC, and FEV₁ – to – FCV ratio
- iii. Contractor shall have a spirometer available at each facility for pulmonary function testing.
- iv. A licenses physician or other licensed health care professional that has successfully completed a National Institute for Occupational Safety and Health (NIOSH) approved pulmonary function-training course shall perform spirometry testing.
- v. The Contractor shall supply all ancillary supplies such as spirometry mouthpieces, etc. to perform the spirometry testing and any medical evaluation at no additional cost to the City.

h. Test to determine the Ability to Perform while wearing Protective Equipment (Annual and Pre-employment medical exams)

Scope of Work

The Contractor's tests that determine an employee's ability and/or capacity to perform while wearing protective equipment shall meet "(1910.120(f)(ii), referenced OSHA Guidance Manual for Hazardous Waste Site Activities, chapter 5)" and shall include at a minimum, the following:

- i. Electrocardiogram – 12-lead resting
 - ii. Electrocardiogram "stress" test – (referenced OSHA Guidance Manual for Hazardous Waste Site Activities, chapter 5) Performed at the discretion of the physician.
- i. Chest X-ray (Annual and Pre-employment medical exams)
- Chest x-ray view (posterior/anterior) every four (4) years or as indicated by a physician shall meet OSHA CFR 1910.134 and CFR 1910.120 (f), referenced OSHA Guidance Manual for Hazardous Waste Site Activities, chapter 5 NOT and shall be repeated more than once a year.
- j. Treadmill Stress Test (Pre-employment medical exams only)
- k. Complete return to work evaluations for employees returning from extended leave.
- l. Additional testing based on the discretion of the examining physician in order to make a medical determination of fit for duty and to determine if the employee is at an increased health risk from working in hazardous environment or emergency response from respirator use.
- m. If additional tests are required, the Contractor must notify the Contract Administrator so arrangements can be made with the necessary medical providers.

Medical Reporting Requirements

1. The Contractor shall provide a yearly aggregate medical report to the Personnel and Professional Development Deputy Chief. Information collected is based on health risk factors such as weight, blood pressure, cholesterol, and other non-identifiable data from exams. This report will be used for future wellness programming topics to benefit employees.
2. The Contractor shall provide the employees with an exam report that details the results of their tests and if required, patient instructions for specialist visits and detailed tests required by physician. The report shall be easy to read and follow for the employee. The Contractor must provide an example of patient instructions and/or report given to employee. The report shall include, at a minimum, the following:
 - a. Employee name
 - b. Date of exam
 - c. Name of Examiner
 - d. Results of examination, labs and tests
 - e. Recommendations for further test(s) if required
 - f. Employee and physician signature
3. All medical exams provided to the City firefighters and potential City firefighters shall have properly maintained medical notes and documentation that meet OSHA medical surveillance requirements.
4. The Contractor shall document in medical notes, when necessary, reasoning behind further testing, to determine the employee Fit for Duty and shall be based on the following:
 - a. Updated medical history
 - b. Exposure level of hazardous material
 - c. Results from tests that could indicate chronic illness.

Scope of Work

5. Upon completion of any Pre-employment medical exam, the Contractor shall provide the following mandatory forms to the Deputy Chief of Personnel and Professional Development:
 - a. A completed Pre-Employment Medical Examination Results Form indicating whether or not the candidate meets the medical and physical requirements for acceptance as a firefighter recruit, and
 - b. A completed Public Safety Personnel Retirement System (PSPRS) Pre-existing Condition Report indicating whether or not the recruit has a pre-existing medical condition(s) that could impact disability retirement benefits.
6. Upon completion of any firefighter Annual medical exam, the Contractor will complete the a “Medical Examination” form as agreed upon by the Contractor and the Contract Administrator attached as and certify that based on an employee’s job duties, the employee is medically and physically able to perform those job duties. The completed form will be sent to the Deputy Chief of Personnel and Professional Development with the TFMRD within twenty-four (24) hours.
7. The completion of these forms shall be supplied and completed at no additional charge to the City.
8. The Contractor shall develop and maintain a patient portal for employees to review their medical information.

Specimen Collection for Drug and Alcohol Testing

1. The Contractor must supply all necessary equipment, supplies and personnel to provide drug and alcohol collection services.
 - a. The Contractor will provide personnel that are Urine and Alcohol Certified Collectors.
 - b. Specimens will be sent to a testing laboratory specified by the City.
 - c. Chain of Custody forms will be provided to the contractor by the City.
 - d. Laboratory results will be reported to the City of Tempe’s Third-Party Administrator (TPA) for drug and alcohol testing programs, not the contractor. The TPA will be responsible for Medical Review, reporting results to the City and processing laboratory billing.

Facility Requirements

1. The Contract shall be located within Tempe city limits or no more than ten miles outside Tempe city limits.

Proposal Questionnaire

“Return this Section with your Response”

Questionnaire responses and supporting documentation provided will be used to evaluate the proposal. In order to evaluate an Offeror's overall experience and competence to perform the Scope of Work described herein, the City may rely on additional resources beyond the information provided.

1. Provide a brief history of your firm to include the number of years in business and the types of services your firm provides.
2. Identify the facilities that will be used to perform the services covered by the scope of work. Include the office hours and physical address for each location. List each facility's capabilities (i.e. laboratory, imaging, stress test, etc.)
3. Describe your firm's accreditations and affiliations.
4. Describe any previous experience your firm has performing work similar to the size and scope of the work.
5. Demonstrate an understanding of the scope of work herein and demonstrate your ability to successfully provide the required services.
6. Describe your knowledge with Fire Service and SWAT safety and health.
7. Identify the key issues and potential obstacles with respect to the scope of work. Provide your methodology to address and overcome all identified issues and obstacles.
8. Provide a comprehensive description of all services that shall be provided.
9. Describe your office facilities by providing the following information for each location:
 - a. Approximate size (square footage) of facility
 - b. Length of time your firm has been at this location
 - c. Whether or not facility is owned or leased? If leased, state the length of the lease, expiration date and/or options to extend the lease.
 - d. Number of exam rooms at the facility
 - e. Number of medical staff and qualifications at the facility
 - f. Details of testing equipment used during exam to include description, year, make and model
 - g. Lab equipment at this facility
 - h. List the procedures for the required exam in this solicitation that could be performed at this facility.
10. Provide an organizational chart that identifies key project personnel by name, title and contact information.
11. Describe the specialties and certifications of the physician(s) who will be assigned to this contract.
12. Describe in detail the knowledge, experience and expertise of current staff in regard to OSHA standards/regulations and testing practices.
13. Describe your firm's ability to expedite members' exams and reduce wait times.
14. Describe your firm's method of approach conducting the Fire Fighters medical examination in accordance with the Scope of Work.
15. Identify all sub-contractors that will be used in completion of this contract and the tasks they will be providing.
16. Describe how account coordination between the Contractor and the Deputy Chief of Personnel and Professional Development will be accomplished.

Proposal Questionnaire

“Return this Section with your Response”

17. Describe your firm’s use of electronic record keeping and how members can access their records for follow-up..
18. Describe your firm’s procedures regarding data security.
19. Describe your firm’s confidentiality policy and procedures.
20. Describe your firm’s approach for assessing members that present heightened risk levels for stress and/or occupational related PTSD.
21. What is your firm’s approach for addressing members presenting signs, symptoms, and preventative measures for cancer and cardiovascular disease?
22. Describe your firm’s method of invoicing and resolving discrepancies.
23. Provide at least three (3) Arizona customers for which your firm has provided work similar to the size and scope identified herein during the past three (3) years. References to include the following:
 - a. Organization name
 - b. Contact name
 - c. Contact phone number
 - d. Contact email address
 - e. Description and dates of services provided and size
24. Provide samples of the documentation that will be utilized by your firm to complete the scope of work as listed herein. Sample reports should include the following:
 - a. Yearly department aggregate report
 - b. Employee’s Examination Report
 - c. Personal Medical History and Respirator Questionnaire Form
 - d. All paperwork that employee will be asked to sign with respect to physical exams including, but not limited to, any liability waivers. If waivers or other documents are required, a full explanation of why and when these are necessary shall be included with samples.
 - e. Drug and Alcohol testing report
25. Identify any exceptions taken in regard to the terms and conditions as provided herein. All exceptions shall be clearly defined, and the changes requested clearly identified in the proposal response. Exceptions taken will be considered during the evaluation process. If no exceptions are taken, please provide a statement indicating that your firm accepts the City’s terms and conditions as provided herein.
26. Has your firm or any of its principals been debarred or suspended from contracting with any public entity?

Evaluation Criteria

Proposals will be reviewed by an Evaluation Committee consisting of City staff using the criteria and process outlined below.

Evaluation Process

1. The Procurement Office will verify that all proposals meet the requirements to be considered responsive. Responses that do not comply with any mandatory requirements will be considered non-susceptible for award and not forwarded to the Evaluation Committee for scoring.
2. The Evaluation Committee will review and score all responsive proposals and rank them based on the committee's scores. Any proposals determined to score outside of the competitive range may be removed for non-susceptibility. Remaining Offerors may be invited for interviews, negotiations, site visits and best and final offers as determined at the sole discretion of the City.

It is important to note that firms may be removed for non-susceptibility anytime during the evaluation process and not just at the specific points noted above.

	Award Criteria	Weight	X	Rating	=	Points
1.	Cost	25	X		=	
2.	Fire service knowledge/experience and expertise	20	X		=	
3.	Office locations, services and capabilities, subcontractors to be used and references	20	X		=	
4.	OSHA and NFPA knowledge/experience and expertise	15	X		=	
5.	Process/procedures/documentation/method of approach	10	X		=	
6.	Quality of proposal response; acceptance of the City's terms and conditions	5	X		=	
Total					=	
7.	Interview (If Needed) – the overall quality of the interview will be evaluated to include the key personnel invited to participate and their demonstrated knowledge and approach to successfully performing services	200		Points	=	

This proposal will be evaluated on a cumulative point system using the rating scale shown below (fractional points may be selected within this range).

Scoring

<i>Outstanding</i>	9 - 10
<i>Good</i>	6 - 8
<i>Average</i>	3 - 5
<i>Poor</i>	1 - 2
<i>Not Addressed or Unacceptable</i>	0

To evaluate the cost portion of the above criteria, the City may elect to evaluate each firm on a percentage basis of the lowest cost offer. The formula would be: (Lowest Priced Offer/Evaluated Firm's Price) x Points Possible = Evaluation Points.

Pricing Section

“Return this Section with your Response”

ITEM	DESCRIPTION	UNIT PRICE
1.	Pre-employment Medical Exam	
2.	Firefighter Annual Medical Exam	
3.	Firefighter Annual Medical Exam (with stress test)	
4.	Hepatitis B Vaccination and Titers	
5.	Hepatitis C Virus Screen	
6.	Antibody Titer Test	
7.	Drug and Alcohol Collection Services	
	• Collection Fee	
	• Laboratory Fee	
	• MRO Fee	
8.	Chest X-ray	
9.	CT Calcium Scoring	
10.	Prostate Specific Antigen (PSA)	
11.	HIV Screening	
12.	Tetanus/Diphtheria Vaccine	
13.	Measles, Mumps, Rubella (MMR)	
14.	Functional Movement Screening	
15.	Cancer Identification/Prevention Testing	
16.	Return to Work Exams/Physicals	

* Applicable Tax _____ %

*** State correct jurisdiction to receive sales tax on the Vendor's Offer, included in this Request for Proposal.**

Less prompt payments discount terms of ___ % ___ days/ or net thirty (30) days. (To apply after receipt and acceptance of an itemized monthly statement.) For evaluation purposes, the City cannot utilize pricing discounts based upon payments being made in less than thirty (30) days from receipt of statement.

Pricing Section

“Return this Section with your Response”

Ordering and Invoice Instructions

Invoices shall be issued directly to the ordering department. Invoices shall be accurate and complete including the information shown below. Failure to provide a properly documented invoice may cause a delay in receipt of payment. The City will not process an invoice for payment until it has been approved by the ordering department and forwarded to Accounts Payable. The City endeavors to process invoices within 30 days after receipt of an accurate and complete document. Invoices shall include:

1. Line-item listing of all ordered items to include description of items;
2. Unit cost and extended cost for each line item;
3. Applicable Tax;
4. Payment Terms;
5. Purchase Order Number;
6. Name of selling organization clearly stated on invoice along with address;
7. Phone number and or e-mail address for contact person to clarify invoicing questions;

Invoices that do not follow the above minimum invoicing requirements will not be paid. Payment must be applied to only invoices referenced on check/payment stub. The City reserves the right to process payments via check or P-Card.

Accounting Contacts: Carey Alf
Carlene Foster
Yesenia Loredo-Flores

Letters A – H and Numbers
Letters I – Z
General AP Inquiries and AP Checks

Vendor's Offer

"Return this Section with your Response"

Offeror must complete, sign and submit this form to the Procurement Office with the proposal response. An unsigned "Vendor's Offer", late proposal response, and/or a materially incomplete response will be considered nonresponsive and rejected. Offeror is to type or legibly write in ink all information required below. A scanned copy of this page is acceptable.

Company Name: _____

Company Purchase Order Mailing Address:

Street Address: _____

City, State, Zip: _____

Contact Person: _____ Phone Number: _____

E-mail Address: _____ Cell Number: _____

Remit to Information

Company Name (as it appears on invoice): _____

Company Payment Remit to Address:

Street Address: _____

City, State, Zip: _____

Company Tax Information

If a Tempe-based firm, provide Tempe Transaction Privilege (Sales) Tax No.: _____

Payment Options

Will your company accept the City's Master Card for payment?

Yes ☐ No ☐

Will your company accept Payment via ACH (Automated Clearing House) for payment?

Yes ☐ No ☐

THIS PROPOSAL IS OFFERED BY

REQUIRED SIGNATURE OF AUTHORIZED OFFEROR

By signing this Vendor's Offer, Offeror acknowledges acceptance of all terms and conditions contained herein and that prices offered were independently developed without consultation with any other Offeror or potential Offeror. Failure to sign and return this form with proposal response will be considered nonresponsive and rejected.

Signature of Authorized Offer

Date

Print or Type Name of Authorized Individual

Title of Authorized Individual

Anti-Discrimination Policy

“Return this Section with your Response”



COMPLIANCE WITH CITY’S ANTIDISCRIMINATION ORDINANCE NO. 02016.25

The Tempe City Council approved Ordinance No. 02016.25 that requires vendors who are being recommended for award to provide evidence of their compliance with the City’s antidiscrimination policy as shown below:

Sec. 2-601. Policy.

It is declared to be the policy for the citizens of Tempe, Arizona, to be free from discrimination in public accommodations, employment, and housing, and contrary to public policy and unlawful to discriminate against any person on the basis of race, color, gender, gender identify, sexual orientation, religion, national origin, familial status, age, disability, or United States military veteran status, in places of public accommodation, employment, and housing; and contrary to the policy of the city and unlawful for vendors and contractors doing business with the city to discriminate, as set forth in this article.

Sec. 2-603. Unlawful Practices.

The following shall constitute a violation of this article:

For a city vendor or city contractor, because of race, color, gender, gender identify, sexual orientation, religion, national origin, familial status, age, disability, or United States military veteran status, to refuse to hire or employ or bar or discharge from employment any person, or to discriminate against such person in compensation, conditions, or privileges or employment. City vendors and contractors of fifteen (15) or more employees shall provide a copy of its antidiscrimination policy to the Procurement Officer to confirm compliance with this article. Employers having fourteen (14) or less employees may attest in writing to compliance with this article.

Vendor Requirements

Vendors who have fifteen (15) or more employees shall include with their bid/proposal submittal a copy of its antidiscrimination policy that must mirror the City’s policy as stated above. Suppliers who have fourteen (14) or less employees may include their antidiscrimination policy or complete a written affidavit of compliance per the attached.

To be completed by responding company and returned with submittal:

_____ Our company has 15 or more employees and has included its antidiscrimination policy that mirrors the City’s policy;

_____ Our company has fourteen (14) or less employees and is attaching the signed AFFIDAVIT OF COMPLIANCE WITH TEMPE CITY CODE CHAPTER 2 ARTICLE VIII SECTION 2-603(5).

Please include this document along with the company’s antidiscrimination policy or the completed affidavit with offer submittal.

Anti-Discrimination Policy

“Return this Section with your Response”



Only complete this document if you have 14 or less employees.

AFFIDAVIT OF COMPLIANCE WITH TEMPE CITY CODE CHAPTER 2 ARTICLE VIII SECTION 2-603(5)

Per Tempe City Code Chapter 2 Article VIII Section 2-603(5), it is unlawful for a City vendor or City contractor, because of race, color, gender, gender identity, sexual orientation, religion, national origin, familial status, age, disability, or United States military veteran status, to refuse to hire or employ or bar or discharge from employment any person, or to discriminate against such person in compensation, conditions, or privileges of employment.

City vendors and contractors shall provide a copy of their antidiscrimination policy to City to confirm compliance with this requirement or attest in writing to compliance.

- CONTRACTOR means any person who has a contract with the City.
- VENDOR means a person or firm in the business of selling or otherwise providing products, materials, or services.

CONTRACTOR/VENDOR, select one:

_____ Current copy of antidiscrimination policy attached

OR

_____ I hereby certify _____ (contractor/vendor) complies with Tempe City Code Chapter 2 Article VIII Section 2-603(5).

Signature

Date: _____

Print Name

Title

Company

Supplier Sustainability Questionnaire

“Return this Section with your Response”

The City of Tempe is strongly committed to sustainable practices and programs that help build a vibrant and resilient community. The City accomplishes this through a variety of innovative programs, including water and energy conservation, recycling, composting, alternative transportation, sustainable business practices and environmental stewardship. Tempe recently established its 2019 Climate Action Plan (CAP) that provides a guideline for how the City will take local action on global climate change by reducing its greenhouse gas (GHG) emissions and adapting to the changing climate. The Climate Action Plan serves as a guideline for the City's path toward a sustainable and resilient future that will benefit the entire City. The City has strengthened its commitment to sustainability by adopting a new carbon neutrality goal by 2050 and a strategy of sourcing 100 percent of its electricity from renewable sources by 2035. To learn more about the City's commitment to sustainability, please visit <https://www.tempe.gov/government/sustainable-tempe>.

To further this commitment, the City has developed a Sustainable Procurement Policy that provides specific guidelines for how these important sustainable practices and programs will be reflected in contract award decisions. By partnering with companies who share these sustainability goals, the City will be able to significantly enhance sustainable outcomes.

To support these efforts, the following Supplier Sustainability Questionnaire has been developed that will allow the City to better understand your company's efforts and commitments regarding sustainable practices and initiatives. This questionnaire has two sections – a section to understand what your company is doing regarding sustainable actions and a section to understand the specific sustainable attributes of the product or service that you are offering.

Item	Question	Response
Corporate Sustainable Actions		
1.	What sustainability guidelines or environmental statement does your company have to guide the company as a whole? Please include a link.	
2.	What is your company doing to be more energy efficient?	
3.	What is your company doing to reduce greenhouse gas emissions?	
4.	What is your company doing to reduce waste transferred to landfills?	
5.	What is your company doing to reduce water waste?	
6.	What kind of effort does your company make to reduce the use of environmentally harmful materials (<i>such as cleaning products, etc.</i>)?	
7.	Does your company take any actions to manage the sustainability of your supply chain? If yes, please explain.	
8.	Has your company received any environmental or sustainability related independent certifications or recognitions? If yes, please explain.	

Please find some helpful links below that will provide additional information, tools and resources regarding sustainable practices:

Greenhouse Gas Calculators:

<https://www.epa.gov/energy/greenhouse-gases-equivalencies-calculator-calculations-and-references>

Sustainable Packaging:

<https://www.epa.gov/smm/sustainable-packaging>

<https://www.epa.gov/facts-and-figures-about-materials-waste-and-recycling/containers-and-packaging-product-specific-data>

Cleaning Products:

<https://www.epa.gov/saferchoice>

Tool to Measure and Track your Waste and Recycling:

<http://www.epa.gov/smm/wastewise/measure-progress.htm>

Water Conservation:

<http://water.epa.gov/polwaste/nps/chap3.cfm>

Checklist for Submittal

The following checklist has been provided to assist you in submission of your offer.

This list should not be considered complete, other information or documents may be necessary as part of your submission.

The items listed are the primary documents and information that must be completed and/or included with your proposal.

Please include any additional information or documents that will clarify your submittals.

This document has been issued in Word format to allow the responding firm the ability to provide requested information, answer questions and provide pricing within the actual document.

Description		Included ✓
1.	One signed and completed copy of the Proposal response – only sections marked “Return this Section with your Response” are required but you may include supplemental materials you believe necessary to clarify your submittal.	
a.	Signed and Completed Vendor's Offer Form	
2.	Due to the COVID Virus, please submit a single e-copy of the signed and completed proposal. The City's e-mail is capable of accepting up to a 10MB attachment. Please try and keep the proposal under this size limit. However, if you need to exceed 10MB, please break the proposal up into two sections and e-mail in two separate messages clearly indicating the solicitation number on the subject line and denoting Part 1 and Part 2 response. We will be unable to accept any hard copies of the proposal so please e-mail the response as noted above. <u>It is critical to not wait until the last minute to press the send button for your submittal.</u>	
3.	Proposal Questionnaire	
4.	Pricing Section	
5.	If company has 14 or less employees include a signed and completed Affidavit of Compliance with Tempe City Code Chapter 2 Article VII Section 2-603(5) (form attached)	
6.	If company has 15 or more employees include a copy of its anti-discrimination policy	
7.	Signed Addenda (if applicable)	
8.	Supplier Sustainability Questionnaire	

Alert – If you received this solicitation via a third-party plan-holder company and did not directly download it from the City of Tempe's Procurement home page you might not have received any addendums that were published during the bidding period. To ensure you are notified of addendums it is critical that you download this solicitation from the City's web site per the below link:
<https://bids.tempe.gov/bids/>