

Examinetics, Inc.  
851 Edkin Avenue  
West Chester, PA 19382  
Office 800-946-7228  
Mobile 610-716-0999  
sokane@examinetics.com  
www.examinetics.com

# examinetics

insightXonsite

January 14, 2008

Chuck Bowman  
Department of Environmental Protection  
Office of Waste Management  
601 57<sup>th</sup> Street SE  
Charleston, WV 25304

Re: RFQ Number DEP13958

Dear Chuck:

I appreciate your assistance in answering my questions pertaining to the Request for Quote (RFQ) for the Department of Environmental Protection. Enclosed is Examinetics' response to the RFQ along with documentation that will provide insight into our mobile testing services.


Examinetics' has been delivering convenient, mobile testing for 40 years. Our staff of medical professionals provides hearing conservation, respirator clearance and fit testing, physician examinations, X-rays, blood draws and more. Examinetics maintains a fleet of nearly 60 mobile units which provides testing for more than 1,400 clients at over 5,000 locations nationwide.

Examinetics' testing services will dramatically reduce the time away from the job. By customizing each testing program, Examinetics is able to significantly reduce both the administrative and testing costs. Upon completion of testing, each participant will receive their individual report, while summary reports and any necessary clearances will be sent to the designated personnel at the Department of Environmental Protection.

We have noted on the pricing sheet for the EKG Stress Test as "Unavailable". Examinetics does not have the ability to perform this test aboard our mobile units. If awarded the contract, Examinetics would partner with a local facility where employees could go to have this test performed.

I appreciate you allowing Examinetics the opportunity to earn your business. If you should have any questions, please feel free to contact me at 800-946-7228 ext. 2056.

Sincerely,



Stephen O'Kane  
Senior Sales Executive

**PROPOSAL FOR ON-SITE  
PHYSICAL EXAMINATION  
SERVICES**

**PREPARED FOR:**

**West Virginia Department of  
Environmental Protection**

**Submitted by:  
examinetics**

insightXonsite

**January 11, 2008**

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## **I. Corporate Overview**

Examinedics, Inc. is the largest provider of mobile and on-site occupational health testing services in the United States. Examinedics provides health compliance testing services, physician examinations, data management and reporting services. Corporately based in Overland Park, Kansas Examinedics operates nearly 60 mobile units nationwide while serving more than 1,400 clients at 5,000 locations nationwide. Examinedics has extensive experience in providing services to clients from all types of industry. We customize each testing program to meet the expectations and requirements of each client.

Examinedics provides medical surveillance testing through the use of state-of-the-art, fully equipped, self-contained mobile units along with providing staff for on-site testing. All mobile facilities are custom engineered and constructed with instrumentation aboard each mobile unit directly interfaced with our proprietary software system. Our advanced data systems have numerous built-in quality control functions. These proprietary systems and equipment interfaces are one of the many unique elements that ensure accuracy, quality and consistent data gathering and reporting.

## **II. Staffing**

Examinedics' staff includes nurses, medical assistants, certified X-ray technologists and physicians. Initial and on-going training is conducted in the field, augmented by CAOHC and NIOSH approved courses provided throughout the year. Employees are trained with detailed, written procedures and standardized protocols. Proof of training is documented via a series of written tests and proficiency evaluations. Continuous training and performance improvement is driven by ongoing performance evaluations documented by the Unit Managers (at a minimum, each employee's performance is evaluated every six weeks).

In addition, supervisory staff from the corporate office visits each mobile unit approximately every ten (10) weeks. During these visits, all unit personnel, including the Unit Manager, Field Maintenance Technician/Driver and crew are observed and provided with written performance feedback. Ongoing training is also facilitated by daily quality control feedback provided to the units by Examinedics Data Processing Center, with input from reviewing physicians.

The staffing aboard the unit will fit with the requirements set forth by the Department of Environmental Protection. Our staff will be able to perform all required services noted within the RFQ.

## **III. Mobile Units**

Examinedics provides medical surveillance testing nationwide through the use of state-of-the-art, fully equipped, self-contained mobile units. Examinedics' mobile units adhere to the most stringent specifications that are put forth by governing bodies.

All engineering, implementation and data processing are conducted by Examinedics' full-time personnel using our own proprietary systems. The mobile units are staffed by full-time nurses and technicians and are equipped with bio-instrumentation capable of providing spirometry, electrocardiogram, vision and tonometry, audiometry, chest x-rays and anthropometric measurements.

Features unique to Examinetics mobile units and services are as follows:

- Private testing areas to assure confidentiality.
- On-board data acquisition system to maintain quality control during data entry.
- Full-time licensed nurses, ARRT-certified X-ray technologists and medical assistants conduct testing
- On-board X-ray processing
- Ability to provide Army National Guards with data in OHM and DOEHS
- Sophisticated data processing equipment with:
  - ⇒ In-house programming
  - ⇒ Complete computer security
  - ⇒ Data base of over 1.7 million individuals
- Interpretation of test results by board certified physicians.

Examinetics certifies that the equipment used in all medical testing is properly maintained and calibrated, and technicians who use the equipment are licensed and certified in accordance with criteria and requirements established by regulatory bodies.

#### **IV. Program Administration**

Examinetics' approach to the implementation of occupational health testing programs has been to go beyond the typical vendor relationship and forge a working partnership with our clients. Our business strategy is designed to focus all collective professional resources towards enhancing quality and value in the testing program.

Examinetics views the Department of Environmental Protection as a partner in the successful implementation and execution of the occupational health testing program. Our approach to implementation is to work with the Department of Environmental Protection to design a customized program that considers your unique challenges and desired outcomes. We strongly believe that effective implementation and communication is absolutely critical and that the investment the Department of Environmental Protection and Examinetics make is key to the ultimate success of the program.

Long-term experience in providing health testing services to over one million client employees nationwide uniquely qualifies Examinetics to effectively design, implement and manage the exam management components required for the Department of Environmental Protection. Proper experience and training of personnel, clearly understood job responsibilities, and proper supervision are critical to the success of the program.

##### ***Scheduling Procedures***

After the signed agreement is received, Examinetics will contact the Department of Environmental Protection to begin scheduling test dates for mobile service. Examinetics will work with the Department of Environmental Protection to set the days and hours for testing to accommodate your employees and thereby minimize time away from the job. We recommend test dates are established 30 - 45 days in advance to allow for sufficient communication and to ensure a successful program.

## **V. Quality Assurance**

Examinetics has a comprehensive, documented quality assurance program in place. The starting point of the quality control process is the training of our Occupational Health Specialists (OHS) and nurses on-board the mobile units. Each OHS and nurse receives at least six (6) weeks of field training in addition to their CAOHC and NIOSH Certifications before they are allowed to conduct any testing on their own.

As part of the quality control process, Examinetics has 10 Field Supervisors to oversee the work of our unit staff. Our unit staff are continually audited and evaluated on proper techniques to ensure that all testing procedures and protocols are followed. The responsibility of the Field Supervisors is to ensure professionalism of our staff and quality of the testing data. Each staff member is issued a detailed procedures manual describing proper service procedures and protocols, as well as documented instructions for client-specific requirements. Also, all staff members undergo additional training each year by our in-house medical staff, who assumes ultimate quality control responsibilities.

An integral part of the quality control process is the professional review procedures of our medical staff. Examinetics' in-house medical team will review test data to ensure accuracy and that proper reports and clearances are issued. Our staff is also available for consultation after testing is completed.

**VI. RFQ Documentation & Pricing**



State of West Virginia  
 Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

# Request for Quotation

RFQ NUMBER  
 DEP13958

PAGE  
 6

ADDRESS CORRESPONDENCE TO ATTENTION OF  
 CHUCK BOWMAN  
 304-558-2157

RFQ COPY  
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

ENVIRONMENTAL PROTECTION  
 DEPARTMENT OF  
 OFFICE OF WASTE MANAGEMENT  
 601 57TH STREET SE  
 CHARLESTON, WV  
 25304 304-926-0499

| DATE PRINTED                 | TERMS OF SALE | SHIP VIA                 | F.O.B | FREIGHT TERMS |
|------------------------------|---------------|--------------------------|-------|---------------|
| 12/26/2007                   |               |                          |       |               |
| BID OPENING DATE: 01/17/2008 |               | BID OPENING TIME 01:30PM |       |               |

| LINE  | QUANTITY | UOP | CAT NO | ITEM NUMBER | UNIT PRICE | AMOUNT |
|---|----------|-----|--------|-------------|------------|--------|
| <p>A SIGNED BID MUST BE SUBMITTED TO:</p> <p>DEPARTMENT OF ADMINISTRATION<br/>           PURCHASING DIVISION<br/>           BUILDING 15<br/>           2019 WASHINGTON STREET, EAST<br/>           CHARLESTON, WV 25305-0130</p> <p>THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:</p> <p>SEALED BID</p> <p>BUYER: CB-23</p> <p>RFQ. NO.: DEP13958</p> <p>BID OPENING DATE: 01/17/2008</p> <p>BID OPENING TIME: 1:30 PM</p> <p>PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID: 913-748-2121</p> <p>-----</p> <p>CONTACT PERSON (PLEASE PRINT CLEARLY): Stephen O'Kane</p> |          |     |        |             |            |        |

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

|           |           |                                   |
|-----------|-----------|-----------------------------------|
| SIGNATURE | TELEPHONE | DATE                              |
| TITLE     | FEIN      | ADDRESS CHANGES TO BE NOTED ABOVE |

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



## Open-End Contract

To conduct physical examinations of selected employees of the WV Department of Environmental Protection (DEP). All testing shall be conducted at one location only and shall be completed in one day. If the vendor can supply these services from a mobile unit, DEP will provide the locations. A 24-hour cancellation notice shall be given to the designated DEP Office representative(s) when all tests cannot be given in one day. The successful vendor(s) agrees to the imposition of a \$500.00 penalty when all tests are not performed in one day or a 24-hour cancellation notice is not given.

### 01 Physical examination by a Licensed Physician

Comprehensive physical examination. Previous personal/family history with specific reference to smoking, use of steroids, and cancer history. Previous or interval work history including hazardous waste sites, sampling activities, site investigations, and industrial hygiene.

### 02 Visual Acuity Measurements

Includes near and distant vision, color perception and intraocular tension measurements by non-contact puff tonometer. No exception to no-contact puff tonometer method.

### 03 Audiogram

Performed by certified personnel using equipment calibrated within the last twelve months to meet the most current ANSI standards and that is biologically checked daily.

### 04 Pulmonary Function Screening

Performed by trained personnel to record forced vital capacity, and forced expiratory volume in one second (FVC, FEV1). Results to be interpreted by pulmonologist.

## PURCHASING CONTINUATION SHEET

Bid Schedule Physicals

|                |      |              |
|----------------|------|--------------|
| Buyer:         | Page | Req/PO       |
| Chuck Bowman   |      | DEP13958     |
| Spending Unit: |      | <b>P. 10</b> |
| WV DEP         |      |              |

| Item No. | Quantity | Description                                  | Unit Price | Amount      |
|----------|----------|--|------------|-------------|
| 1        | 85       | Physical Examination by a Licensed Physician | \$182.00   | \$15,470.00 |
| 2        | 85       | Visual Acuity Measurements                   | \$ 11.44   | \$972.40    |
| 3        | 85       | Audiogram                                    | \$ 10.40   | \$884.00    |
| 4        | 85       | Pulmonary Functions Screening                | \$ 22.88   | \$1,944.80  |
| 5        | 85       | Electrocardiogram                            | \$ 34.32   | \$2,917.20  |
| 6        | 85       | Routine Urinalysis                           | \$ 14.56   | \$1,237.60  |
| 7        | 85       | Complete Blood Count (CBC)                   | \$ 29.12   | \$2,475.20  |
| 8        | 85       | Comprehensive Metabolic Panel                |            | No charge   |
| 9        | 85       | Lipid Panel                                  |            | No charge   |
| 10       | 85       | Hepatic Function Panel                       |            | No charge   |
| 11       | 85       | Posterior and Anterior Chest X-ray (14 X 17) | \$ 52.00   | \$4,420.00  |
| 12       | 85       | EKG Stress Test                              |            | Unavailable |
| 13       | 85       | Heavy Metals                                 | \$281.84   | \$23,956.40 |
| 14       | 85       | Repeat PCB Level                             | \$ 88.40   | \$7,514.00  |
| 15       | 85       | Serum Titer for Hepatitis A                  | \$ 24.44   | \$2,077.40  |
| 16       | 85       | Serum Titer for Hepatitis B                  | \$ 24.44   | \$2,077.40  |
| 17       | 85       | Hepatitis A Booster Shot                     | \$ 48.88   | \$4,154.80  |
| 18       | 85       | Hepatitis B Booster Shot                     | \$ 48.88   | \$4,154.80  |

REVISED PER ADDM. #1

|    |    |  |          |             |
|----|----|--|----------|-------------|
| 19 | 85 | Tetanus Vaccination                            | \$ 13.00 | \$1,105.00  |
| 20 | 85 | Hepatitis A Vaccination (Series of Injections) |          | \$49.00 per |
| 21 | 85 | Hepatitis B Vaccination (Series of Injections) |          | \$49.00 per |
| 22 | 85 | Prostate Exam Including PSA blood test         | \$ 22.88 | \$1,944.80  |
| 23 | 85 | Blood Lead and ZPP                             | \$ 23.00 | \$1,955.00  |

Inquires concerning this RFQ shall be directed to:

TOTAL =

|             |
|-------------|
| \$79,260.00 |
|-------------|

**Chuck Bowman**  
**Purchasing Division**  
**Building 15**  
**2019 Washington Street, East**  
**Charleston, WV 25305**

**(304) 558-2157 - Phone**  
**(304) 558-4115 - Fax**

STATE OF WEST VIRGINIA  
Purchasing Division

**PURCHASING AFFIDAVIT**

**West Virginia Code §5A-3-10a states:** No contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and the debt owed is an amount greater than one thousand dollars in the aggregate

**DEFINITIONS:**

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Debtor" means any individual, corporation, partnership, association, limited liability company or any other form or business association owing a debt to the state or any of its political subdivisions. "Political subdivision" means any county commission; municipality; county board of education; any instrumentality established by a county or municipality; any separate corporation or instrumentality established by one or more counties or municipalities, as permitted by law; or any public body charged by law with the performance of a government function or whose jurisdiction is coextensive with one or more counties or municipalities. "Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceed five percent of the total contract amount.

**EXCEPTION:** The prohibition of this section does not apply where a vendor has contested any tax administered pursuant to chapter eleven of this code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

**LICENSING:** Vendors must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agencies or political subdivision. Furthermore, the vendor must provide all necessary releases to obtain information to enable the Director or spending unit to verify that the vendor is licensed and in good standing with the above entities.

**CONFIDENTIALITY:** The vendor agrees that he or she will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the agency's policies, procedures and rules. Vendors should visit [www.state.wv.us/admin/purchase/privacy](http://www.state.wv.us/admin/purchase/privacy) for the Notice of Agency Confidentiality Policies.

Under penalty of law for false swearing (West Virginia Code, §61-5-3), it is hereby certified that the vendor acknowledges the information in this said affidavit and are in compliance with the requirements as stated.

Vendor's Name: Examinetics Inc.

Authorized Signature: Darby Wiseman Date: 1-11-08