



# City of Denton

City Hall  
215 E. McKinney Street  
Denton, Texas  
www.cityofdenton.com

## AGENDA INFORMATION SHEET

**DEPARTMENT:** Procurement  
**ACM:** Christine Taylor  
**DATE:** March 25, 2025

### SUBJECT

Consider adoption of an ordinance of the City of Denton, a Texas home-rule municipal corporation, authorizing the City Manager to execute a Professional Services Agreement with Occupational Health Centers of The Southwest, P.A., for pre-employment physical assessments for the Fire Department as set forth in the contract; providing for the expenditure of funds therefor; and providing an effective date (PSA 8745 – Professional Services Agreement for physical assessment services awarded to Occupational Health Centers of The Southwest, P.A., for one (1) year, with the option for two (2) additional one (1) year extensions, in the total three (3) year not-to-exceed amount of \$50,000.00).

### STRATEGIC ALIGNMENT

This action supports Key Focus Area: Support Healthy and Safe Communities.

### INFORMATION/BACKGROUND

The proposed contract is for pre-employment physical assessments for the Denton Fire Department. The agreement will establish a long-term fixed price for services and allow the Fire Department to continue to appropriately screen prospective applicants who apply for the position of firefighter.

The Fire Department’s prior contract for these services is no longer available as the former vendor, Texas Health Hughley, no longer provides these services as of September 30, 2023.

The proposed agreement contains a list of pre-employment medical tests and services to be provided by Occupational Health Centers Of The Southwest, P.A. at their facility. The required components of this service package meet NFPA 1582-2022 criteria for medical evaluation of firefighters.

Categories	Year 1	Year 2	Year 3	Total
Health Assessment	\$15,000	\$15,000	\$15,000	\$45,000
Contingency	1,000	2,000	2,000	5,000
<b>Total:</b>	<b>\$16,000</b>	<b>\$17,000</b>	<b>\$17,000</b>	<b>\$50,000</b>

### RECOMMENDATION

Award a contract with Occupational Health Centers Of The Southwest, P.A., for pre-employment physical assessments for the Fire Department, in a one (1) year, with the option for two (2) additional one (1) year extensions, in the total three (3) year in the not-to-exceed amount of \$50,000.

## **PRINCIPAL PLACE OF BUSINESS**

Occupational Health Centers Of The Southwest, P.A.  
Addison, TX

## **ESTIMATED SCHEDULE OF PROJECT**

This is an initial one (1) year contract with options to extend the contract for two (2) additional one (1) year periods, with all terms and conditions remaining the same.

## **FISCAL INFORMATION**

These services will be funded through the Fire department's operating budget 320100.7726.02574121. Requisitions will be entered on an as-needed basis. The budgeted amount for this item is \$50,000. The City will only pay for services rendered and is not obligated to pay the full contract amount unless needed.

## **EXHIBITS**

Exhibit 1: Agenda Information Sheet  
Exhibit 2: Ordinance and Contract

Respectfully submitted:  
Lori Hewell, 940-349-7100  
Purchasing Manager

For information concerning this acquisition, contact: Lindsey Garrison, 940-349-8844.

Legal point of contact: Marcella Lunn at 940-349-8333.