



CITY OF RIO RANCHO
DEPARTMENT OF FINANCIAL SERVICES
PURCHASING DIVISION
3200 Civic Center Circle NE – Suite 300
Rio Rancho, New Mexico 87144
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ADDENDUM NUMBER (1) ONE
IFB 21-HR-004
PHYSICAL EXAMS AND DRUG/ALCOHOL SCREENINGS

September 10, 2020

Addendum Number (1) One forms part of the contract documents and modifies them in the manner set forth below.

ATTENTION CONTRACTORS

- Revised Submission of Bids Items
- Questions and Answers

Revised Submission of Bid Items

Correction to the Submission of Bids Section in IFB 21-HR-004; Items B, C, and D on page 9 with the following:

- B. Emailed Bid Submission: Due to the current health concerns and the changing environment in respect to COVID-19 the City is requesting all bid submissions be submitted as follows:
- Bids must be submitted via email to Matthew Schimmel, mschimmel@rrnm.gov on September 22, 2020 no later than 11:00 AM MST.
 - The City will conduct the public bid opening and streamed via GoToMeeting. Please visit the City's website for the link to join the virtual meeting.
- C. Hand Delivered: Bids may be hand delivered to the Office of the City Clerk, City Hall, 3200 Civic Center Circle NE, Room #150, Rio Rancho, NM 87144.
- D. Mailed: Bidders must **also** submit their original bid in a sealed envelope or container via USPS or other mailing service no later than September 25, 2020 to Office of the City Clerk, Attn: Matthew Schimmel, 3200 Civic Center Circle NE, Room #150, Rio Rancho, NM 87144, and will be considered submitted when actually received and time stamped. The City shall not be responsible for bids that are mailed and not received by the date and time specified in this IFB.

Questions and Answers

1. **Question:** Will you be partnering with only one company to provide everything or are you open to also working with someone who can provide only some of the tests.

Answer: Yes, the City is open to awarding to multiple providers for only a portion of services so long as each provider can support the projected number, frequency, and testing locations for the requested services.

2. **Question:** Are all of the Drug Tests you will need DOT or will you have some non-DOT drug tests?

Answer: No, some testing protocols will require DOT testing while others will require a non-DOT test referred to as the City Standard Test (a 10 Panel Drug Screen defined in the diagram of part N on page 20 of the IFB).

3. **Question:** Can we apply to just the drug and alcohol testing part of the IFB and not the exams?

Answer: Yes.

4. **Question:** Who is the current provider?

Answer: There are two: Concentra Medical Centers (Primary provider who offers all testing M-F, 8am-5pm) and ABQ Drug Testing Inc. (Secondary provider who offers after-hours and quarterly on-site testing).

5. **Question:** Why are you evaluating new providers?

Answer: The current price agreement has expired.

6. **Question:** What is the current pricing?

Answer: This information can be provided by submitting a records request through the City Clerks Office. Here is the link for your convenience: <https://www.rnm.gov/1634/Public-Records-Inspection-Requests>

7. **Question:** What are the current collection sites? Has there been any issues with them?

Answer: The existing collection sites are available at Concentra offices in Albuquerque where there have been no issues. However, the City is seeking a provider who can offer more on-site testing options at the following locations for random and post-accident screenings:

City Hall: 3200 Civic Center Circle NE, Rio Rancho, NM 87144
Police Administration: 500 Quantum Rd NE, Rio Rancho, NM 87124
Fire Administration: 1526 Stephanie Road, Rio Rancho, NM 87124

Fire Station 1: 2810 Southern Blvd. , Rio Rancho, NM 87124

- 8. Question:** Page 8. “M. Site Inspection: All Bidders are required to conduct an on-site inspection.” Please confirm that, prior to bid, you’d like the bidder to inspect proposed collection sites?

Answer: Yes.

- 9. Question:** Page 30. “Sub-Contracting Services, Disallowed and Approval: All services provided as a result of this IFB must be performed by the Bidder to whom the contract is awarded. No subcontracting shall be allowed unless approved in writing from the City.” Is that to say the Bidder must be the owner/operators of the collection sites, mobile collectors and labs utilized?

Answer: Yes. However, as suggested in the provision, the Bidder may offer sub-contracting services for consideration whereby the agreement of such terms is subject to City approval. Bidders are encourage to make note of these request in the Exceptions to the Specifications are in the Bid Form. Bidders may add additional pages if needed for this sections.

As provided on page 37 of the Bid Documents, Bidders shall acknowledge receipt of Addendum Number (1) One. All other provisions of the Contract Documents shall remain unchanged.