

Town of Taos, NM
Finance Department/Purchasing Division
400 Camino de la Placita, Room 202
Taos, NM 87571

June 17, 2020
Addendum #1 to RFQ HR 01-19-20

Drug and Alcohol Testing Services

The following items have been amended:

Page 1, Scope of Work, third paragraph. Replace "..., please submit a copy of your state license certificate and a statement of your relevant experience" with "***please submit background of firm as it relates to experience and qualification; personnel information of individuals who will be handling the various aspects of services required including certifications; copy of a business license; testing equipment certifications, Federal and or State Laboratory Certifications, license to operate as a collection agency.***

A Campaign Contribution Disclosure Form will need to be filled out and submitted with your proposal. See attached.

Pricing shall reflect the full Scope of Work, inclusive of all associated cost for delivery, labor, insurance, overhead and profit.

The proposal shall include a pricing schedule covering every element of a fully compliant United States Department of Transportation (DOT) and/or the Federal Motor Carrier Safety Administration (FMSCA) as well as pricing for after-hours and/or emergency opening of business, if any.

Item #	Quantity	Description of Products/Services	Unit Cost	Extended Price
			\$	\$
			\$	\$
		Additional Services	\$	\$
		TOTAL ALL LINE ITEMS	\$	\$

The following are responses to questions received as of June 16, 2020

Question #1: Is electronic submission of proposals acceptable.

Response: ***Yes, Proposals will be accepted via Vendor Registry, the town's electronic bidding system by the required date and time. Offerors must register to the online portal using the following link:***

<https://vrapp.vendorregistry.com/vendor/register/signup>

Offerors understand and agree that technical support may not be readily available the day of and or the hours/minutes prior to a RFP closing time (Due Date/Time). Offerors also understand and agree that internet access, browsers, and operating systems are not supported by the Town and/or its agents. Offerors are strongly encouraged to review, create, and submit all electronic proposal several days in advance of the due date and time.

PROPOSALS WILL NOT BE ACCEPTED BY EMAIL OR FAX.

- Question #2: What is the estimated number of tests annually?
Response: ***Approximately 100-200.***
- Question #3: Who is the current provider?
Response: ***Northern New Mexico Job and Drug Screening dba Taos Physical Therapy.***
- Question #4: What is the current collection sites?
Response: ***Northern New Mexico Job and Drug Screening dba Taos Physical Therapy, 414 Sipapu Street Taos, New Mexico 87571***
- Question #5: Has there been any issues with them?
Response: ***No. However we have a need for testing services afterhours (5:00 pm to 8:00 am) and weekends, which they currently do not provide.***
- Question #6: What are the current prices being paid by the City?
Response: ***Lab Testing \$33.64
Instant Rapid Testing \$43.40
Conformation from lab \$33.64
(It is NNMJDS policy to have all non-negative rapid tests sent in for confirmation testing.)
Breath Alcohol Testing \$48.83 (Includes Confirmation)
Private Pay Urine Collections \$65.10
Observed test \$15.00 (collected in cash ONLY)
Alter form fee \$16.28
Mobile testing during regular business hours - \$75.00 Trip Charge within Enchanted Circle or \$25.00 Trip Charge within 5 mile radius of office location.
Worksteps Testing
Post Offer Test \$151.90
Fit for Duty \$151.90
Incomplete testing for Post/Fit for Duty \$40.15***
- Question #7: With your proposal, please submit a copy of your state license certificate". What state license certificate? From my understanding, the State of New Mexico does not have a general, state-level business license.
Response: ***Background of firm as it relates to experience and qualification; Personnel information of individuals who will be handling the various aspects of services required including certifications; copy of a business license; Testing Equipment certifications, Federal and or State Laboratory Certifications, license to operate as a collection agency.***
- Question #8: Under the "Please forward your response to the RFP to" section, a fax number is listed. Is it permissible to fax our proposal?
Response: ***No. See response to Question #1.***

All other information not addressed in this addendum remain unchanged.

I hereby certify receipt of this addendum and have incorporated its information or changes in preparation of my submittal.

Authorized Signature

Date

Printed Name

Company Name

A COPY OF THE ADDENDUM MUST BE SIGNED AND RETURNED WITH YOUR PROPOSAL.

CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Pursuant to NMSA 1978, § 13-1-191.1 (2006), any person seeking to enter into a contract with any state agency or local public body **for professional services** must file this form with that state agency or local public body. This form must be filed even if the contract qualifies as a small purchase or a sole source contract. The prospective contractor must disclose whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official of the state or a local public body during the two years prior to the date on which the contractor submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds two hundred and fifty dollars (\$250) over the two year period.

Furthermore, the state agency or local public body shall void an executed contract or cancel a solicitation or proposed award for a proposed contract if: 1) a prospective contractor, a family member of the prospective contractor, or a representative of the prospective contractor gives a campaign contribution or other thing of value to an applicable public official or the applicable public official's employees during the pendency of the procurement process or 2) a prospective contractor fails to submit a fully completed disclosure statement pursuant to the law.

THIS FORM MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.

The following definitions apply:

"Applicable public official" means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

"Campaign Contribution" means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official's behalf for the purpose of electing the official to federal, statewide or local office. "Campaign Contribution" includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

"Family member" means spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law.

"Pendency of the procurement process" means the time period commencing with the public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

"Person" means any corporation, partnership, individual, joint venture, association or any other private legal entity.

“Prospective contractor” means a person who is subject to the competitive sealed proposal process set forth in the Procurement Code or is not required to submit a competitive sealed proposal because that person qualifies for a sole source or a small purchase contract.

“Representative of a prospective contractor” means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

MAYOR: DANIEL R. BARRONE

COUNCIL MEMBERS:

**PASCUALITO M. MAESTAS
NATHANIEL EVANS**

**DARIEN D. FERNANDEZ
GEORGE “FRITZ” HAHN**

DISCLOSURE OF CONTRIBUTIONS:

Contribution Made By: _____

Relation to Prospective Contractor: _____

Name of Applicable Public Official: _____

Date Contribution(s) Made: _____

Amount(s) of Contribution(s) _____

Nature of Contribution(s) _____

Purpose of Contribution(s) _____

Signature Date

Title (position) Offeror Business Name

- OR -

NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) WERE MADE to an applicable public official by me, a family member or representative.

Signature Date

Title (position) Offeror Business Name

