

The Town of Taos is seeking professional services for Drug and Alcohol Testing.

Scope of Work

Contractor, shall provide, all Non-Dot and Department of Transportation (DOT); drug testing plus Breath Alcohol Testing (BAT); i.e. random, pre-employment, post accident, reasonable suspicion/cause, return to duty, follow up etc.

Substance Abuse and Breath Alcohol Testing: Weekdays, Collection Availability for all Town employees shall be provided during normal business hours, 8:00a.m. to 5:00 p.m., Monday through Friday. And After Hours, 5:00 p.m. and before 8:00 a.m., seven (7) days per week, in Taos, New Mexico.

With your proposal, please submit a copy of your state license certificate and a statement of your relevant experience. Please also submit a proposed rate for performing these services.

The successful respondent will be required to enter into a written Agreement with the Town of Taos.

Any cost incurred by the respondent in preparation, transmittal, presentation of any proposal or material submitted in response to this RFP shall be borne solely by the respondent.

A public log will be kept of the names of all respondents who submit proposals. Consistent with Section 13-1-116 NMSA 1978, the contents of any proposal shall not be disclosed to competing respondents prior to contract award.

The Procurement Officer reserves the right to amend and/or cancel this bid/proposal invitation prior to the time and date of the bid opening.

The Procurement Officer reserves the right to correct any bid/proposal awarded erroneously as a result of a clerical error on the part of the Town of Taos.

The Procurement Officer reserves the right to waive any minor or technical irregularities in any proposal that do not alter the price, quality or quantity of services, systems or items of tangible personal property being offered and the right to reject any proposal mistakenly awarded as a result of clerical, arithmetical, or other error on the part of the Town of Taos.

The Procurement Code, Sections 13-1-28 through 13-1-199 NMSA 1978, imposes civil and misdemeanor criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for bribes, gratuities and kick-backs.

Contact Information & Deadlines

Any questions or clarifications regarding this RFP may be directed to:

Tamara N. Chavez
(575)-751-2011

Shirley Mondragon, Administrative Assistant
(575) 751-2009

EQUAL EMPLOYMENT OPPORTUNITIES

The Contractor and his subcontractors shall not discriminate against any employee or applicant for employment, to be employed in the performance of such contract, with respect to his hire, tenure, terms, conditions, or privileges of employment, because of his race, color, religion, national origin or ancestry. Breach of this covenant may be regarded as a material breach of the contract. (Laws 1949, Ch. 161, S.5)

(New Mexico Statutes relating to Equal Employment Opportunities on Government Contracts.) The Contractor and his subcontractors shall comply with the Federal Civil Rights Act of 1964 and Title 7 of that Act revised in 1979.

Scope of Procurement

The Town of Taos intends to enter into an initial one-year contract with the successful Respondent for the services contemplated by this Request for Proposals. Any such contract is subject to **availability of funds, and/or other terms and conditions.** In no case will the contract, including all renewals, exceed a total of four (4) years in duration. Subsequent contracts for the same services will be subject a new RFP process and Management approval as called for by law and Town ordinances and policies.

Please forward your response to the RFP to: Shirley Mondragon, HR Administrative Assistant, Town of Taos, 400 Camino de la Placita, Taos, New Mexico 87571; fax: 575-737-2666. Proposals must be received in the Town's Human Resource Department by 5:00PM June 26, 2020.

Sharon Voight, Procurement Officer Town of Taos
575.751.2025 or svoigt@taosgov.com