Addendum No. 2

RFP No. 20-08

DRUG SCREEN SERVICES FOR ROCKDALE COUNTY

March 11, 2020

RFP #20-08 is hereby amended as follows:

1. Below are questions received and corresponding answers:

   A. Question: Who is your current provider for drug screen services? Please provide their current pricing, if possible.

      Answer: We currently do not have a contract in place. Please see the attachments in Addendum #1.

   B. Question: What is your estimated budget for this project?

      Answer: Approximately $15,000.00 to $18,000.00.

   C. Question: Are there any pain points with your current provider?

      Answer: Not currently.

   D. Question: Why are you evaluating new providers for drug screen services?

      Answer: Need a contract in place for services that are needed.

   E. Question: What is your anticipated start date?

      Answer: April – May 2020.

   F. Question: Will preference be given to providers that are accredited by (not just a member of) the National Association of Professional Background Screeners (NAPBS)?

      Answer: N/A.
G. **Question:** As a privately held company, financial information is considered highly confidential in nature, and it is our preference not to include this type of data during the RFP process. May vendors submit letters from their banking institution and certified public accountant attesting to their financial strength in lieu of the requested financial statements? If selected as a finalist, we would be happy to provide you with the requested financial information upon the completion of a mutual nondisclosure agreement.

**Answer:** Yes.

H. **Question:** Typically, drug testing services are closely related with background screening services. Are you interested in a vendor that can provide both drug screening and background testing services?

**Answer:** No.

I. **Question:** Would Rockdale County like pricing for both on-site and off-site drug screen options?

**Answer:** Yes. Please include this pricing on the attached updated Proposal Form.

J. **Question:** On page 10 under Vendor Requirements, you say each vendor will test on-site for random screens. However, on page 11 under Safety Sensitive, you say employees under suspicion must report directly to a collection site. Please clarify if you are looking for on-site drug testing or off-site services.

**Answer:** We are looking for on-site for random drug screen services and on-site/off-site for reasonable suspicion.

K. **Question:** If you are looking for on-site drug testing services, can you please confirm:
   a. How many bathrooms are there at your location? **Fire Training Annex – 2; Talent Management Training Center – 1; Rockdale County Sheriff’s Office - Multiple**
   b. Do you need both a male and female collector? **N/A.**
   c. Do you expect the same number of random drug tests each month? **It is preferred.**

**Answer:** See answers in bold print.

L. **Question:** Can you please clarify whether Rockdale County or the selected vendor will be expected to manage the random database?

**Answer:** The awarded vendor.
M. **Question:** Your evaluation criteria asks for information that cannot be fully answered within the required forms. May we add additional information within the Appendix to answer questions regarding staffing, availability, and experience?

**Answer:** Yes.

2. All other conditions remain in full force and effect.

3. If a Bid has been submitted and anything in this Addendum causes the bidder to change the item offered or to increase or decrease the Bid price, the new price and/or changes will be inserted below:

4. All bidders under this Request for Proposal are kindly requested to acknowledge receipt of this Addendum on page 14 of the Proposal Form.

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**Tina Malone**

Tina Malone, CPPB CPPO  
Procurement Officer  
Department of Finance, Purchasing Division
PROPOSAL FORM
Instructions: Complete all THREE parts of this bid form.

PART I: Proposal Summary
Complete the information below. If you wish to submit more than one brand, make a photocopy of this Proposal Form.

<table>
<thead>
<tr>
<th>Item #</th>
<th>Drug Screen Services</th>
<th>Unit</th>
<th>Unit Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>On-Site Drug Screening, 5-Panel DOT Test, in accordance with Minimum Specifications.</td>
<td>Price Per Screen</td>
<td>$</td>
</tr>
<tr>
<td>2.</td>
<td>On-Site Drug Screening, 12-Panel, in accordance with Minimum Specifications.</td>
<td>Price Per Screen</td>
<td>$</td>
</tr>
<tr>
<td>3.</td>
<td>Off-Site Drug Screening, 5-Panel DOT Test, in accordance with Minimum Specifications.</td>
<td>Price Per Screen</td>
<td>$</td>
</tr>
<tr>
<td>4.</td>
<td>Off-Site Drug Screening, 12-Panel, in accordance with Minimum Specifications.</td>
<td>Price Per Screen</td>
<td>$</td>
</tr>
</tbody>
</table>

PART II: Addenda Acknowledgements (if applicable)
Each vendor is responsible for determining that all addenda issued by the Rockdale County Finance Department – Purchasing Division have been received before submitting a bid.

<table>
<thead>
<tr>
<th>Addenda</th>
<th>Date Vendor Received</th>
<th>Initials</th>
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<tbody>
<tr>
<td>&quot;4&quot;</td>
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PART III: Vendor Information:

Company Name
Address
Telephone
E-Mail
Representative (print name)
Signature of Representative
Date Submitted