



ADDENDUM NUMBER ONE  
REQUEST FOR PROPOSALS (RFP)

DATE: April 12, 2016

TO: ALL BIDDERS OF RECORD

FROM: LYN MAJESKI, ACCOUNTING DIVISION MANAGER

BID FOR: TO PROVIDE HAZARDOUS MATERIALS MEDICAL EVALUATION AND RESPIRATORY FIT TESTING; RANDOM, POST-ACCIDENT, RETURN-TO-DUTY AND REASONABLE SUSPICION EMPLOYEE DRUG AND ALCOHOL TESTING SERVICES; AND POST EMPLOYMENT OFFER MEDICAL EXAMINATIONS AND DRUG SCREENING.

This Addendum forms a part of and modifies the RFP for the above item that needs to be received by April 15, 2016 at 2:00 p.m. (local time) at the City of Oak Ridge. Central Services Complex, 100 Woodbury Lane, Oak Ridge, Tennessee.

ITEM 1 - Questions from Potential Proposers:

1. After the bid is awarded, will there be a debriefing offered to vendors who do not win?

**There are no plans for a debriefing session.**

2. What is the % of employee selections during each random testing period?

**Listed below is the way the current provider handles the number of pulls:**

**For Public Works, Police & Firemen - 50%; for Safety Sensitive - 50% January – May and September – December, during June – August - 75% resulting in the following formulas:**

**Public Works DOT & Non-DOT, Police & Firemen**

**# of employees times .5 divided by 12**

**Safety Sensitive January – May & September – December**

**# of employees times .5 divided by 9**

## Safety Sensitive June – August

# of employees times .75 divided by 3

I have no objection if the possible provider comes up with a different way of determining the monthly pulls as long as they are random.

3. Under **Employee Drug and Alcohol Testing Services**, Guidelines for Conducting Random Drug/Alcohol Testing, the final bullet point states that the price per test is to include drug test, alcohol test and MRO services; however, the proposal bid sheet that is to be used for pricing does not combine the three services, but rather lists the alcohol test, the 10-panel and 5-panel drug screen all separately. Could you please clarify whether the pricing needs to be individually listed (as the proposal sheet indicates) or if an additional section should be added where drug and alcohol testing are priced together?

We need the items priced separately. We understand that two figures would be added together when both an alcohol and a drug test are performed.

4. Under General Information for **Post-Employment Offer Medical Examinations and Drug Screens**, item 12. states post-employment offer medical examinations shall also include a five (5) panel drug screen; however, under 2.1 of the Administrative Policy and Procedure for Drug and Alcohol Testing, Number F-602, it is stated that the pre-employment testing is a DOT five panel drug test. Since a five (5) panel drug screen can be either a DOT or a Non-DOT "look alike", please clarify whether the post-employment/pre-placement 5 panel is DOT or Non-DOT.

We believe any five panel test to be the test required by the DOT, not a look alike.

5. Under General Information for **Hazardous Materials Medical Evaluations and Respiratory Fit Testing**, Item 12. states the hazardous materials medical evaluations for post-employment offers shall include a five (5) panel drug screen. Shall this be a DOT drug screen or a 5 panel DOT "look alike" (as previously described in Question 2. above)

We believe any five panel test to be the test required by the DOT, not a look alike.

6. On the **City of Oak Ridge - Employment Physical Examination** form, please clarify if "Hearing" comprises a whisper test, or if it is an audiometric test performed in a hearing booth.

Hearing test is performed in a hearing booth.

7. On the **City of Oak Ridge - Employment Physical Examination** form, please clarify what criteria are used for "Back Stress Test Results". Could you elaborate on what constitutes the Back Stress Test? Is it based on a lifting requirement? If so, is there a certain poundage lifting requirement? Is the Back Stress Test performed on all employment physicals?

**Back Stress test is a 50 pounds lifting requirement unless the City specifies a higher amount and is only performed on those positions classified as Manual Labor.**

8. Under General Information for **Hazardous Materials Medical Evaluations and Respiratory Fit Testing**, item 14. could you please define what is included in a "Chemzyme Plus"? Also, is a lipid panel included?

**By "Chemzyme Plus", we mean a comp Metabolic panel.**

9. Please clarify what is needed in the Thyroid Panel. Is it Thyroid Stimulating Hormone (TSH) level and Free T4 or TSH and a Total T3?

**Thyroid panel is TSH.**

10. In the Hazardous Materials Medical Evaluations and Respiratory Fit Testing: What name brand are you using for your mask? Do you have the adapters for each brand name?

**The City uses only Scott brand masks so adapters are not necessary.**

11. In the Employee Drug and Alcohol testing services: What is the percentage of names from each pool that you need to test time? Will you ask for a flat number or a percentage of the pool?

**The estimated number of employees in each pool is indicated in the RFP. This figure is divided by 12 since pulls are usually done monthly with two or more alternates indicated. During June and July the City needs double pulls for the Safety Sensitive to be certain that the random number system picks up a sufficient number of seasonal Recreation Department employees to be tested.**

**\*\*\*\*\* Acknowledge receipt of this Addendum with your Proposal \*\*\*\*\***

**If you have already submitted your bid you may acknowledge receipt by email to [lmajeski@oakridgetn.gov](mailto:lmajeski@oakridgetn.gov)**