

Justin S. Greene
Commissioner, District 1

Lisa Cacari Stone
Commissioner, District 2

Camilla Bustamante
Commissioner, District 3



Adam Fulton Johnson
Commissioner, District 4

Hank Hughes
Commissioner, District 5

Gregory S. Shaffer
County Manager

January 22, 2025

Santa Fe County
RFP No. 2025-0171-HR/APS
Employee Drug and Medical Testing

ADDENDUM NO. 1

Dear Proponents,

This addendum is issued to reflect the following immediately. It shall be the responsibility of interested Offerors to adhere to any changes or revisions to the RFP as identified in this Addendum No. 1. This documentation shall become permanent and made part of the departmental files.

Attachment A: Pre-Proposal Agenda and Sign-In Sheet
Attachment B: Sample Substance Abuse Panel

Question No. 1: B. Under Scope of Services, Examinations. Please confirm the guidelines used for Fire physical examinations will be performed on both new hire Fire applicants and those employees being considered for reinstatement. Will Fire Dept use the NFPA 1850 guidelines?

Answer No. 1: THE NFPA standards Santa Fe County uses for physicals is NFPA 1582.

Question No. 2: C. Under Scope Of Services Medical and Physical Examinations

Please provide more detail on the neurological and Cancer Screening requirements in the list below for items Neurological, and Cancer screenings. Lab Urinalysis – Sugar, Albin, Microscopic, Extremities, Neurological, Respiratory Function, EKG, 12-lead, SMAC, Blood CBC, TB, Scology (RPR or equivalent), Blood Pressure at Rest – Left and Right, A Single 1-View Chest X-Ray is required as evidence of Tuberculosis, Audiogram, Cancer Screenings

Answer No. 2: The County is not going to include cancer screening as part of the services to be provided. The County will negotiate those services at a later date

Question No. 3: Under B, H (c) Re-Certification Examinations for Maintenance of CDL, Medical Examiner Certificate cards. How many employees require DOT re-certification annually?

Answer No. 3: 210 employees across 3 departments; however, this is dependent on age and/or doctors' recommendation of the recertification. For some ages, either every two years or every three years if not recommended annually by doctor.

Question No. 4: Conduct DOT physicals for employees requiring a CDL as requested by the County. For the item above, which depts require DOT physicals?

Answer No. 4: Public Works, Fire Department and the Sheriff Department

Question No. 5: Drug and Alcohol Testing The contractor shall. Provide on-site services for the County to include: a) Drug and Alcohol Testing for New Employees. Alcohol Screening ii. Urine Drug Screen. or ii, urine below please specify the panels and cut off levels required for the Non-regulated urine collection.

Answer No 5: Please see the Attachment C.

Question No. 6: How many references below are required for this RFP? 4. Past Performance Provide descriptions of current contracts with similar services being provided by your organization, including: a) name of individual or company; b) address of individual or company; c) name of contact person d) telephone number of contact person; and, e) type of services provided and service dates.

Answer No. 6: A minimum of three (3) references are required.

Please add this Addendum No. 1 to the original proposal documents and refer to proposal documents, hereto as such. This and all subsequent addenda will become part of any resulting contract documents and have effects as if original issued. All other unaffected sections will have their original interpretation and remain in full force and effect. Responders are reminded that any questions or need for clarification must be addressed to Amanda Patterson-Sanchez, Procurement Planner Analyst at apatterson-sanchez@santafecountynm.gov.



SANTA FE COUNTY

**PRE-PROPOSAL CONFERENCE
RFP No. 2025-0171-HR/APS
Employee Drug and Medical Testing
January 13, 2025 at 10:00am**

NAME	COMPANY	TELEPHONE	E-MAIL ADDRESS
Amanda Patterson-Sanchez	SFC-Purchasing	(505) 992-6753	apatterson-sanchez@santafecountynm.gov
Bill Taylor	SFC-Purchasing		
Melissa Martinez	SFC-Human Resources		
Angel Larranaga	SFC-Human Resources		



**Pre-Proposal Conference
RFP No. 2025-0171-HR/APS
Employee Drug and Medical Testing
January 13, 2025**

Contracting Agency: Santa Fe County

- | | | |
|----------------------------|-------------------------------|---------------------|
| • Amanda Patterson-Sanchez | Procurement Planner Analyst | Purchasing Division |
| • Bill Taylor | Procurement Manager | Purchasing Division |
| • Valerie Aghaei Park | HR & Risk Management Director | Human Resources |
| • Melissa Martinez | Labor Relations Administrator | Human Resources |

Project Information

Santa Fe County is requesting proposals from professional licensed registered provide to conduct medical, physical exams, drug and alcohol testing for new and current Santa Fe County employees.

Proposal Information

- Carefully read the Request for Proposal for requirements, terms & conditions including the sample contract.
- Sequence of Events are listed on page 14.
- Proposal Organization - Proposal should be organized as outlined in the RFP on page 24 and 25.
- Selection of finalist(s) – the most qualified proposal received based on the evaluation factors outlined in the RFP (pages 26-29) will be scored by a three to four-member evaluation committee.
- Preferences -
 - 1) N.M. In-State Business/Native American Preference Certificate 80 points total of all evaluation factors added to score.

OR

- 2) N.M. Resident Veterans Preference Certificate/Native American Veterans, 100 points total of all evaluation factors added to score. For more information on State Preference visit www.tax.newmexico.gov

AND

- 3) Santa Fe County Preference, 50 points total of all evaluation factors added to score. For more information on County Preference visit <https://www.santafecountynm.gov/finance/purchasing-division>

- Please submit all questions via email to Amanda Patterson-Sanchez at apatterson-sanchez@santafecountynm.gov. The last day for questions will **Wednesday, January 15, 2025**. (*Any contact with any other County staff member or persons other than the Procurement Planner Analyst may be grounds for disqualification.*)
- Addendum will be issued on **Friday, January 17, 2025**. (*Only questions answered by formal written addenda will be binding. Oral and other interpretations or clarifications will be without legal effect.*)
- Proposal Submittal –

Due Date: Thursday, January 30, 2025

Time: 2:00 PM

Location: 102 Grant Avenue 1st Floor, Santa Fe, NM

**Electronic submission also available via Dropbox utilizing
Dropbox link:**

<https://www.dropbox.com/request/KELcnHUa1yN969i0RY1S>

Attachment B



45765N - SUBSTANCE ABUSE PANEL 4OP2000,A500,MDMA,C15,TS

Req Name: SAP 4/2K+MDMA/6AM/T

SUBMITTED URINE SPECIMENS TESTED AT THE LISTED CUTOFFS.

DRUG CLASS	INITIAL TEST LEVEL	CONFIRMATORY TEST LEVEL	CONFIRMATORY METHOD
AMPHETAMINES	500 ng/mL		
Amphetamine		250 ng/mL	MS
Methamphetamine		250 ng/mL	MS
COCAINE METABOLITES	150 ng/mL	100 ng/mL	MS
MDA-ANALOGUES	500 ng/mL		
MDA		250 ng/mL	MS
MDMA		250 ng/mL	MS
MDEA		250 ng/mL	MS
OPIATES	2000 ng/mL		
Morphine		2000 ng/mL	MS
Codeine		2000 ng/mL	MS
6-ACETYLMORPHINE	10 ng/mL	10 ng/mL	MS
PHENCYCLIDINE	25 ng/mL	25 ng/mL	MS

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45190N - SUBSTANCE ABUSE PANEL 10- 50,OP2M,A500,MDMA,C15,T

Req Name: SAP 10-50+MDMA/6AM/T

SUBMITTED URINE SPECIMENS TESTED AT THE LISTED CUTOFFS.

DRUG CLASS	INITIAL TEST LEVEL	CONFIRMATORY TEST LEVEL	CONFIRMATORY METHOD
AMPHETAMINES	500 ng/mL		
Amphetamine		250 ng/mL	GC/MS
Methamphetamine		250 ng/mL	GC/MS
BARBITURATES	300 ng/mL		
Amobarbital		200 ng/mL	GC/MS
Butalbital		200 ng/mL	GC/MS
Pentobarbital		200 ng/mL	GC/MS
Phenobarbital		200 ng/mL	GC/MS
Secobarbital		200 ng/mL	GC/MS
BENZODIAZEPINES	300 ng/mL		
Alprazolam Metabolite		200 ng/mL	GC/MS
Oxazepam		200 ng/mL	GC/MS
COCAINE METABOLITES	150 ng/mL	100 ng/mL	GC/MS
MARIJUANA METABOLITES	50 ng/mL	15 ng/mL	GC/MS
METHADONE	300 ng/mL	200 ng/mL	GC/MS
METHAQUALONE	300 ng/mL	200 ng/mL	GC/MS
MDA-ANALOGUES	500 ng/mL		
MDA		250 ng/mL	GC/MS
MDMA		250 ng/mL	GC/MS
MDEA		250 ng/mL	GC/MS
OPIATES	2000 ng/mL		
Morphine		2000 ng/mL	GC/MS
Codeine		2000 ng/mL	GC/MS
6-ACETYLMORPHINE	10 ng/mL	10 ng/mL	GC/MS
PHENCYCLIDINE	25 ng/mL	25 ng/mL	GC/MS
PROPOXYPHENE	300 ng/mL	200 ng/mL	GC/MS

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