


Mayor Timothy M. Keller

CITY OF ALBUQUERQUE
Albuquerque, New Mexico
Office of the Mayor

INTER-OFFICE MEMORANDUM

January 22, 2021

TO: Cynthia D. Borrego, President, City Council

FROM: Timothy M. Keller 

SUBJECT: Mayor's Recommendation of Award (ROA) for RFP No. RFP-2021-091-DFA-IC
"Alcohol and Drug Testing Services"

The City of Albuquerque's Finance and Administrative Services, Risk Management Division in conjunction with the Purchasing Division, issued the RFP for alcohol and drug testing services.

The RFP was posted on the Purchasing E-Procurement, Bonfire website on October 16, 2020 and advertised in the Albuquerque Journal on October 18, 2020.

The City received three (3) responses to this solicitation. The ad hoc evaluation committee evaluated and scored the proposals received in accordance with the evaluation criteria published in the RFP. After thoroughly reviewing and scoring the proposal, Quest Diagnostics Clinical Laboratories, Inc., earned the highest score of 835 points. The ad hoc committee found Quest Diagnostics Clinical Laboratories, Inc to be both responsive and qualified and recommends an award to Quest Diagnostics Clinical Laboratories, Inc.

I concur with this recommendation.

The City of Albuquerque's Finance and Administrative Services Department, Risk Management Division will manage this contract.

Mayor's Recommendation of Award (ROA) for RFP No. RFP-2021-091-DFA-IC "Alcohol and Drug Testing Services"

Approved:

SN 2/16/21
Sarita Nair Date
Chief Administrative Officer

Approved as to Legal Form:

DocuSigned by:
Esteban A. Aguilar, Jr. 1/27/2021 | 6:25 PM MST ^{DS}
7861D88D046F4DB... ^{DS}
Esteban A. Aguilar, Jr. ME
City Attorney Date

Recommended:

DocuSigned by:
Renee Martinez 1/22/2021 | 5:37 PM PST
035CD28AD26748C...
Renee Martinez Date
Director, Finance & Administrative Services Department

Cover Analysis

1. What is it?

Drug and Alcohol Testing Services.

2. What will this piece of legislation do?

Test City Employees for drugs (urine testing) and alcohol (breath test) while on duty.

3. Why is this project needed?

To ensure the health and safety of both City Employees, and the public. To meet the Department of Transportation-mandated requirements for Transit Employees, and Employees who carry a Commercial Drivers' License.

4. How much will it cost and what is the funding source?

\$300,000. The funding source is the Risk Management Budget.

5. Is there a revenue source associated with this Plan? If so, what level of income is projected?

No revenue source associated with this program.

FISCAL IMPACT ANALYSIS

TITLE: Alcohol and Drug Testing Services

R: O:
 FUND: 705
 DEPT: 2547000

- No measurable fiscal impact is anticipated, i.e., no impact on fund balance over and above existing appropriations.
- (If Applicable) The estimated fiscal impact (defined as impact over and above existing appropriations) of this legislation is as follows:

	Fiscal Years			
	2021	2022	2023	Total
Base Salary/Wages				-
Fringe Benefits at	-	-	-	-
Subtotal Personnel	-	-	-	-
Operating Expenses		-		-
Property		-	-	-
Indirect Costs	-	-	-	-
Total Expenses	\$ -	\$ -	\$ -	\$ -
[X] Estimated revenues not affected				
[] Estimated revenue impact				
Revenue from program				0
Amount of Grant		-	-	
City Cash Match				
City Inkind Match				
City IDOH	-	-	-	-
Total Revenue	\$ -	\$ -	\$ -	\$ -

These estimates do not include any adjustment for inflation.

* Range if not easily quantifiable.

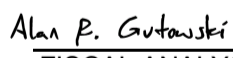
Number of Positions created

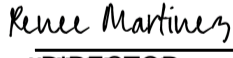
COMMENTS:

COMMENTS ON NON-MONETARY IMPACTS TO COMMUNITY/CITY GOVERNMENT:

PREPARED BY: Alan R. Gutowski
 Risk Finance Manager

APPROVED:

DocuSigned by:

 ALAN P. GUTOWSKI
 FISCAL ANALYST

DocuSigned by:

 RENE MARTINEZ
 DIRECTOR (date) 1/22/2021 | 5:37 PM PST

REVIEWED BY:

DocuSigned by:

 JAYNE ARANDA
 EXECUTIVE BUDGET ANALYST

DocuSigned by:

 LAWRENCE L. DAVIS
 BUDGET OFFICER (date) 1/26/2021 | 5:48 PM MST

DocuSigned by:

 CHRISTINA BOERNER
 CITY ECONOMIST



City of Albuquerque

Department of Finance and Administrative Services

Timothy M. Keller, Mayor

Interoffice Memorandum

Date 12/3/2020 | 4:44 PM MST

TO: Sarita Nair, Chief Administrative Officer

FROM: Renee Martinez, Director, Finance & Administrative Services Department

SUBJECT: **Recommendation of Award –**
 RFP Number: RFP-2021-091-DFA-IC
 RFP Name: Alcohol and Drug Testing Services

DS
RM

The Department of Finance and Administrative Services, Purchasing Division, issued the subject solicitation in conjunction with the Risk Management Division for alcohol and drug testing services.

The solicitation was posted on the Purchasing website and advertised in the Albuquerque Journal. The number of responses received for evaluation were two (2).

The Ad Hoc Evaluation Committee evaluated and scored the responses in accordance with the evaluation criteria published in the RFP and recommends award of contract to Quest Diagnostics Clinical Laboratories, Inc.

I concur with this recommendation. Listed below are the composite scores for the top three responses received:

COMPANY NAME	SCORE
Quest Diagnostics Clinical Laboratories, Inc.	835
DATCO Services Corporation	572
N/A	

The Department that will be managing this contract is Finance & Administrative Services, Risk Management Division.

Approved:

DocuSigned by:

12/4/2020 | 3:53 PM MST

Sarita Nair (Date)
Chief Administrative Officer

Attachment: Scoring Summary





RFP-2021-091-DFA-IC - Alcohol and Drug Testing Services Scoring Summary

	Total	B-1 - Approach	B-2 - Detailed Plans	B-3 - Experience	B-4 - Project Management	C-1 - Cost	D - Preferences
Supplier	/ 1,100.00 pts	/ 200 pts	/ 200 pts	/ 300 pts	/ 200 pts	/ 100 pts	/ 100 pts
Quest Diagnostics Clinical Laboratories, Inc.	835	185	185	250	166.67	48	0
DATCO Services Corporation	572	103.33	106.67	151.67	110	100	0