



## ***Purchasing***

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**DATE:** July 2, 2020

**TO:** Firms who have submitted an "Intent to Propose" letter; RFP LP1920-02, Drug and Alcohol Testing.

**FROM:** Renton School District #403 – Business Services Department/Purchasing  
Lisa Palmer, Purchasing Manager.

**RE:** **Addendum:** Clarifications and responses to questions pertaining to RFP LP1920-02

Interested Firms,

Thank you for your interest in participating in the Drug and Alcohol Testing formal solicitation process. Please see the following answers to questions submitted by interested firms.

1. **CLARIFICATION:** On page 6, #2 of the RFP, regarding preferences: It reads, In-house vocation expert to work with return to work issues. **CORRECTION:** Please disregard this item.
2. **CLARIFICATION:** On page 9 of the RFP, regarding references: It reads, "Previous experience providing workers compensation claims management to school districts". **CORRECTION:** Previous experience providing drug and alcohol testing and services to school districts or organizations of similar size and scope".
3. **QUESTION:** What is the cost for DOT Drug Testing?  
**ANSWER:** \$64.00
4. **QUESTION:** What is the cost for Not Dot Drug Testing?  
**ANSWER:** \$60.00
5. **QUESTION:** What is the Cost for Alcohol Testing?  
**ANSWER:** \$35.00 - \$37.00
6. **QUESTION:** What is the cost for On-Site/Mobile Fee?  
**ANSWER:** \$53.00 per urine test (plus \$0.58/mile for travel - \$55.68 total)
7. **QUESTION:** Please provide the last 4 invoices from the District's current provider.  
**ANSWER:** Attached, you will find four (4) current invoices.
8. **QUESTION:** Does the District already have a specific reporting system in place that would be required?  
**ANSWER:** No. The District does not currently have another reporting system in place.

9. **QUESTION:** Who is your current provider?

**ANSWER:** Drug Free Business

10. **QUESTION:** How long has your current contract been in place?

**ANSWER:** We have been using them for at least the past 5 years.

11. **QUESTION:** What are they charging for services?

**ANSWER:** There are no additional charges for their services beyond what is charged for the tests.

12. **QUESTION:** Are they charging per employee per month?

**ANSWER:** No.

13. **QUESTION:** Are they charging a flat rate for random selection and what are they charging?

**ANSWER:** No flat rate charge for random selection.

14. **QUESTION:** Are they charging a flat rate per test and what is the rate?

**ANSWER:** They are not charging a flat rate per test.

15. **QUESTION:** Any opportunities with current vendor?

**ANSWER:** N/A. This question is not clear.

16. **QUESTION:** Why are you submitting RFP and potentially switching vendors?

- a. Likes/dislikes of current vendor?
- b. Are your current expectations being met?

**ANSWER:** The District has never done an RFP for drug testing services before. It is in the District's best interest to request proposals that provide the most cost-effective solution that meets the District's drug testing needs.

- a. **Likes:** Simple and understandable rates for testing. Web-based portal for adding, updating or changing rosters. Helpful staff that are easily accessible.

**Dislikes** – Limited options for after-hours/weekend collections.

- b. Yes, but the District also needs better options for after-hours testing.

17. **QUESTION:** What time of system are you currently using to order and receive testing results?

**ANSWER:** Tests are "ordered" only through paper CCFs and results are received through the current TPA's web-based portal. Breath alcohol results are typically received via fax from the collection/testing site and sent electronically by the District to the TPA.

18. **QUESTION:** How many employees fall under DOT regulation?

- a. How many non-DOT employees?
- b. How many non-DOT employees will be drug tested for the year?
- c. How many employees will be alcohol tested for the year?
- d. How many follow-up tests?
- e. How many post-accident tests?

**ANSWER:** We have approximately 120 that fall under DOT testing requirements. In addition to non-DOT employees, the District does non-DOT post-accident testing for some DOT employees if the conditions don't meet DOT criteria for post-accident testing.

- a. The District employs a total of 3051, however paid 2366 last month. All employees are not subject to drug testing, its primarily limited to employees who work in a capacity that can impact public safety. Approximately 120 of these employees fall under DOT testing requirements. HR utilizes testing on a one-off basis when we have suspected use/abuse on the job, but that number is minor and changes year by year.
- b. This answer is a duplicate to item a.
- c. Unknown. Alcohol testing is done as part of DOT random testing per DOT/FMCSA guidelines and typically as part of post-accident testing.
- d. 2019 – 2 / 2020 - 0
- e. 2019 – 13 / 2020 - 4

19. **QUESTION:** What are your expectations on your vendor providing any legal advice?

**ANSWER:** Federal and state regulations can change, and when they do the District expects our TPA to offer training, webinars, FAQs, or other legal guidance to help us comply with all regulations. The District also desires periodic review of our drug and alcohol policies to ensure that we comply with federal and state regulations.

20. **QUESTION:** Please provide the number of DOT tests performed in 2020, as well as non-DOT tests?

**ANSWER:** The DOT Tests performed from 2017 to current is charted on the attachment.

21. **QUESTION:** Regarding updating your random drug screening rosters, how are you currently making any updates to these rosters when needed?

**ANSWER:** Additions, removals and status updates are all done through the current TPA's web-based portal.

22. **QUESTION:** What Collections Sites are you currently using?

**ANSWER:** Concentra & Valley Medical Center

23. **QUESTION:** What is the address, phone number, hours of operation, are they onsite post-accident, mobile?

**ANSWER:** Information for two collection sites.

- 1. Concentra, 200 Andover Park E, Suite 8, Tukwila, WA 98188, 206-575-3136, M-F 8:00 AM-5:00 Sat 8:00 AM-12:00 PM
- 2. Valley Medical Center, 3600 Lind AVE SW, Suite 170, Renton, WA 98057, 425-690-3555, M-F 8:00 AM – 5:00 PM

24. **QUESTION:** What mobile collectors are you currently using?

**ANSWER:** 25/7 Drug and Alcohol Testing

25. **QUESTION:** What is the address and phone number?

**ANSWER:** PO Box 491, Vaughn, WA 98394, 253-948-2210

26. **QUESTION:** Collections: What is the cost for DOT Drug Testing?

**ANSWER:** \$53.00 per test

27. **QUESTION:** Collections: What is the cost for Not Dot Drug Testing?

**ANSWER:** Unknown. Never used.

28. **QUESTION:** Collections: What is the Cost for Alcohol Testing?

**ANSWER:** \$35.00

29. **QUESTION:** Collections: How much are you being charged for the Collection?

**ANSWER:** The District does not receive any direct billing for collection services but is charged one fee for all tests.

30. **QUESTION:** Collections: How much are you being charged for the following tests:

- a. DOT drug Test? Non-DOT drug test?
- b. And Alcohol Test?
- c. Instant Test?

**ANSWER:**

- a. \$53.00 - \$64.00 per test
- b. \$35.00 - \$37.00 per test
- c. Unknown

31. **QUESTION:** Who is the current MRO that you are using?

**ANSWER:** MRO services are currently being provided by Drug Free Business.

32. **QUESTION:** And what do you pay per test?

**ANSWER:** The District is not charged separately for MRO services.

33. **QUESTION: Laboratory:** What Laboratory are you currently using?

**ANSWER:** LabCorp

34. **QUESTION: Laboratory:** How much are they charging you per test?

**ANSWER:** The District does not receive any billing for laboratory services.

35. **QUESTION: Laboratory:** What are you currently paying for DOT Testing, NON-DOT testing, and Alcohol Testing?

**ANSWER:** DOT - \$53.00-\$64.00 per test, non-DOT \$53.00-\$64.00 per test, Alcohol - \$35.00-\$37.00 per test

36. **QUESTION: Laboratory:** What are you paying for Random Selection?

**ANSWER:** No charge for random selection.

37. **QUESTION:** Laboratory: Are you paying a flat rate per employee, and what is it?



**ANSWER:** No.

38. **QUESTION:** Laboratory: Are you paying for each employee per month?

**ANSWER:** No.

39. **QUESTION: Training:** What are you paying or what is the contracted rate that is being paid for Supervisor Training and Employee Training? What is the price per person? What is the flat rate? Are you paying for all handbooks and materials? Does the District accept Skype training or using technology for training?

**ANSWER:** There is no contracted rate for training. The District yet has not taken any training with the current TPA. As for Skype or using technology for training, yes, the District would accept and prefer that.

**ZOOM ROOM INVITATION FOR PUBLIC OPENING VIRTUAL OPTION:**

July 13, 2020; 3pm – 3:45pm - Meeting ID 942 1502 4905 - meeting password 189462

Invite link: <https://rentonschools.zoom.us/j/94215024905?pwd=dDlEQjY1MHZ0M1RtWk9YcDc3ZktTd09>

2/18-reminder



Date	Invoice #
2020-01-31	400533

PO Number: 6211900031

Terms: Net 15 6211900010

Renton School District  
Accounts Payable  
300 SW 7th Street  
Renton, WA 98057-2307

Drug Free Business Corp  
18912 Northcreek Parkway  
Suite 202  
Bothell, WA 98011

[www.drugfreebusiness.org](http://www.drugfreebusiness.org)  
[info@drugfreebusiness.org](mailto:info@drugfreebusiness.org)  
(425) 488-9755

Summary for invoice detail (2 detail records)	Qty	Rate	Amount
Drug Tests per attached report	2	\$64.00	\$128.00
Thank you for using our drug-free workplace programs!	TOTAL		\$128.00

PLEASE DETACH AND RETURN THIS PORTION WITH PAYMENT

Invoice Detail - Renton School District (2 detail records)

Worker Name SSN / Emp ID	Specimen ID	DOT/SAP Collection Date	Test Type Reason	Collection Site	Amount
		DOT 1/21/2020	Urine Drug Random		\$64.00
		DOT 1/10/2020	Urine Drug Pre-Employment		\$64.00

Summary for (2 detail records)

Total: \$128.00



Date	Invoice #
2020-02-28	402639

PO Number: 6211900031

Terms: Net 15

Renton School District  
Accounts Payable  
300 SW 7th Street  
Renton, WA 98057-2307

6211900010

Drug Free Business Corp  
18912 Northcreek Parkway  
Suite 202  
Bothell, WA 98011

[www.drugfreebusiness.org](http://www.drugfreebusiness.org)  
[info@drugfreebusiness.org](mailto:info@drugfreebusiness.org)  
(425) 488-9755

Summary for invoice detail (26 detail records)	Qty	Rate	Amount
Drug Tests per attached report	1	\$49.00	\$49.00
Drug Tests per attached report	15	\$53.00	\$795.00
Drug Tests per attached report	2	\$64.00	\$128.00
Additional charge for mileage RT96 miles @ .58/mile 2/6/20 onsite	1	\$55.68	\$55.68
Additional charge for wait time - shy bladder	1	\$35.00	\$35.00
Breath Alcohol Tests per attached report	4	\$35.00	\$140.00
Breath Alcohol Tests per attached report	2	\$37.00	\$74.00
Thank you for using our drug-free workplace programs!	TOTAL		\$1,276.68

PLEASE DETACH AND RETURN THIS PORTION WITH PAYMENT

Invoice Detail - Renton School District (26 detail records)

Worker Name SSN / Emp ID	Specimen ID	DOT/SAP Collection Date	Test Type Reason	Collection Site	Amount
		DOT 2/6/2020	Urine Drug Random	25/7 Drug and Alcohol Testing	\$53.00
		DOT 2/6/2020	Urine Drug Random	25/7 Drug and Alcohol Testing	\$53.00
		DOT 2/6/2020	Urine Drug Random	25/7 Drug and Alcohol Testing	\$53.00
		DOT 2/6/2020	Urine Drug Random	25/7 Drug and Alcohol Testing	\$53.00



# Invoice Detail - Renton School District (26 detail records)

Worker Name SSN / Emp ID	Specimen ID	DOT/SAP Collection Date	Test Type Reason	Collection Site	Amount
[REDACTED]		DOT 2/6/2020	Breath Alcoh Random	25/7 Drug and Alcohol Testing	\$35.00
		DOT 2/6/2020	Urine Drug Random	25/7 Drug and Alcohol Testing	\$53.00
		DOT 2/6/2020	Breath Alcoh Random	25/7 Drug and Alcohol Testing	\$35.00
		DOT 2/6/2020	Urine Drug Random	25/7 Drug and Alcohol Testing	\$53.00
		DOT 1/31/2020	Urine Drug Post Accident	Occupational Health Services - Re	\$64.00
		DOT 1/31/2020	Breath Alcoh Post Accident	Occupational Health Services - Re	\$37.00
		DOT 2/6/2020	Urine Drug Random	25/7 Drug and Alcohol Testing	\$53.00
		DOT 2/6/2020	Urine Drug Random	25/7 Drug and Alcohol Testing	\$53.00
		DOT 2/6/2020	Urine Drug Random	25/7 Drug and Alcohol Testing	\$53.00
[REDACTED]		DOT 2/6/2020	Breath Alcoh Random	25/7 Drug and Alcohol Testing	\$35.00
		DOT 2/6/2020	Urine Drug Random	25/7 Drug and Alcohol Testing	\$55.68
Remarks: Additional charge for mileage RT96 miles @ .58/mile 2/6/20 onsite					
[REDACTED]		DOT 2/6/2020	Urine Drug Random	25/7 Drug and Alcohol Testing	\$53.00
		DOT 2/6/2020	Breath Alcoh Random	25/7 Drug and Alcohol Testing	\$35.00
		DOT 2/6/2020	Urine Drug Random	25/7 Drug and Alcohol Testing	\$53.00
		DOT 2/6/2020	Urine Drug Random	25/7 Drug and Alcohol Testing	\$53.00
		DOT 2/6/2020	Urine Drug Random	25/7 Drug and Alcohol Testing	\$53.00

Invoice Detail - Renton School District (26 detail records)

Worker Name SSN / Emp ID	Specimen ID	DOT/SAP Collection Date	Test Type Reason	Collection Site	Amount
	DOT	Urine Drug	25/7 Drug and Alcohol Testing	\$35.00	
	2/6/2020	Random			
Remarks: Additional charge for wait time - shy bladder					
	DOT	Urine Drug	25/7 Drug and Alcohol Testing	\$53.00	
	2/6/2020	Random			
	DOT	Urine Drug		\$49.00	
	2/21/2020	Pre-Employment			
	DOT	Urine Drug	Occupational Health Services - Re	\$64.00	
1/31/2020	Post Accident				
DOT	Breath Alcoh	Occupational Health Services - Re	\$37.00		
1/31/2020	Post Accident				
DOT	Urine Drug	25/7 Drug and Alcohol Testing	\$53.00		
2/6/2020	Random				
Summary for (26 detail records)				Total:	\$1,276.68



Date	Invoice #
2020-04-30	404368

**PO Number:** 6211900031

**Terms:** Net 15

Renton School District  
Accounts Payable  
300 SW 7th Street  
Renton, WA 98057-2307

Drug Free Business Corp  
18912 Northcreek Parkway  
Suite 202  
Bothell, WA 98011

**www.drugfreebusiness.org**  
**info@drugfreebusiness.org**  
**(425) 488-9755**

Summary for invoice detail (1 detail records)	Qty	Rate	Amount
Additional charge for collection at Occupational Health Services - Renton	1	\$15.00	\$15.00
Thank you for using our drug-free workplace programs!	TOTAL		\$15.00

**PLEASE DETACH AND RETURN THIS PORTION WITH PAYMENT**

Invoice Detail - Renton School District (1 detail record)

Worker Name SSN / Emp ID	Specimen ID	DOT/SAP Collection Date	Test Type Reason	Collection Site	Amount
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		DOT	Urine Drug	Occupational Health Services - Re	\$15.00
		2/21/2020	Pre-Employment		

Remarks: Additional charge for collection at Occupational Health Services - Renton

Summary for (1 detail record)	Total:	\$15.00
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Date	Invoice #
2020-05-29	405029

**PO Number:** 6211900031

**Terms:** Net 15

Renton School District  
Accounts Payable  
300 SW 7th Street  
Renton, WA 98057-2307

Drug Free Business Corp  
18912 Northcreek Parkway  
Suite 202  
Bothell, WA 98011

**www.drugfreebusiness.org**  
**info@drugfreebusiness.org**  
**(425) 488-9755**

Summary for invoice detail (8 detail records)	Qty	Rate	Amount
Drug Tests per attached report	1	\$49.00	\$49.00
Drug Tests per attached report	7	\$83.00	\$581.00
Thank you for using our drug-free workplace programs!	TOTAL		\$630.00

**PLEASE DETACH AND RETURN THIS PORTION WITH PAYMENT**

Invoice Detail - Renton School District (8 detail records)

Worker Name SSN / Emp ID	Specimen ID	DOT/SAP Collection Date	Test Type Reason	Collection Site	Amount
	DOT	5/5/2020	Urine Drug Random	Concentra Corporate Office	\$83.00
	DOT	5/5/2020	Urine Drug Random	Concentra Corporate Office	\$83.00
	DOT	5/5/2020	Urine Drug Random	Concentra Corporate Office	\$83.00
	DOT	5/13/2020	Urine Drug Random		\$83.00
	DOT	5/5/2020	Urine Drug Random	Concentra Corporate Office	\$83.00
	DOT	5/13/2020	Urine Drug Random		\$49.00

Invoice Detail -    Renton School District (8 detail records)

Worker Name SSN / Emp ID	Specimen ID	DOT/SAP Collection Date	Test Type Reason	Collection Site	Amount
		DOT 5/13/2020	Urine Drug Random		\$83.00
		DOT 5/12/2020	Urine Drug Random	Concentra Corporate Office	\$83.00
Summary for    (8 detail records)				Total:	\$630.00



**DOT tests performed from 2017 to current day**

<b>DOT Random Tests</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	
Urine	29	31	35	24	
Breath	11	10	15	5	
<b>Total Test:</b>	40	41	50	29	
	0	0	0	11	Pending

<b>Pre-Employment</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
Urine	40	45	46	4
Breath	17	1	0	0
	57	46	46	4

<b>Post-Accident -DOT</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
Urine	3	2	4	2
Breath	0	0	0	2
	3	2	4	4

<b>Post-Accident- Non- DOT</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
Urine	0	0	6	0
Breath	0	0	3	0
			9	

<b>Reasonable Suspicion</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
Urine	0	0	1	0
Breath	0	0	0	0
			1	

<b>Return to Duty</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
Urine	0	0	1	0
Breath	0	0	0	0
			1	

<b>Follow Up</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
Urine	0	0	2	0
Breath	0	0	0	0
			2	