

**City of Rocky Mount  
Addendum 2**

Refer **ALL** Inquiries regarding this RFP to:  
Ramona Plemmer  
Senior Purchasing Technician

RFP #320-300622RP Re-Bid

**RFP Due Date: 8/19/2022 4:00 PM**

**Contract Type: Professional Services**

FAILURE TO RETURN THIS ADDENDUM IN ACCORDANCE WITH INSTRUCTIONS MAY SUBJECT YOUR BID TO REJECTION ON THE AFFECTED ITEM(S):

**SCHEDULE REMINDER:**

Event	Responsibility	Date and Time
Issue RFP	City	Tuesday 8/9/2022
Submit Written Questions	Vendor	Friday 8/12/2022 12:00 (noon)
Provide Response to Questions/Addendum Deadline	City	Monday 8/15/2022
Submit Proposals	Vendor	Friday 8/19/2022 4:00 pm
Contract Award	City	TBD
Contract Effective Date	City	TBD

**Questions and Answers**

Reference	Vendor Question
RFP Section: 1.0 Purpose and background Page Number: 4	Paragraph #4: Mentions approximately 510 employees in safety sensitive positions. The way it is written it appears you have 1 safety sensitive testing pool that includes NON-DOT and DOT in the same pool. Is that correct? <b>No. We have as of today: 143 FMSCA (DOT); 26 PHMSA (Pipeline) and 314 Safety sensitive employees.</b>
RFP Section: 2.5 Proposal Submittal Page Number:6	Paragraph #1: 1 <sup>st</sup> paragraph mentions electronic submissions, however in the 2 <sup>nd</sup> paragraph submitting proposals via email will not be accepted – please clarify. <b>We will accept electronic submissions</b>
RFP Section: 2.6 Proposal Contents Page Number:6	Should the cover letter include a history of our company and summary of the services we provide? If not, what should it include? <b>Yes</b> d. (Pricing) Are you asking for total cost per year using testing quantity figures as described here? <b>Yes, but if a breakdown can be provided that would be more beneficial</b> f. (Attachment C) Where do we sign attachment C? There is no signature page to complete and sign. <b>There is nothing to sign. It states to “Check here to indicate that you have read and agree to the City of Rocky Mount Terms &amp; Conditions”. If you click the</b>

	<p>link provided it will take you to a page with the Terms and Conditions, please read and indicate if you have read and agree by checking the box next to the state in the RFP.</p>
<p>RFP Section: 4.2 Pricing      Page Number: 9</p>	<p>It states the “proposal price shall constitute the total cost to the buyer including but not limited to... Attach itemized quote to the pricing form”. Do you want an estimate of the total cost as described on an itemized quote for a full year of services? <b>A breakdown of each service cost would be more beneficial.</b></p>
<p>RFP Section: 5.0 Scope of Work/Drug Testing Page Number: 11</p>	<ul style="list-style-type: none"> <li>• Define “In-House” collections vs vendor provided collections. Do you mean the City of Rocky Mount will be doing some of their own collections on City property by a city employee? <b>We are not currently doing any onsite testing.</b> Is the City open to utilizing vendor provided collections on site at the city. <b>Yes.</b> Please define mobile collectors, are they the same as on-site collectors? <b>Mobile collectors may be onsite collectors or from a mobile unit.</b></li> <li>• The anticipated annual volume of DOT tests, including Random, Follow-up and Post Accident tests, are these in addition to the testing numbers listed in 1.0 Purpose and Background page 4? <b>No, that was a comprehensive number on page 4</b></li> </ul>
<p>RFP Section: 5.3 Tasks/ Deliverables                      Page Number:14</p>	<p>Is the NC Utilities Commission auditing the Drug and Alcohol testing process or testing numbers or? Please specify what type of audit this refers to. <b>NCUC is auditing the process and documentation validating the process.</b></p>
<p>RFP Section: 5.5 Project Plan      Page Number: 15</p>	<p>Do you mean how many hours it will take to complete each task for the entire contract period? Most tasks listed are ongoing on a daily basis. What start and end dates? What specific training are you referring to? Our staff training City Personnel in our processes? Supervisor Training as required by DOT? Please explain. <b>While we realize testing is ongoing, there may be estimated times such as results are normally within 12 hours, etc.; proposed start and end date would be the length of the contract; training would be on your process for HR staff and may include supervisors, etc., and yes, if you can provide SAP training as required by DOT/NCUC.</b></p>

RFP Section:6.4 Monthly Status  
Reports  
Page Number: 15

Must the monthly status reports be written or can they be a part of the management review meetings mentioned in 6.2? Are these in addition to the audit logs on page 13 under Medical Reports? **Monthly reports can be part of the review meetings, however, they should be submitted whether a meeting happens or not. Monthly reports are separate from the audit logs as they may contain issues/concerns or suggestions based on working with our employees and process.**