



City of San Antonio

Agenda Memorandum

File Number:

Agenda Item Number: 21

Agenda Date: January 25, 2024

In Control: City Council A Session

DEPARTMENT: Fire Department

DEPARTMENT HEAD: Christopher Monestier

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Reasonable suspicion and post-accident drug testing for San Antonio Fire Department Award to A&D Tests, Inc.

SUMMARY:

Ordinance authorizing a contract with A&D Tests, Inc to provide random computerized, reasonable suspicion, and post-accident drug testing services for the San Antonio Fire Department (SAFD). The term of this agreement is from April 1 2024, through December 31 2027, with two additional one year periods for a total contract value of \$157,837.50 inclusive of renewals. Funding for this contract is available from the General Fund.

BACKGROUND INFORMATION:

The City of San Antonio Fire Department (SAFD) and the International Association of Firefighters, Local 624 (Union) agree that efficiency and safety in the workplace is necessary and required in order to carry out the mission of the Fire Department. The City and the Union also

agree that Fire Fighters may be called upon in hazardous situations without warning, and that it is imperative to the interest of the Fire Fighters and the public to ensure that no Fire Fighter is substance impaired. Per the Collective Bargaining Agreement between the City of San Antonio and the International Association of Firefighters, Local 624, Article 29, the use of alcohol, drugs, or other controlled substances by members of the bargaining unit without proper prescription or other authorization while on duty or in the work place is detrimental to the operation of the Department and is clearly prohibited. In order to further their joint interest in protecting Fire Fighters and the public, the City and the Union agree to mandatory random and post-accident drug testing.

The City released a Request for Proposal (RFP) for Random and Post-Accident Testing Services for the San Antonio Fire Department, (RFP 23-116, RFx 6100017163) on August 14, 2023, with a submission deadline of October 6, 2023. The RFP was advertised in the HartBeat, TVSA channel, the City's Bidding & Contracting Opportunities website, the San Antonio e-Procurement System and an email notification was released to a list of potential Respondents. Four (4) proposals were received and deemed eligible for review.

The evaluation committee met on November 8, 2023, to evaluate the four (4) proposal responses received. The evaluation committee consisted of representatives from the San Antonio Fire Department, and the Human Resources Department. The Finance Department, Procurement Division, assisted by ensuring compliance with City procurement policies and procedures. The proposals were evaluated based on the firm's experience, background, qualifications, proposed plan, price schedule, the Local Preference Program, and the Veteran-Owned Small Business (VOSB) Preference Program. Additional categories of consideration included references and financial qualifications. After committee review and evaluation, A&D Tests, Inc is recommended for contract award based on the City's standard RFP evaluation process.

ISSUE:

This action authorizes the Fire Department to enter into a contractual agreement with A&D Tests, Inc for the period of April 1, 2024, to December 31, 2027, with two (2) additional (1) year period(s) extension options, to provide reasonable suspicion and post-accident drug testing for San Antonio Fire Department.

The Small Business Economic Development Advocacy (SBEDA) Program was waived.

The Local Preference Program was applied in the evaluation of the responses received for the contract. The recommended firm is a local business.

The Veteran-Owned Small Business Preference Program was applied in the evaluation of the responses received for the contract; however, the recommended firm is not a veteran-owned small business.

ALTERNATIVES:

No alternatives.

FISCAL IMPACT:

The term of this agreement is from April 1 2024, through December 31 2027, with two additional one year periods for a total contract value of \$157,837.50 Funding for the remainder of FY 2024 in the amount of \$13,725.00 is available in the General Fund Budget. Funding for subsequent years is contingent upon Council approval of the annual budget.

RECOMMENDATION:

Staff recommends the approval of recommended awards. This contract is procured by means of Request for Proposals and a Contracts Disclosure Form is attached.