



# City of San Antonio

## Agenda Memorandum

**File Number:**

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**Agenda Item Number:** 23

**Agenda Date:** April 17, 2025

**In Control:** City Council A Session

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**DEPARTMENT:** Department of Human Resources

**DEPARTMENT HEAD:** Renee Frieda

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

Random, Post Accident, and Reasonable Suspicion Drug Testing Services for the San Antonio Fire (SAFD) and San Antonio Police (SAPD) Departments.

**SUMMARY:**

This ordinance authorizes a contract with Oracle Tech Diagnostic Labs, LLC for random, post-accident, and reasonable suspicion drug testing for uniformed employees within the Fire and Police Departments. The estimated annual cost per year is \$180,000 not to exceed a total contract value of \$900,000 over the contract term. Funding of \$180,000 for the first year is from the General Fund FY 2025 Adopted Budget. Funding for subsequent years is contingent upon City Council approval of the annual budget.

**BACKGROUND INFORMATION:**

Submitted for City Council consideration and action is a proposal submitted by Oracle Tech Diagnostic Labs, LLC to provide random, post-accident, and reasonable suspicion drug testing for uniformed employees within SAFD and SAPD. The City of San Antonio has two (2) Collective

Bargaining (CBA) Agreements addressing drug testing. One agreement is the Fire Department and the other is for the Police Department. Mandatory drug testing for all Fire Fighters is reflected in Article 29 and Article 35 for all Police Officers of their respective Collective Bargaining agreements. As outlined in both Collective Bargaining Agreements, one hundred percent (100%) of uniform personnel shall be subject to mandatory testing for illegal drugs and controlled substances, during each calendar year, on a fair and impartial statistical basis. Reasonable suspicion testing and post-accident testing will be conducted on a case-by case basis.

On November 13, 2024, a Request for Proposals (RFP) was released for Random and Post Accident Drug Testing for Police and Fire Departments (RFP 24-112, 6100018584) with a submission deadline of January 6, 2025. 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. Six responses were received on January 6, 2025. Two proposals were deemed non-responsive due to respondents' failure to submit pricing in the manner set forth on the price schedule revised via Addendum III that was established as part of this Request for Proposals. The remaining four proposals were deemed responsive for evaluation.

The evaluation committee consisted of representatives from the Fire Department, Police Department, and the Human Resources Department. The Finance Department, Procurement Division assisted by ensuring compliance with City procurement policies and procedures. The evaluation of each proposal was based on a total of 100 points: 30 points allotted for experience, background, and qualifications; 30 points allotted for proposed plan; and 15 points allotted for respondent's price schedule; 5 preference points were allotted for the Small Business Enterprise (SBE) Prime Contract Program; and 5 preference points were allotted for the Minority Women Business Enterprise (M/WBE) Prime Contract Program; 10 preference points were allotted for the Local Preference Program and 5 points were allotted for the Veteran-Owned Small Business Preference Program. Additional categories of consideration included references and financial qualifications.

The evaluation committee met to discuss and score the four proposals on February 12, 2025. The top ranked firm was Oracle Tech Diagnostic Labs, LLC and is recommended for award.

The initial term of the agreement will be for the period upon award by City Council through April 14, 2028, two additional, one-year renewals at the City's option will also be authorized by this ordinance.

**ISSUE:**

This contract will provide comprehensive drug testing services to include random, reasonable suspicion, and post-accident testing for the uniformed members of SAFD and SAPD.

This contract will be awarded in compliance with the Small Business Economic Development Advocacy (SBEDA) Program. Oracle Tech Diagnostic Labs, LLC is a small, minority-owned firm and a minority, women-owned firm.

This Local Preference Program was applied to the evaluation of responses received for this contract. The recommended respondent received 10 points for being headquartered within the incorporated San Antonio city limits.

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

**ALTERNATIVES:**

Should this contract not be approved, Human Resources will need to work with the San Antonio Fire and Police departments to find a vendor in the open market to perform the services needed in compliance with both Collective Bargaining Agreements which could be more costly than entering into a contract. Alternatively, the RFP process could be reinitiated.

**FISCAL IMPACT:**

This ordinance will approve a contract with Oracle Tech Diagnostic Labs, LLC to provide random and post-accident and reasonable suspicion drug testing services for the San Antonio Fire Department and San Antonio Police Department. The estimated annual cost per year is \$180,000 not to exceed a total contract value of \$900,000 over the contract term. Funding of \$180,000 for the first year is from the General Fund FY 2025 Adopted Budget. Funding for subsequent years is contingent upon City Council approval of the annual budget.

**RECOMMENDATION:**

Staff recommends approval of this ordinance. This contract is procured by means of a Request for Proposals and a Contracts Disclosure Form is required.