



City of San Antonio

Agenda Memorandum

File Number:

Agenda Item Number: 24

Agenda Date: June 15, 2023

In Control: City Council A Session

DEPARTMENT: Department of Human Resources

DEPARTMENT HEAD: Renee Frieda

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Provision of sleep study and/or CPAP machine for City CDL drivers who are referred by the City's occupational health examiner.

SUMMARY:

This ordinance authorizes a professional services contract with Oniro, LLC dba Alpha Sleep Labs to provide a sleep study and/or CPAP machine to appropriate City CDL drivers in a total contract amount not to exceed \$360,000.00. The term of this agreement is for three years beginning July 1, 2023 and ending June 30, 2026 with the option to renew for two additional one-year terms. Funds for the first three months of the contract in the amount of \$18,000 are available from the Employee Benefits Insurance Fund FY 2023 Adopted Budget. Funds for future years of the contract are contingent upon City Council Adoption of the annual budget.

BACKGROUND INFORMATION:

There are approximately 800 Commercial Driver's Licensed (CDL) drivers employed by the City of San Antonio providing essential services across the Solid Waste, Public Works, Aviation, Human Services, Fire, Convention Facilities and Health Departments. In order to ensure that these employees can perform their jobs safely, Administrative Directive 4.8 Driver Safety Program requires CDL drivers to submit to a physical in order to acquire a medical card. The physical

requirements for obtaining a medical card are governed by the U.S. Department of Transportation (DOT). Drivers are subject to physical examinations as needed to ensure they maintain a medical card. Medical cards can be valid for a period of between one month to two years dependent on the employee's medical history.

Often times, as a result of the physical, CDL driver's may be referred for a sleep study as part of their DOT physical. Depending on the results of the sleep study, these drivers may then have to begin using a CPAP machine, a device to used to treat sleep apnea. In the past, employees would experience delays obtaining an appointment for the sleep study and due to shortage of CPAP machines, employees could wait up to 8 weeks to receive the CPAP machine needed to obtain a medical card. Since these employees cannot perform their duties without a valid medical card, they would be placed off work on short term disability pending their medical release. This not only delayed improving their personal health but also puts added strain on operational departments who were already working diligently to fill their vacant CDL positions.

In an effort to address these delays, the Finance Department, Procurement Division, on behalf of the Human Resources Department, released a Request for Proposals (RFP) for CoSA Sleep Services Arrangement (RFP 23-076; RFx: 6100016735) on March 22, 2023, to select a vendor to administer Sleep studies and/or issue CPAP machines. The RFP was advertised in the Hart Beat, TVSA channel, the City's Bidding & Contracting Opportunities website, the San Antonio eProcurement System (SAePS), and an email notification was released to a list of potential Respondents. Responses were due on April 21, 2023, and a total of one (1) firm responded to the RFP and was deemed eligible for review. On May 17, 2023, the proposal was reviewed by the evaluation committee which included representatives from the Human Resources Department, and the Solid Waste Management Department. The proposal was evaluated on Experience, Background, and Qualifications, Proposed Plan, and Price schedule. After committee review and evaluation, Oniro, LLC dba Alpha Sleep Labs was recommended for award by the evaluation committee based on consensus scoring.

This contract will be awarded in compliance with the Small Business Economic Development Advocacy (SBEDA) Program. Oniro, LLC dba Alpha Sleep Labs did not receive evaluation preference points.

The Local Preference Program and the Veteran-Owned Small Business Preference Program were applicable to this solicitation; however, since only one response was deemed eligible for evaluation, the programs were not scored. Rather, the evaluation committee reviewed and scored the proposal via consensus evaluation.

ISSUE:

This ordinance authorizes a professional services contract with Oniro, LLC dba Alpha Sleep Labs to provide a sleep study and/or CPAP machine to appropriate City CDL drivers in a total contract amount not to exceed \$360,000.00. Award of this contract will assure timely completion of

medical requirements for City CDL drivers as governed by the Department of Transportation by providing appropriate City employee access to sleep studies as well as CPAP machines if needed. This will allow employees to obtain a valid medical card in a timely manner, thereby continuing their assigned job duties.

ALTERNATIVES:

Should this Ordinance not be approved, CDL Driver's may not be able to expeditiously obtain the follow-up they need to retain a valid medical card. This would negatively affect city services as impacted employees could not fulfill their driving duties.

FISCAL IMPACT:

This ordinance authorizes a professional services agreement with Oniro, LLC dba Alpha Sleep Labs to provide a sleep study and/or CPAP machine to appropriate CDL drivers.

The estimated annual amount for this agreement is \$72,000.00 in the first year and \$72,000.00 each subsequent year, to provide services to City employees. The term of this agreement is three-years, beginning on July 1, 2023, and ending on June 30, 2026, with the option to renew for two additional one-year terms, for a total contract amount of \$360,000.00. Funds in the amount of \$18,000.00 for the first three months of this contract are available from the Employee Benefits Insurance Fund FY 2023 Adopted Budget Funding for FY 2024 and subsequent years is contingent upon City Council approval of the annual budget.

RECOMMENDATION:

Staff recommends approval of this ordinance that authorizes a contract with Oniro, LLC dba Alpha Sleep Labs to provide a sleep study and/or CPAP machine to appropriate City CDL drivers in a total contract amount not to exceed \$360,000.00. The term of this agreement is for three years beginning July 1, 2023 and ending June 30, 2026 with the option to renew for two additional one-year terms.

This contract was procured by means of Request for Proposals and the Contracts Disclosure Form is attached.