

ADDENDUM NO. 3 TO THE RFP #2020-1489

The Alameda-Contra Costa Transit District herewith issues this Addendum No. 3 to the above-referenced RFP. Except as modified below, all other terms and conditions remain in effect. Strikethrough text represents deletions from the original RFP, and ***bold/italicized/underlined text*** represent additions to original RFP text.

A. QUESTIONS AND CLARIFICATIONS

Question 1: Due to the crisis and the effective date of this being next year, can we delay the due dates?

- ***Response:** No. We have taken the current COVID-19 crisis into consideration and have already adjusted the due date accordingly.*

Question 2: Disclosing All projects or valuations is extremely proprietary and compiling 3 years of data is nearly impossible to capture for a company our size, and the other entities would have to grant permission for this information to be released, can we respond without complying to these items?

- ***Response:** No. However, the Attachment B, Sections D and E have been combined and modified. Please see attached Attachment B.*

Question 3: Your price sheet does not include the PFT or Fit Test, where should this pricing be added?

- ***Response:** Manual Lift Test, Pulmonary Function Test and Respirator Fit Test have been added in the Attachment E-Price Proposal Form. Please see attached.*

Question 4: Is there only one weight for the physical agility test and what is that amount(s)?

- ***Response:***
 - *Minimum weight requirement is 50 lbs.*
 - *Medial weight requirement is 70 lbs.*
 - *Maximum weight requirement is 75 lbs.*

Question 5: We only have Quantitative fit testing in 2 of our 35 centers in Northern Ca, does that comply?

- ***Response:** Yes, this does comply.*

Question 6: Your scope did not include a valuation of services or anticipated volume, what is expected?

- ***Response:***

Anticipated annual volumes:

 - a) *Preemployment Tests: 700*
 - b) *Random Tests: 900*
 - c) *Post-Accident Tests: 130*
 - d) *Reasonable Suspicion Tests: 10*
 - e) *Return-To-Duty Tests: 50*
 - f) *Follow-Up Tests: 110*
 - g) *Periodic Tests: 1550*
 - h) *DOT Medical Examinations: 1900*
 - i) *Physical Agility Tests: 50*

Question 7: Is this RFP for both new hire DOT medical exams as well as recertification DOT medical exams?

- **Response:** Yes, the DOT medical examination services will apply to new candidates and existing employees that require recertifications.

Question 8: Do invoices sent monthly satisfy the reporting requirement for monthly services outlined?

- **Response:** No, monthly invoices do not satisfy the reporting requirements. We need a summarized detailed report of services performed.

Question 9: How many employees (operators, mechanics) does AC Transit have per Division or location?

- **Response:**
Count of EE by Location As of 4/13/20*

Title	CMF	D2	D3	D4	D6	GO	TEC	Grand Total
Apprentice Mechanic	1	5	1	3	3			13
Journey Level Mechanic	24	32	19	36	29			140
Bus Operator		369	199	390	321	72	31	1382
Grand Total	25	406	219	429	353	72	31	1535

*Please note this response is based on current circumstances only and subject to change.

Question 10: What is your average number of new hires per month or per year?

- **Response:**
Hires by Year*

Action	2017	2018	2019	Grand Total
HIR	204	205	224	633
REH	14	6	7	27
Grand Total	218	211	231	660
Three-year Average:	220			

*Please note this response is based on current circumstances only and subject to change.

Question 11: Is physical agility testing (PAT) required only for pre-employment or new hires?

- **Response:** Physical agility testing is primarily for new hires. Physical agility testing is also for current employees transferring into job classifications that require testing.

Question 12: Is there a standard protocol for Manual lift test that is already being used by your current service providers that proposers who win the contract may use? Using the same manual lift test protocol that has already been designed would make service providers adhere to the same standard.

- **Response:** There is no standard protocol that is known. It is up to our vendor to ensure the manual lift test is accurate and accurately reflects the candidate can lift the appropriate weight.

Question 13: What model or type of respirator does your operators use? Is it N95 or P100? Is it a half mask or full mask? SCBA or non-SCBA? Do your mechanics use respirators as well?

- **Response:** *None of our operators use respirator masks. Mechanics do not use respirators. Please note this response is based on current circumstances only and subject to change based on revised medical advice/regulations.*

Question 14: Per OSHA, as we were previously told, qualitative fit testing (QLFT) is sufficient. Does AC Transit require quantitative fit test as well? Currently, our clinic has been doing only qualitative fit test with 7 exercises, but we can most certainly add an additional grimace test where the worker smiles or frowns for 15 seconds. Would AC Transit consider dropping the quantitative test to save some money? Please let us know if QNDT is still required as we can have our nursing/ MA staff get certified.

- **Response:** *Yes, respirator fit testing is one of tests. We have been using standard testing. Currently, there has been no change in the requirements.*

Question 15: Since respirator fit testing is required for your new hires, shouldn't they also have respirator physical that would include OSHA MEQ Parts A-B reviewed by a medical provider to clear them to wear a respirator? DOT Medical Exam does not include these OSHA MEQ.

- **Response:** *Respirator fit testing and Pulmonary function testing are the tests that we are currently requiring.*

Question 16: With regards Attachment B –

- a. “Value of work” column – is total \$ data for prior year (2019) sufficient?
- b. “Scheduled Completion date” – is stating “on going” acceptable as we currently continue servicing these clients.
- c. What is the minimum number of clients/references do you need for Item D for this RFP?

- **Response:**
 - a. *No, total amount for year 2019 is not sufficient. The Value of Work should be the total amount for the entire work.*
 - b. *Sections D and E have been combined and modified. Please see attached Attachment B.*
 - c. *Minimum number of current and completed projects is three (3)*

Question 17: For Attachment E (Price Proposal form)

- a. On Urine Collection – does this mean collection/handling only where we send specimen to the lab you tie up with and wherein you have your own MRO?

- **Response:** *Yes, the service is for collection/handling only. Yes, specimens will be sent to our own lab and medical review officer providers.*

- b. We notice there are only 5 items listed in the Price Proposal form. Don't you need proposers to state the breakdown of their proposed price for physical agility test as:
 - i. Manual lift test
 - ii. PFT
 - iii. Respirator fit test

- ***Response:** Manual Lift Test, Pulmonary Function Test and Respirator Fit Test have been added in the Attachment E-Price Proposal Form. Please see attached Attachment E.*

c. Would all medical exams, pre-employment or recertification be only federal or DOT medical exams?

- ***Response:***
 - Alcohol testing and urine collection services will be regulated and non-regulated.*
 - DOT medical examinations are required by the federal government for anyone who is trying to obtain a commercial driver's license.*
 - Physical agility testing is required by the District only for specific job classifications.*

Question 18: Can we have Attachments A-E in Word format instead of pdf?

- ***Response:** Yes, please email your request to Terra Duan at tduan@actransit.org.*

Question 19: Per Cal Gov't Code Sec 6250 et.seq, may we know the fees for the following procedures/ tests charged to AC Transit by vendors like Kaiser and Concentra per their current or previous contract?

- Medical Exam
- Drug Screen collection
- BAT
- BAT confirmation
- Physical agility test
 - Manual lift test
 - PFT
 - Respirator fit test

- ***Response:** Please email your request to our Legal Dept. at tchachere@actransit.org.*

Question 20: Please advise if the Transit Authority has preferences for clinic locations (if yes, please identify preferred locations and minimum # of clinics that will be satisfactory.

- ***Response:** The District prefers locations in Northern California, there is no minimum number of clinics. Occasionally, we require preemployment testing and medical examinations for candidates from different states. Please list any other locations outside of Northern California in your proposal.*

Question 21: Will there be any consideration or preference for SLEBs?

- ***Response:** No, there is no SBE/SLEB goal identified for this project.*

Question 22: Which mask types will the vendor need to keep in stock?

- ***Response:** Unknown.*

Question 23: What are the availability criteria for reasonable suspicion testing? Are normal business hours sufficient?

- **Response:** *The Federal Transit Authority (FTA) requires us to conduct reasonable suspicion testing during all business operation hours. The District is a 24-hour, 7 day per week, including weekends and holidays. However, normal business hours are sufficient for the scope of this contract.*

Question 24: Under Attachment B, Section E, is 4 client information good enough?

- **Response:** *Minimum number of current and completed projects is three (3). Sections D and E have been combined and modified. Please see attached Attachment B.*

Question 25: Section III Scope of Work (B) Reporting Process requests an electronic monthly report including the number and type of drug screen tests. If the contractor provides collection services only will AC Transit seek this information from their Drug Screen Program Third Party Administrator?

- **Response:** *No. we will request this information directly from the contractor.*

Question 26: Will AC Transit consider requiring only electronic submissions of the proposals?

- **Response:** *Proposal Submission Requirement has been changed. Please see Addendum No 2.*

Question 27: Is the manual lift test only for operators or is it also required for other positions like mechanics, trainers, etc.

- **Response:** *No, the manual lift test is not for operators. See table below.*

Job Title	Lifting weight requirement
Apprentice Mechanic	70
Apprentice Facilities Mechanic	50
Bindery Worker	50
Bus Stop Maintenance Worker	50
Electrician	75
Electronic Support Worker	50
Facilities Maintenance Mechanic	50
Facilities Maintenance Trainer	50
Facilities Systems Technician	50
HVAC Technician	75
Inventory Control Clerk	50
Janitor	50
Journey Facil Mtce Mechanic	50
Journey Level Mechanic	70
Lift Mechanic	70
Mail Clerk	50
Mail Messenger	50
Maintenance Trainer	70
Maintenance Supervisor	50
Mechanic	70
Mechanic A / Unit Room	70
Painter	50
Print Shop Supervisor	50

Senior Body Mechanic	70
Senior Maintenance Supervisor	50
Parts Clerk	70
Printer	50
Qualified Temp Service Emp	50
Qualified Temporary Janitor	50
Senior Electronic Technician	50
Service Employee	50
Shipping/Receiving Clerk	50
Small & Med Duty Veh Mechanic	70
Welder	50

Question 28: Can you please provide the estimated annual quantity of after-hour (between 5:00pm and 9:00am) specimen collections and BAT in the event of post-accident, random, follow-up, and reasonable suspicion testing?

- *Response: Total estimated annual quantity for Post-Accident Tests is 130 and Reasonable Suspicion Tests is 10. After hours random testing is not part of this contract. Please note this response is based on current circumstances only and subject to change.*

Question 29: How many expert witness (Medical Examiner or specimen collector) testimonies were requested last year?

- *Response: None. Please note this response is based on current circumstances only and subject to change.*

Question 30: How many collection sites are currently being utilized under the current contract?

- *Response: Twelve collection sites.*

Question 31: How many collection sites do you consider suitable for your services? Is there any preference regarding the geographical location of the collection sites? For example, within Oakland only or multiple collection sites in the Bay Area?

- *Response: Our preference is within Oakland, East Bay. However, please provide information regarding other service locations located within the state or domestically.*

Question 32: Does the services under this contract include random pool generation and management?

- *Response: No, this contract does not include random pool generation and management.*

Question 33: Do you require or anticipate on-site specimen collection, performed at AC Transit facilities?

- *Response: No, under this contract we do not anticipate on-site specimen collection performed at our facilities.*

Question 34: Will you be interested in on-site specimen collection, performed at your facilities in the event of after-hour post-accident testing, or random testing? On-site random specimen collection can be very advantageous to AC Transit in terms of reducing your employee's downtime.

- ***Response:** Yes, we may be interested on onsite and after-hour testing services; such services would be covered under a separate solicitation. This solicitation does not cover on-site specimen collection.*

Question 35: Can you please provide more information about your current random test scheduling? On a given day, are randomly selected employees sent to the collection site all at once during their shift, or are employees sent at time intervals (for example every 10-15 mins)?

- ***Response:** The random testing pool is generated on a monthly basis. The schedule is generated based on the employee's home division location. For, example if the random testing pool reflects that most of the employees selected work out of Division Four (Oakland), then testing will be higher at Division Four for the month.*

Question 36: Are randomly selected employees transported to the collection site by AC Transit or are employees told to report to the collection site themselves after receiving random test notification?

- ***Response:** AC Transit Compliance Representatives escort employees individually to testing facilities.*

Question 37: In your current contract, is there a differentiation in pricing for collection services performed during business hours (9am-5pm) and those performed after-hours (5pm-9am)? If so, can we indicate this in our price proposal?

- ***Response:** Yes, there is a differentiation in pricing for collection services performed after-hours. Yes, you can indicate this in your price proposal.*

Question 38: Does AC Transit currently pay "wait-time" fees when an employee is experiencing shy bladder during a collection process? If so, can we indicate this in our price proposal?

- ***Response:** No, we do not pay "wait-time" fees in these instances. Please provide an example of a situation where the vendor would apply a "wait-time" fee. Yes, you can indicate this in your price proposal.*

Question 39: In your current contract, is there a differentiation in pricing for "observed" collections in the event of follow-up and return-to-duty testing? If so, can we indicate this in our price proposal?

- ***Response:** No, we do not pay differentiation in pricing for "observed" collections for follow-up and return-to-duty testing because it is our understanding that "observed" collection is basic collector training. Please provide an example of a situation where the vendor would apply an "observed" collection fee. Yes, you can indicate this in your price proposal.*

ATTACHMENT B

PROPOSER'S STATEMENT OF QUALIFICATIONS & BUSINESS REFERENCES

- A. Proposer Name: _____
- B. How many years has your organization been in business as a Contractor under your present business name? _____
1. As a general contractor? _____
 2. As a subcontractor? _____

C. 3-Year Annual Gross Receipts:

The firm's gross annual receipts for the most recent three (3) years or the firm's financial statement for the past three (3) years prepared in accordance with the United States Generally Accepted Accounting Principles (GAAP) and audited by an independent certified public accountant

Year:	Year:	Year:
\$	\$	\$

- D. List minimum three (3) key current or completed projects, similar in nature to the scope of services outlined in this solicitation, started in the last three (3) years in the following tabulation. **(Attach additional sheets if necessary).**

Client Name	Type of Work (Description of Products/Services Provided)	Approx. Total Value of Work (\$)

- E. Give information below about the relevant experience of the principal individuals of your present organization including those individuals to be in responsible charge of this project. Attach additional sheets if necessary.

Organization's Authorized Representative:	
Contact Person Name:	
Contact Person Title:	
Phone Number:	
Fax Number:	
Email Address:	
Years of Professional Experience:	
Type of Work:	

Principal Individuals:	
Contact Person Name:	
Contact Person Title:	
Phone Number:	
Fax Number:	
Email Address:	
Years of Professional Experience:	
Type of Work:	

Principal Individuals:	
Contact Person Name:	
Contact Person Title:	
Phone Number:	
Fax Number:	
Email Address:	
Years of Professional Experience:	
Type of Work:	

- F. **References:** List Professional references for who your organization has performed work similar in nature to the scope of services outlined in this solicitation.

A. Business Reference	
Firm Name:	
Contact Person Name and Title:	
Address, City, State, Zip Code:	
Phone and Fax Number:	
Email Address:	
Web Site Address	
Dun and Bradstreet Number	

B. Business Reference	
Firm Name:	
Contact Person Name and Title:	
Address, City, State, Zip Code:	
Phone and Fax Number:	
Email Address:	
Web Site Address	
Dun and Bradstreet Number	

C. Business Reference	
Firm Name:	
Contact Person Name and Title:	
Address, City, State, Zip Code:	
Phone and Fax Number:	
Email Address:	
Web Site Address	
Dun and Bradstreet Number	
Address, City, State, Zip Code:	
Phone and Fax Number:	
Email Address:	
Web Site Address	
Dun and Bradstreet Number	

- G. Have you or your organization, or any officer or partner thereof, defaulted on a contract?
☐ No ☐ Yes If yes, please explain below. *Attach additional sheets if necessary.*

- H. Is any pending litigation or adverse findings against your organization?

☐ No ☐ Yes If yes, please explain below. Attach additional sheets if necessary.

I. Has your firm ever been debarred by a Federal, State or Local Government agency?

☐ **No** ☐ **Yes** If yes, please explain below. Attach additional sheets if necessary.

The undersigned proposer represents and warrants that the foregoing information is true and accurate to the best of its knowledge and the undersigned intends that the District rely thereof in awarding the attached contract.

Signature of Proposer

Name/Title

Dated: _____

ATTACHMENT E

PRICE PROPOSAL FORM

Instructions: Included in the prices below shall be all labor, materials, taxes, insurance, any subcontractor costs, travel expenses, telephone costs, copying costs, profit, administrative and overhead fees, and all other costs as required to perform the services listed in the Scope of Work for the term detailed.

	Year 1- 2021 (\$/test)	Year 2-2022 (\$/test)	Year 3-2023 (\$/test)	Option Year 1- 2024 (\$/test)	Option Year 2- 2025 (\$/test)
Urine Collection					
Breath Alcohol Test					
BAT Confirmation					
DOT Medical Examination					
Manual Lift Test					
Pulmonary Function Test					
Respirator Fit Test					