

## ADVERTISEMENT INFORMATION ONLY

### Solicitation Type and Name: **Request for Proposals – Random and Post Accident Drug Testing for Police and Fire Departments**

Solicitation Number: RFP 24-112; RFx 6100018584

Description: The City of San Antonio has two (2) Collective Bargaining (CBA) agreements addressing drug testing. One agreement is with the SAFD and the other is for the SAPD. 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. Uniform personnel shall be defined as anyone who has been hired in substantial compliance with Chapter 143 of the Local Government Code; this shall include the Fire Chief with the SAFD and the Chief of Police with the SAPD. As stated 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.

Applicable Product Categories: 95207- Alcohol and Drug Testing Services

**Date Issued: November 13, 2024**

**Due Date & Time: January 6, 2025, 11:00 a.m. Central Time**

**Pre-Submittal Conference:** Pre-Submittal Conference will be held at 1:30 p.m., Central Time, on November 20, 2024, via WebEx. Attendance at the Pre-Submittal Conference is optional, but highly encouraged.

Respondents may call the toll-free number listed below and enter access code to participate the day of the conference.

**Dial-In Number:** 1-415-655-0001 | **Access Code:** 2630 718 2537 | **Meeting Password:** i3bZwhFgr73

**Join from the meeting link:**

<https://sanantonio.webex.com/sanantonio/j.php?MTID=me24bb7d48ab99270f5c5a92d604863ca>

Staff Contact Person: Debra Light, Procurement Specialist III, Debra.Light@sanantonio.gov

#### **Evaluation Committee Voting Members:**

Christopher M. Monestier, Deputy Fire Chief, Fire Department  
Ramon Casanova, Assistant Fire Chief, Fire Department  
Richard Riley, Assistant Director, Police Department  
Nathalie Bullock, Interim Assistant Director, Human Resources Department  
Michelle Ramos, Deputy Chief, Police Department  
Ryan Luza, Sergeant, Police Department  
Lucia Puente, Special Projects Manager, Fire Department

**Pursuant to Section 011 – Restriction on Communications and in accordance with and as authorized by Section 2-61 of the City Code, the following restrictions on communications apply to this solicitation: Respondents are prohibited from contacting 1) City officials, as defined by**



§2-62 of the City Code of the City of San Antonio, regarding the RFP or proposal from the time the RFP has been released until the contract is posted for consideration as an agenda item during a meeting designated as an A session; and 2) City employees from the time the RFP has been released until the contract is approved at a City Council “A” session.

Exceptions to the Restrictions on Communications:

Respondents may submit written questions concerning this RFP to the Staff Contact Person listed below until **3:00 p.m., Central Time, on November 25, 2024**. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail. Questions submitted and the City’s responses will be posted with this solicitation.

**Debra Light, Procurement Specialist III**  
**City of San Antonio, Finance Department – Procurement Division**  
[Debra.Light@sanantonio.gov](mailto:Debra.Light@sanantonio.gov)

**To view this solicitation**, go to the SAePS portal; <https://supplierservice.sanantonio.gov/irj/portal>. If you have not completed the City’s SAePS Vendor Registration, you must do so in order to view the solicitation and submit a response. Once you have logged on to the SAePS portal, click on “My Bids” (first), if not viewable then click “Other Bids” (to view all already published competitive bids). Vendor Guides & Support can be accessed from this link:

<https://www.sa.gov/Directory/Departments/Finance/About/Divisions/Procurement/Resources/Guides-Support>

**TO REGISTER:** You will need to complete the vendor registration by accessing the SAePS Vendor Registration at

<https://www.sa.gov/Directory/Departments/Finance/About/Divisions/Procurement/Become-a-Vendor>.

Questions regarding registration may be submitted to Vendor Support at (210) 207-0118 or by email at [vendors@sanantonio.gov](mailto:vendors@sanantonio.gov) with “SAePS Portal” on the subject line so this can be expedited.

