



ADDENDUM NO. 1

Date: November 20, 2025

From: City of Grand Junction Purchasing Division

To: All Proposers

RE: Pre-Employment Health Screening and Drug Testing Services for the City of Grand Junction, Colorado, RFP-5759-25-KF

Proposers responding to the above-referenced solicitation are hereby advised that certain requirements have been **clarified, modified, or supplemented** as of the date of this Addendum, as outlined below.

Please take note of the following clarifications:

SECTION A – VOLUME, UTILIZATION & OPERATIONS

1. **Question:** Annual Volume by Service Type: Can the City provide historical annual volume or estimated future usage for:

- a. Pre-employment physicals

Answer: Approximately 320 annually

- b. DOT physicals

Answer: 25 Pre-employment DOT physicals annually. Additionally, depending on the length of the DOT employee's medical certification (one year or two), the City could have up to another 100 annual DOT Physicals.

- c. Non-DOT drug tests

Answer: 450 pre-employment Non-DOT 7-panel tests annually. Random non-DOT testing also occurs throughout the year.

- d. DOT drug tests

Answer: 20 DOT pre-employment tests. 68 DOT random tests year-to-date.

- e. Police POST exams

Answer: Approximately 5 pre-hire POST medical exams per year.
(NOTE: The City hires lateral officers when possible; POST exams are required for academy recruits.)

- f. Fire NFPA 1582 exams

Answer: Typically 6 – 12 pre-hire for Fire Academy, 4 EMT/Paramedics

- g. Functional/lifting evaluations

Answer: Approximately 145 per year

h. After-hours or post-accident tests

Answer: As of 11/19/25, 92 after-hours, 77 post-accident tests.

i. Immunizations

Answer: Not applicable

j. Laboratory tests (CBC, CMP, A1c, Lipids, UA, etc.)

Answer: Not applicable

Answer: The City has provided annual usage estimates for each relevant service category above. These numbers reflect historical activity and current-year data (as of November 19, 2025), and may fluctuate based on hiring levels, departmental needs, and regulatory requirements.

2. **Question:** Seasonal Hiring Surges: Does the City experience seasonal hiring peaks (e.g., summer programs), and if so, what is the expected daily/weekly testing volume during these periods?

Answer: Yes, Heavy seasonal hiring from February through mid-May. Pre-employment Drug Screens: 275 done in 2025: 20 tests per week, Monday through Friday – average 4 tests per day. Expected to increase to approximately 350 or more in 2026. Pre-employment Physicals: 150 in 2025, est. 200 expected 2026.

SECTION B – PUBLIC SAFETY EXAM COMPONENTS (NFPA & POST)

3. **Question:** Required Components for POST Exams: Can the City confirm which components are required in the base POST physical rate (e.g., CBC, CMP, lipid panel, ECG, PFT, chest X-ray, titers, vision, hearing)?

Answer: Drug Screen, Simple physical, 50 lb. lift, Ishihara eye exam, Hep B, TB, PFT, Audio Booth.

4. **Question: Required Components for NFPA 1582 Exams:** NFPA 1582 includes conditional/optional elements.

Please confirm which components must be included in the base NFPA pricing, including:

- Stress/treadmill test
- Chest X-ray
- Pulmonary Function Test
- Audiogram
- Immunizations/titers – Vaccinations Hep A, Hep B, and TB Test
- Lab panels
- Vision tests

- Comprehensive FCE

Answer: The City requires the following components to be included in the base NFPA 1582 exam pricing:

- Drug Screens
- Simple Physical,
- 100 lb. lift
- Ishihara eye exam
- Hep A, Hep B, TB
- Medically qualified respirator,
- Pulmonary Function Test (PFT)

5. **Question:** Radiology Requirements: Should chest X-rays (1-view or 2-view) be:
- Included in the base POST/NFPA price, or
 - Priced separately under Section V of Attachment A?

Answer: We do not require pre-employment X-rays.

6. **Question:** Re-Testing for Public Safety: If POST/NFPA candidates require follow-up testing due to abnormal findings, should these be billed:
- Under “Fit-for-Duty/Re-Evaluation,” or
 - Included in the base public-safety exam pricing?

Answer: Under Fit-for-Duty/Re-Evaluation would be preferable.

SECTION C – DRUG & ALCOHOL TESTING

7. **Question:** Standard Pre-Employment Drug Panel: What is the City’s *default* pre-employment drug panel?
- 5-panel
 - 10-pane
 - 12-pane
 - DOT panel for certain positions?

Answer: The standard/default (non-DOT) pre-employment is a 7-panel, rapid non-Federal, which includes: Amphetamines, Barbiturates, Methamphetamines, Cocaine, PCP, THC, Opiates, Benzodiazepines.

The DOT Pre-employment drug panel is a 5-panel, which includes: THC, Cocaine, PCP, Opiates, and Amphetamines.

8. **Question:** Confirmation Testing (GC/MS): Should confirmation testing be:
- Priced separately as listed, or
 - Included in the base drug test panel?

Answer: Confirmation testing (e.g., GC/MS or equivalent) shall be included in the base drug test panel price.

9. **Question:** Oral Fluid Testing: Does the City intend to use oral fluid testing for pre-employment or only for reasonable suspicion/post-accident?

Answer: The City does **not** currently use oral fluid testing for pre-employment or for reasonable suspicion/post-accident testing. However, the City is interested in having oral fluid testing *available as an option* under the new Contract. This may include oral fluid testing for DOT and non-DOT random testing, as well as reasonable suspicion and post-accident scenarios, should the City choose to implement it in the future.

Proposers should therefore include pricing and capabilities for oral fluid testing, even though it is not part of the City's current testing protocol.

10. **Question:** Random Pool Administration: Does the City currently maintain a drug testing consortium or random pool?

If yes:

- How many employees are included?
- How frequently are random draws conducted?

Answer: Yes. The City participates in a random drug-testing consortium administered by PROCOM, which conducts quarterly random selections.

The City provides PROCOM with a quarterly list of safety-sensitive employees, including those holding a Commercial Driver's License (CDL). PROCOM independently selects employees from this list for random testing on a quarterly basis.

The number of employees included in the random pool fluctuates from quarter to quarter, depending on staffing levels and job classifications. In 2025, the City submitted the following counts to PROCOM:

- **Quarter 1:** 849 employees
- **Quarter 2:** 996 employees
- **Quarter 3:** 1,038 employees
- **Quarter 4:** 869 employees

These totals represent all employees subject to the City's random testing program and demonstrate the approximate scale of the random pool.

SECTION D – AFTER-HOURS, RECOLLECTIONS & NO-SHOWS

11. **Question:** Expected After-Hours Frequency: How many after-hours or post-accident tests does the City typically require per year?

Answer: After-hours testing is utilized for employees whose shifts fall during that time. After-hours testing is utilized for employees whose scheduled work shifts fall

outside standard business hours. Post-accident testing is required for all vehicle accidents involving City employees in accordance with City policy.

As of November 19, 2025, the City has conducted:

- 92 after-hours tests, and
- 77 post-accident tests

These figures represent year-to-date activity and may vary annually based on operational needs and incident frequency.

12. **Question:** Required After-Hours Response Times: Is there a mandated response time (e.g., within 30, 45, or 60 minutes)?

Answer: The City does not prescribe a specific after-hours response time for this solicitation. However, employees selected for reasonable suspicion, post-accident testing, or random testing are expected to report for testing within one (1) hour of notification, whether during regular working hours or after hours. The Contractor must be able to support testing within this timeframe for the City to meet its compliance and operational requirements.

Proposers shall clearly describe the after-hours and on-call response times it is able to provide, including:

- Standard response time commitments for post-accident or reasonable-suspicion testing
- Whether technicians are available on-call, and under what conditions
- Any geographic or staffing limitations that may affect after-hours service
- Any additional fees associated with after-hours or emergency testing

The City will evaluate proposed response times and service availability as part of the overall assessment of service capacity and responsiveness.

13. **Question:** No-Show Billing Expectations: Is the contractor permitted to charge no-show or late-cancellation fees?

If yes:

- What qualifies as “late cancellation”?

Answer: The City will allow the Contractor to charge no-show or late-cancellation fees **only if the fees are clearly listed in Attachment A – Pricing Table.**

Such fees shall apply only under the following conditions:

1. **No-Show:**

The applicant fails to appear for a scheduled appointment, and no notice of cancellation is provided to the Contractor or the City prior to the appointment time.

2. **Late Cancellation:**

Cancellation occurs **with less than twenty-four (24) hours' notice**. For public safety exams (NFPA 1582, POST), the City may allow a longer notice window if justified by exam duration.

3. Non-Billable Situations:

No fees may be charged when cancellations or rescheduling result from **City operational needs or changes requested by the City**.

The City reserves the right to negotiate or modify proposed no-show or late-cancellation fees during contract discussions.

14. **Question:** Recollection Billing: Should recollections due to dilute specimens, unsatisfactory samples, or lab rejections be:

- Billed to the City, or
- Included in the base rate?

Answer: The City prefers that recollections required due to dilute specimens, insufficient samples, temperature anomalies, or laboratory rejections be **included in the base rate at no additional charge to the City**, as is standard practice in many municipal pre-employment screening contracts.

If your organization uses a different billing structure, please clearly describe it and provide a separate, reduced recollection rate in *Attachment A – Pricing Table*.

SECTION E – LABORATORY TESTING (SECTION III OF ATTACHMENT A)

15. **Question:** Required Lab Panels for Each Physical Type: Can the City specify which lab tests are mandatory for each exam type?

- Pre-employment non-DOT physical

Answer: No laboratory panels required. Required 7-panel urine drug screen.

- DOT physical

Answer: No laboratory panels required. Required 5-panel urine drug screen.

- POST exam

Answer: No laboratory panels required. Required 7-panel urine drug screen.

- NFPA 1582 exam

Answer: No laboratory panels required. Required 7-panel urine drug screen.

- Fit-for-duty exam

Answer: No laboratory panels required. Required 7-panel urine drug screen.

Answer: The City does **not** require routine laboratory panels (e.g., CBC, CMP, A1c, Lipids, Titers) for any of the listed exam types. Required testing for each exam is listed above.

16. **Question:** Frequency of Specialty Tests (A1c, Titers, Quantiferon): Are lab tests such as A1c, titers, and Quantiferon commonly used for pre-employment or requested infrequently?

Answer: These specialty laboratory tests are not part of the City's standard pre-employment requirements. A1c, titers (Hep B, MMR, Varicella), QuantiFERON, and other specialty labs are requested only on an infrequent, case-by-case basis.

17. **Question:** Pass-Through vs. Mark-up: Should laboratory services billed under Section III be:

- Pass-through cost only (no markup), or
- Priced at the provider's standard rates?

Answer: Laboratory services that the Contractor does not perform in-house shall be billed to the City at actual pass-through cost with **no markup**.

Proposers shall list the applicable lab test pricing in Attachment A and identify the associated third-party laboratory.

Documentation supporting the pass-through cost (e.g., lab invoice or official price sheet) must be made available to the City upon request.

If the Contractor performs laboratory services in-house, pricing shall be listed as a standard rate in Attachment A.

SECTION F – IMMUNIZATIONS & VACCINES

18. **Question:** Use of Vaccines for Pre-Employment: Does the City regularly require Hep A, Hep B, MMR, Varicella, Tdap, or flu vaccines as part of pre-employment?

Answer: For some positions, Hep A, Hep B, TB/PPD.

19. **Question:** Vaccine Administration Fee: Should the vaccine administration fee apply per visit or per injection?

Answer: The City does not prescribe a specific billing method for vaccine administration. Proposers shall clearly state how vaccine administration fees are applied within its pricing structure, including whether fees are charged **per visit**, **per injection**, or if the Proposer offers **both options**. Proposers shall also describe any conditions that may affect how these fees are applied.

The City will evaluate fee structures for clarity, reasonableness, and consistency with industry standards and practices.

SECTION G – FUNCTIONAL TESTING & FCE

20. **Question:** Lifting Evaluations: Are lifting evaluations (20–50 lb., 75 lb., 100 lb.):

- Stand-alone tests,
- Part of certain job-specific pre-hire exams, or
- Occasionally required based on the position description?

Answer: Lifting evaluations are primarily conducted as part of job-specific pre-hire examinations for positions with defined physical requirements. They may also be required occasionally outside of the pre-hire process when job duties or return-to-work requirements necessitate justification of the assessment. They are **not** standard for all positions and are used only when the position description identifies specific lifting or physical capacity requirements.

21. **Question:** Functional Capacity Evaluation (FCE): Should comprehensive FCEs be considered:

- Primarily for return-to-work, or
- Also, for certain pre-employment roles?

Answer: Comprehensive FCEs are primarily used for return-to-work assessments to evaluate an employee's ability to safely resume job duties.

SECTION H – ADMINISTRATIVE SERVICES

22. **Question:** MRO Administrative Fees: Should MRO review be:

- Included in each drug test's unit price, or
- Priced separately under Section VI?

Answer: Municipal practices vary, and the City does not prescribe a single required method for MRO (Medical Review Officer) administrative fees. Some municipalities include MRO review within the unit cost of each drug test, while others accept a separate, clearly defined MRO fee—particularly when tests are processed through multiple laboratories.

For this solicitation, the City will allow either approach. Proposers shall clearly indicate whether MRO review is:

- **Included in the drug test unit price**, or
- **Billed as a separate fee** under Section VI.

If billed separately, Proposers must specify the amount, the services included (e.g., verification, follow-up calls, split specimen coordination), and whether the fee applies per test or per case.

The City will evaluate pricing based on clarity, transparency, and consistency with industry norms.

23. **Question:** Record Copy Fees: Does the City allow billing for:

- Copies of medical records
- Public safety exam files

- Third-party transfer requests?

Answer: The City does not prescribe a specific billing structure for record copy or file transfer fees. Proposers shall clearly identify whether fees apply for:

- Copies of medical records
- Public safety exam files
- Third-party or inter-agency transfer requests
- If such fees apply, Proposers must specify:
 - The fee amount
 - The format covered (electronic vs. paper)
 - Whether the fee is per page, per file, or per request
- Any circumstances under which the fee is waived

The City will review all fee structures to ensure transparency, reasonableness, and consistency with industry standards and practices. The City reserves the right to negotiate copy or transfer fees during contract discussions.

24. **Question:** Consortium Fee Applicability: Are Consortium Enrollment or Annual Fees applicable only for DOT-covered employees, or all employees?

Answer: Annual enrollment fees apply to both DOT and non-DOT employees.

SECTION I – FACILITY & GEOGRAPHY

25. **Question:** We have a location in Clifton, CO, which would be the primary location for exams. If we could utilize a lab partner in Grand Junction for collection, would we still be able to submit and be considered for this opportunity?

Answer: Yes. The City does not require that all services be performed at a single physical location, nor does the City limit eligibility based on where the proposer's main facility is located. Proposers may use affiliated or third-party laboratories or collection sites, provided that:

1. All requirements of the RFP are met (including scheduling, turnaround times, confidentiality, and chain-of-custody standards).
2. The proposer clearly identifies all facilities available to applicants and hours of operation.
3. All sites meet applicable compliance, licensure, and accessibility requirements.
4. The proposer remains fully responsible for the performance and quality of any partner sites.

The use of partner or affiliated sites will not affect eligibility, provided that all RFP requirements are met.

SECTION J – IT, REPORTING & DATA INTEGRATION

26. **Question:** Electronic CCF Preference: Does the City require electronic Custody and Control Forms (eCCF), or are paper forms acceptable?

Answer: The City does not require the exclusive use of electronic Custody and Control Forms (eCCF); however, eCCF is strongly preferred when available, as many municipalities have moved toward electronic chains of custody for improved accuracy, efficiency, and tracking.

Proposers shall clearly state whether they offer eCCF, paper CCF, or both, and identify any limitations, system requirements, or additional fees associated with either method.

The City will evaluate each proposer's approach based on operational efficiency, compliance, and the ability to support timely testing and reporting.

SECTION L – MISCELLANEOUS

27. **Question:** Current Program: What are any challenges you are currently facing with your current program that you hope to improve with the new contract?

Answer: The City is re-soliciting these services in accordance with its Purchasing Policy to ensure full and open competition and to provide all qualified providers the opportunity to participate. In issuing this RFP, the City seeks to strengthen service efficiency, consistency, and responsiveness. Desired areas of improvement include:

- **Scheduling Efficiency:** Appointment availability, limited wait times, and the potential for self-scheduling options. Timely access to testing is crucial for supporting prompt job offers and preventing delays in the hiring process.
- **Turnaround Times:** Consistent and accelerated delivery of drug test and physical exam results to keep hiring processes moving.
- **Customer Service:** Professional, courteous, and confidential applicant interactions, along with responsive communication with City staff.
- **Reporting Capabilities:** Clear, accurate, and timely reporting of testing volume, turnaround metrics, and any service concerns.
- **Technology & Security:** Secure, efficient systems for transmitting results and maintaining data integrity.
- **Standardization:** Consistent procedures for documentation, chain-of-custody, and billing.

These goals reflect the City's desire to improve overall service delivery under the new contract and are not indicative of any deficiencies with current providers.

28. **Question:** Multiple Awards: If the City makes multiple awards (drug testing vs. physicals), will scheduling and reporting be centralized through one City point of contact?

Answer: No

29. **Question:** Priority Scheduling for Public Safety: Does this include weekends and evenings, or only normal business hours?

Answer: Priority scheduling for public safety applicants applies to pre-employment exams conducted during normal business hours. However, post-accident, reasonable suspicion, and random testing for public safety personnel, particularly those working non-standard or rotating shifts, may require after-hours or weekend availability.

Proposers shall clearly state the hours during which they can accommodate after-hours, weekend, or emergency public-safety testing so the City can evaluate service capacity and operational fit.

30. **Question:** Nurse Practitioners/Physician Assistants: Can nurse practitioners and/or physician assistants complete these exams?

Answer: Yes. Nurse Practitioners (NPs) and Physician Assistants (PAs) are permitted to perform these examinations in accordance with applicable Colorado licensing laws and scope-of-practice requirements. Proposers shall clearly identify the credentialed medical personnel who will perform each type of exam (e.g., NP, PA, MD/DO) as part of its proposal.

31. **Question:** Checklist: Can the City provide the specific POST medical evaluation checklist, or confirm if the standard State of Colorado POST form must be used?

Answer: The City does not require the use of the State of Colorado POST medical evaluation form. The current provider uses an internal checklist for POST medical evaluations, which includes the following components:

- Urine drug test (7-panel, non-DOT)
- Simple physical examination with a 50-lb lifting
- Audiogram (Audio Matrix Booth)
- Ishihara color-vision test
- Hepatitis B screening
- TB test
- Pulmonary Function Test (PFT)

Proposers may use its own POST-compliant evaluation format, provided all components listed above are included. Proposers should include a copy of the form or checklist they use for POST medical evaluations as part of their proposal. The City will evaluate proposed formats for completeness, compliance, and alignment with the City's operational needs.

32. **Question:** Minimum Number: Should proposers assume a minimum number of same-day or walk-in tests per month?

Answer: Proposers should not assume a minimum number of same-day or walk-in tests per month. Instead, Proposers shall describe the volume of same-day, walk-in, or urgent requests that their existing operations currently accommodate,

as well as the level of same-day and walk-in capacity they are able to provide for the City. This information will help the City assess each Proposer's scheduling flexibility and overall service capacity.

33. **Question:** Incumbent: Could you please confirm who the current service provider is for this contract?

Answer: Grand Valley Occupational Medicine and PROCOM for random DOT and non-DOT drug screens and post-accident.

34. **Question:** Pricing: Can you provide a breakdown of your current rates by line item?

Answer: The City does not release current contract pricing during an active competitive solicitation. Proposers shall independently develop and submit pricing in accordance with Attachment A and the requirements outlined in Section 4.4.3 of the RFP.

35. **Question:** 2025 Spend: What was the total expenditure for these services in fiscal year 2025 YTD?

Answer: From January through October 2025, the City's total expenditure for pre-employment health screening and drug testing services was \$44,908.

36. **Question:** Budget: What has been budgeted for this new contract?

Answer: The City does not disclose budgeted amounts during an active competitive solicitation. Proposers are expected to submit their most competitive and cost-effective pricing in accordance with Attachment A and the requirements outlined in Section 4.4.3. Pricing will be evaluated based on overall value, reasonableness, and alignment with the Scope of Service.

This addendum amends the original solicitation for the referenced project as outlined above. All other terms and conditions of the solicitation remain unchanged.

Proposers must acknowledge receipt of this addendum by completing the acknowledgment section on the **Solicitation Response Form** (Section 7.0).

Thank you for your attention to this matter.

Respectfully,



Kathleen Franklin
Senior Buyer
City of Grand Junction