

**REQUEST FOR
QUALIFICATIONS & PROPOSALS**

**Monroe County
Water Authority**



Annual On Site Drug/Alcohol Testing

SECTION 1 - INVITATION TO PARTICIPATE

1.1 Purpose

The Monroe County Water Authority (the Authority) is issuing this Request for Qualifications/Proposals (RFQ/RFP) from qualified firms experienced in drug and alcohol testing.

In addition, random Department of Transportation CDL drug/alcohol testing in accordance with MCWA CDL policy, may be at the location of the organization.

SECTION 2 – OBJECTIVE

The Authority desires to enter into a three (3) year contract with the option to extend on a year to year basis for up to two additional years, if mutually agreeable.

SECTION 3 – BACKGROUND INFORMATION

Monroe County Water Authority, as part of its Drug Testing Policy, requires all employees to be tested once annually at random times (chosen by an MCWA policy administrator). The location of the test site may be either at our Eastside Operations Center located at 475 Norris Drive or at the Shoremont Treatment Plant located at 4700 Dewey Avenue.

SECTION 4 – PROCUREMENT OFFICER

The RFQ/RFP Procurement Officer identified below is the primary point of contact regarding this RFQ/RFP from the date of issuance until the selection of the successful Proposer.

Diane Hendrickson
Monroe County Water Authority
475 Norris Drive
Rochester, New York 14610
Email: diane.hendrickson@mcwa.com
Phone: (585) 442-2001 x215 Fax: (585) 442-7186

4.1 Presentation and Clarification of the Authority's Rights and Intentions

MCWA intends to select a firm to supply the services described in Section 2. However, this intent does not commit MCWA to award a contract to any responding Proposer, or to pay any costs incurred in the preparation of the proposal in response to this request, or to procure or contract for any services. MCWA reserves the right, in its sole discretion, to (a) accept or reject in part or in its entirety any proposal received as a result of this RFQ/RFP if it is in the best interest of MCWA to do so; (b) award one or more designations of broker of record, albeit without overlapping business segments,

to one or more qualified Proposers if necessary to achieve the objectives of this RFQ/RFP if it is in the best interest of MCWA to do so.

4.2 Overview of the Organization

The Authority is a public benefit corporation and is the third largest water supplier in New York State. Formed in 1950 to solve the water supply needs of this community, the Authority now provides water to approximately 750,000 individuals and services, approximately 195,000 separate accounts. The Authority's customers are located in all the towns and villages in Monroe County and certain municipalities in Ontario, Genesee, Livingston and Wayne Counties. The annual operating budget is approximately \$100 million.

4.3 Submission of Proposer's Statement of Qualifications and Proposal

A. Acceptance Period and Location: All proposals must be submitted in a sealed envelope clearly labeled "RFP – ANNUAL ON SITE DRUG/ALCOHOL TESTING". All proposals must be addressed to Diane Hendrickson and must be submitted via a delivery service, such as UPS or FedEx. Delivery service must also be instructed to "**Deliver to blue drop box located at Employee Entrance - Door 19**". MCWA cannot accommodate deliveries requiring signatures to confirm receipt. Proposers shall have sole responsibility to contact Diane Hendrickson to confirm receipt of proposal. Proposals hand delivered or submitted via US Postal Service will be returned unopened.

B.

The Sealed Qualification/Proposal submittal must be received at the address below on or before **12:00 pm EDT on Friday, August 28, 2026**.

Monroe County Water Authority
Attn: Diane Hendrickson
475 Norris Drive
Rochester, New York 14610

There will be no public opening of the submittals.

C. Required Copies: Responders must submit three (3) signed original Qualifications Statement and, three (3) copies of the signed original submittal to Diane Hendrickson.

4.4 Response Date

To be considered, a sealed Qualification/Proposal and Format Review must arrive on or before the location, time and date specified in Section 4.3 (A.). **Requests for extension of the submission date will not be granted.** Respondents should allow ample delivery time to assure timely receipt of their responses.

4.5 Clarification of RFQ and Questions

Questions that arise prior to or during response preparation must be submitted **in writing or via email, no later than 12:00 pm on August 21, 2026**. Questions and answers will be provided to all potential respondents who have received RFQ/RFP's and must be acknowledged in the RFQ/RFP response. No contact will be allowed between the respondent and any other member of MCWA with regard to this RFQ/RFP during the RFQ/RFP process unless specifically authorized in writing by the RFQ/RFP Coordinator. Prohibited contact may be grounds for respondent disqualification.

SECTION 5 – DELIVERABLES

To achieve the desired results, the firm selected to conduct the drug/alcohol testing will be expected to deliver the following:

- The provider shall comply with all applicable medical standards, federal, state and local government safety codes, laws and regulations, relating to drug and alcohol testing.
- The minimal test for controlled substances will be a 4-Drug Panel, testing for the presence of Amphetamines, Cocaine, Opiates, and Phencyclidine (PCP).
- The provider shall furnish all necessary equipment, forms and personnel to perform drug/alcohol testing on site.
- All specimens obtained and deemed acceptable by the collection site personnel will be split into a primary and a split sample, sealed and sent for analysis to a laboratory accredited by the New York State Department of Health; and certified by the College of American Pathologists.
- All specimens identified as positive by the initial test will be confirmed using gas chromatography/mass spectrometry (GC/MS) techniques.
- The MRO (Medical Review Officer) shall be a licensed physician with knowledge of substance abuse disorders and has the appropriate medical training necessary to interpret and evaluate controlled substances test results.
- Positive test results shall be provided to the MCWA policy administrator immediately upon confirmation by the MRO.
- Provide couriers that are trained in the chain of custody sequence and in the proper specimen receipt procedures.
- MCWA desires that the primary means of providing testing will be at the MCWA facilities. Fixed collections sites should be located within 30 minutes of the MCWA facilities.
- Must ensure privacy and confidentiality.

-
- Collection site personnel shall be regularly engaged in the business of providing the required controlled substance and alcohol testing
 - All drug/alcohol test results shall be forward to the MCWA policy administrator via confidential Fax machine or other means as appropriate.
 - Random CDL drug/alcohol testing in accordance with MCWA CDL policy

SECTION 6 – COST PROPOSALS

Your statement of Cost Proposals should include, as a minimum, the following items:

- a. The cost to provide on-site drug/alcohol testing
- b. The cost to perform drug/alcohol testing for random CDL drivers, separate from annual random drug/alcohol testing.
- c. The estimated charge for On Site testing based on:
 - Charge per site for personnel.
 - Estimated cost for alcohol testing for an estimated 220 employees annually.
 - Estimated cost for drug screening for an estimated 220 employees annually.
 - Is there a mileage rate for fuel, maintenance and vehicle administration fees?
 - Are there any cancellation charges and, if so how much advance notice is required before said charges are incurred?
 - What are the number of exams that can be performed per hour?
 - Can tests be administrated for employees that were not present at the time of the on site testing and also for employees requiring retests? If so what are the cost of those services?
 - Estimated cost for hair specimen test after a diluted drug screen.
 - Is there a minimum number of tests to be on employer's site?
 - Cost for Post-Accident CDL testing, reasonable suspicion and return to duty follow-up.

SECTION 7 - REQUIRED PROPOSAL CONTENTS

Please respond to each section fully and completely in order to assure that your firm receives full credit when your proposal is received and rated by the selection committee.

7.1 Consulting Firm

- Legal Name of Firm
- Street and Mailing Address
- Telephone Number
- Name of Authorized Representative
- Title of Authorized Representative

7.2 Firm Qualifications (Please limit to two pages excluding resumes)

Your statement of Qualifications and Proposal should include, as a minimum, the following items:

- a. Qualification summaries with references, for prior locations or clients where your firm has provided similar services.
- b. A description of the size and qualifications of your proposed workforce.

SECTION 8 – METHOD OF RFQ EVALUATION

A. RFQ/RFP Evaluation Committee: Selected personnel from the Authority will form the evaluation committee for this RFQ/RFP. It will be the responsibility of this committee to evaluate all properly prepared and submitted responses for the RFQ/RFP and make a recommendation for selection.

B. RFQ Evaluation and Selection Criteria: All properly prepared and submitted Qualifications and Proposal Statements shall be subject to evaluation deemed appropriate for the purpose of selecting the respondent to whom a selection may be made. Evaluation of the submittals will consider several factors, each of which has an impact on the relative success of the respondent to provide the services as outlined in Section 2. Responses to this RFQ/RFP will be evaluated according to the following criteria

- Professional qualifications of assigned staff
- Experience in similar types of work/projects
- Accessibility of firm
- Provider's collection and testing plan
- Cost factors
- Forms completed and all requirements met
- Ability to work with MCWA staff

C. Submittal Approval Process: Respondents must be aware that any selection resulting from this request for qualifications is subject to approval by the MCWA Board.

SECTION 9 - Procurement Policy

Pursuant to State Finance Law §§ 139-j and 139-k, this Request for Qualifications includes and imposes certain restrictions on communications between a Governmental Entity (including the Authority) and Bidder/Offerer during the procurement process. A Bidder/Offerer is restricted from making contacts from the earliest notice of intent to solicit offers through final award and approval of the Procurement Process by the Authority to other than the Authority's Procurement Officers unless it is a contact that is included among certain statutory exceptions set forth in State Finance Law § 139-j(3)(a). The Authority's Procurement Officers for this Governmental Procurement, as of the date hereof, are identified herein. Authority employees are also required to obtain certain information when contacted during the restricted period and make a determination of the responsibility of the Bidder/Offerer pursuant to these two statutes. Certain findings of non-responsibility can result in rejection for contract award and in the event of two findings within a four (4) year period; the Bidder/Offerer is debarred from obtaining government Procurement Contracts. Further information about these requirements may be obtained from the Procurement Officers.

The Authority reserves the right to terminate this contract in the event it is found that the certification filed by the Bidder/Offerer in accordance with State Finance Law § 139-k(5) was intentionally false or intentionally incomplete. Upon such finding, the Authority may exercise its termination right by providing written notification to the Bidder/Offerer in accordance with the written notice terms of this contract.

**OFFERER/BIDDER DISCLOSURE OF PRIOR NON-RESPONSIBILITY DETERMINATION
AND AFFIRMATION/CERTIFICATION IN ACCORDANCE WITH NYS FINANCE LAW §§ 139-J
AND 139-K**

Name of Individual or Entity Seeking to Enter into the Procurement Contract:

Address: _____

Name and Title of Person Submitting this Form: _____

Contract Procurement Number: (by MCWA) _____

Date: _____

1. Has any Government Entity made a finding of non-responsibility regarding the individual or entity seeking to enter into the Procurement Contract in the previous four years?

(Circle one):

Yes

No

If yes, answer the next questions:

2. Was the basis for the finding of non-responsibility due to a violation of State Finance Law § 139-j?

(Circle one):

Yes

No

3. Was the basis for the finding of non-responsibility due to the intentional provision of false or incomplete information to a Governmental Entity?

(Circle one):

Yes

No

4. If you answered yes to any of the above questions, provide details regarding the finding of non-responsibility below.

Governmental Entity: _____

Date of Finding of Non-Responsibility: _____

Basis of Finding of Non-Responsibility: _____

(Add additional pages as necessary.)

5. Has any Governmental Entity or other governmental agency terminated or withheld a Procurement Contract with the above-named individual or entity due to the intentional provision of false or incomplete information?

(Circle one):

Yes

No

6. If yes, provide details below:

Governmental Entity: _____

Date of Termination: _____

Basis of Determination or Withholding: _____

(Add additional pages as necessary.)

By signing below, Bidder/Offerer affirms that it understands and agrees to comply with the MCWA Water Authority’s Procurement Disclosure Policy, Code of Ethics Policy and Conflict of Interest Policy as required by State Finance Law § 139-j(3) and § 139-j(6)(b) and certifies that all information provided to the Monroe County Water Authority with respect to State Finance Law § 139-k and § 139-j is complete, true and accurate.

By:_____

Date:_____

(Signature of Person Certifying)

Print Name:_____

Print Title:_____

Bidder/Offerer Name:_____

(Company Name)

Bidder/Offerer Address:_____

Bidder/Offerer Phone Number:_____