

## **Solicitation FB-00306**

### **Alcohol and Drug Screening Products and Services**

#### **Solicitation Designation: Public**



**Miami-Dade County**

## Solicitation FB-00306 Alcohol and Drug Screening Products and Services

Solicitation Number **FB-00306**  
Solicitation Title **Alcohol and Drug Screening Products and Services**

Solicitation Start Date **In Held**  
Solicitation End Date **Mar 23, 2016 6:00:00 PM EDT**  
Question & Answer End Date **Mar 16, 2016 1:00:00 PM EDT**

Solicitation Contact **Martha Garofolo**  
**305-375-4265**  
**marthag@miamidade.gov**

Contract Duration **See Bid Documents**  
Contract Renewal **Not Applicable**  
Prices Good for **Not Applicable**

Solicitation Comments **The purpose of this solicitation is to establish a contract for the purchase of alcohol and drug screening products and services. As it relates to services, the vendor shall report results, in conjunction with the County's needs, to the Community Action and Human Services Department, Rehabilitative Services Bureau (BRS) as outlined within the solicitation.**

### Item Response Form

Item **FB-00306--01-01 · Urine Sample Testing 7 Panel Screen as per Section 3, Paragraph 3.2**  
Quantity **6282 each**  
Unit Price   
Delivery Location **Miami-Dade County**  
Miami-Dade County  
111 NW 1 Street  
Suite 1300  
Miami FL 33128  
**Qty 6282**

#### Description

Urine Sample Testing 7 Panel Screen as per Section 3, Paragraph 3.2

Item **FB-00306--01-02 - Integrated Urine Collection Drug Testing Cup as per Section 3 Paragraph 3.3**  
Quantity **31410 each**  
Unit Price   
Delivery Location **Miami-Dade County**  
Miami-Dade County  
111 NW 1 Street  
Suite 1300  
Miami FL 33128  
**Qty 31410**

#### Description

Integrated Urine Collection Drug Testing Cup as per Section 3 Paragraph 3.3



BID NO.: FB-00306

OPENING: 6:00 PM

Alcohol and Drug Screening Products and Services

Mar 23, 2016



**MIAMI-DADE COUNTY, FLORIDA**

**I N V I T A T I O N  
T O B I D**

**TITLE:**

**Alcohol and Drug Screening Products and Services**

**BIDS WILL BE ACCEPTED UNTIL 6:00 PM  
ON Mar 23, 2016**

**FOR INFORMATION CONTACT:**

**Martha Garofolo 305-375-4265 marthag@miamidade.gov**

**IMPORTANT NOTICE TO BIDDERS/PROPOSERS:**

- **READ THE ENTIRE SOLICITATION DOCUMENT, THE GENERAL TERMS AND CONDITIONS, AND HANDLE ALL QUESTIONS IN ACCORDANCE WITH THE TERMS OUTLINED IN PARAGRAPH 1.2(D) OF THE GENERAL TERMS AND CONDITIONS.**
- **THE SOLICITATION SUBMITTAL FORM CONTAINS IMPORTANT INFORMATION THAT REQUIRES REVIEW AND COMPLETION BY ANY BIDDER/PROPOSER RESPONDING TO THIS SOLICITATION.**
- **FAILURE TO COMPLETE AND SIGN THE SOLICITATION SUBMITTAL FORM WILL RENDER YOUR PROPOSAL NON-RESPONSIVE.**

**GENERAL TERMS AND CONDITIONS:**

All general terms and conditions of Miami-Dade County Procurement Contracts are posted online. Bidders/Proposers that receive an award from Miami-Dade County through Miami-Dade County's competitive procurement process must anticipate the inclusion of these requirements in the resultant Contract. These general terms and conditions are considered non-negotiable.

All applicable terms and conditions pertaining to this solicitation and resultant contract may be viewed online at the Miami-Dade County Procurement Management website by clicking on the below link:

<http://www.miamidade.gov/procurement/library/boilerplate/general-terms-and-conditions-r15-5.pdf>

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**NOTICE TO ALL BIDDERS/PROPOSERS:**

Electronic bids are to be submitted through a secure mailbox at BidSync ([www.bidsync.com](http://www.bidsync.com)) until the date and time as indicated in this Solicitation document. It is the sole responsibility of the Bidder/Proposer to ensure their proposal reaches BidSync before the Solicitation closing date and time. There is no cost to the Bidder/Proposer to submit a proposal in response to a Miami-Dade County solicitation via BidSync. Electronic proposal submissions may require the uploading of electronic attachments. The submission of attachments containing embedded documents or proprietary file extensions is prohibited. All documents should be attached as separate files.

For information concerning technical specifications please utilize the question/answer feature provided by BidSync at [www.bidsync.com](http://www.bidsync.com) within the solicitation. Questions of a material nature must be received prior to the cut-off date specified in the solicitation. Material changes, if any, to the solicitation terms, scope of services, or bidding procedures will only be transmitted by written addendum. (See addendum section of BidSync site).

Please allow sufficient time to complete the online forms and upload of all proposal documents. Bidders/Proposers should not wait until the last minute to submit a proposal. The deadline for submitting information and documents will end at the closing time indicated in the solicitation. All information and documents must be fully entered, uploaded, acknowledged (Confirm) and recorded into BidSync before the closing time or the system will stop the process and the response will be considered late and will not be accepted.

***PLEASE NOTE THE FOLLOWING:***

No part of your proposal can be submitted via **HARDCOPY, EMAIL, OR FAX**. No variation in price or conditions shall be permitted based upon a claim of ignorance. Submission of a proposal will be considered evidence that the Bidder/Proposer has familiarized themselves with the nature and extent of the work, and the equipment, materials, and labor required. The entire proposal response must be submitted in accordance

with all specifications contained in the solicitation electronically.

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**SOLICITATION TITLE: ALCOHOL AND DRUG SCREENING  
PRODUCTS AND SERVICES****SOLICITATION NO.: FB-00306****SECTION 2 SPECIAL TERMS AND CONDITIONS****2.1 PURPOSE**

The purpose of this solicitation is to establish a contract for the purchase of alcohol and drug screening products and services. As it relates to services, the vendor shall report results, in conjunction with the County's needs, to the Community Action and Human Services Department, Rehabilitative Services Bureau (BRS) as outlined within the solicitation.

**2.2 TERM OF CONTRACT**

This contract shall commence on the first calendar day of the month succeeding approval of the contract by the Board of County Commissioners, or designee, and contingent upon the completion and submittal of all required bid documents. The contract term is for five (5) years and shall expire on the last day of the last month of the contract term.

**2.3 METHOD OF AWARD**

Award of this contract will be made to one (1) responsive, responsible vendor on a group-by-group basis who submits an offer on all items listed in the solicitation for that group and whose offer represents the lowest price when all items are added in the aggregate. Vendor may bid on any or all groups.

To be considered for award, vendors must provide the following documents with their bid submittal:

**Group (1) Alcohol and Drug Screening Laboratory Services**

1. Submit three (3) references to which the bidder has provided urine multi-panel drug screening laboratory services for a minimum of two (2) consecutive years. The information provided shall include the name, address, contact number and/or e-mail of the references.
2. Provide a current copy of certification from the Clinical Laboratory Improvement Amendment (CLIA).
3. Provide a current copy of State of Florida Agency for Healthcare Administration licensure for Clinical Laboratory with a specialty in Toxicology affirming compliance with Chapter 483, Part I, Florida Statutes and Chapter 59A-7, Florida Administrative Code.

**Group (2) Alcohol and Drug Screening Products**

1. Submit three (3) references to which the bidder has provided instant, multi-panel, urine drug screen cups or dip cards for a minimum of two (2) consecutive years. The information provided shall include the name, address, contact number and/or e-mail of the references.

**2.4 PRICE ADJUSTMENT**

The initial contract prices resultant from this Solicitation shall prevail for a one (1) year period from the contract's initial effective date. Prior to completion of each one year period of the contract, the County may consider an adjustment to price effective the next contract year based on changes in the following pricing index: Consumer Price Index (CPI), for All Urban Consumers, Other Goods and Services, Miami-Fort. Lauderdale, FL. It is the vendor's responsibility to request any pricing adjustment under this provision.

The request for adjustment must be submitted 90 days prior to expiration of the then current contract year. The adjustment request cannot be in excess of the relevant pricing index change.

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If no adjustment request is received, the County will assume that the vendor has agreed to maintain the then current pricing. Any adjustment request received after the annual contract anniversary date will only be considered for the following contract year. The County reserves the right to reject any price adjustments submitted. The County reserves the right to negotiate lower pricing based on market research information or other factors that influence price. The County reserves the right to apply any reduction in pricing based on the downward movement of the applicable index.

**2.5 PURCHASE OF OTHER PRODUCTS / SERVICES NOT LISTED WITHIN THIS SOLICITATION BASED ON PRICE QUOTES FOR GROUPS (1) AND (2)**

While the County has listed all major items and services within this solicitation which are utilized by the County in conjunction with their needs, there may be similar products or services that must be purchased by the County during the term of this contract.

Under these circumstances, a County representative will contact the vendor to obtain a price quote for the similar products or services. The County reserves the right to award these similar items to the contract vendor, another contract vendor based on the lowest price quoted, or to acquire the items through other resources.

**2.6 ADDITIONAL LOCAL TESTING CENTERS (LTC) MAY BE ADDED TO GROUP (1)**

Although this solicitation identifies specific Local Testing Centers (LTC) to be serviced, it is hereby agreed and understood that any County department or agency facility may be added to this contract at the option of the County. When required by the pricing structure of the contract, the vendor shall be invited to submit price quotes for the additional LTC. If these quotes are determined to be fair and reasonable, then the additional work will be awarded to the current contract vendor. The County may determine to obtain price quotes for the additional LTC from other vendors in the event that fair and reasonable pricing is not obtained from the vendor, or for other reasons at the County's discretion.

**2.7 DELETION OF FACILITIES FOR GROUP (1)**

Although this solicitation identifies specific LTC's to be serviced, it is hereby agreed and understood that any County department or agency may delete service for any facility (ies) when such service is no longer required during the contract period; upon seven (7) calendar day's written notice to the vendor.

**2.8 COMPLIANCE WITH FEDERAL REGULATIONS DUE TO USE OF FEDERAL FUNDING FOR GROUPS (1) AND (2)**

Since the products and services that will be acquired under this solicitation will be purchased, in part or in whole, with federal funding, it is hereby agreed and understood that Section 60-250.4, Section 60-250.5 and Section 60-741.4 of Title 4 of the United States Code, which addresses Affirmative Action requirements for handicapped workers, is incorporated into this solicitation and resultant contract by reference.

The following clauses within this solicitation do not apply:

- Section 1, Paragraph 1.10 (Local Preferences)
- Section 1, Paragraph 1.27 (Office of the Inspector General Fee)
- Section 1, Paragraph 1.35 (County User Access Program-UAP)
- Section 1, Paragraph 1.43 (Small Business Contract Measures)
- Section 1, Paragraph 1.44 (Local Certified Service-Disabled Veteran's Business Enterprise Preference)
- Section 1, Paragraph 1.46 (First Source Hiring Referral Program)

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PRODUCTS AND SERVICES****SOLICITATION NO.: FB-00306****2.9 DELIVERY FOR GROUP (2)**

The vendor shall make deliveries within five (5) calendar days after the date of the order or as specified on the purchase order. All deliveries shall be made in accordance with good commercial practice and all required delivery timeframes shall be adhered to by the vendor(s); except in such cases where the delivery will be delayed due to acts of nature, strikes, or other causes beyond the control of the vendor. In these cases, the vendor shall notify the County of the delays in advance of the original delivery date so that the County can appropriately consider a revised delivery schedule.

Certain County employees may be authorized in writing to pick-up materials under this contract. Vendor(s) shall require presentation of this written authorization. The vendor shall maintain a copy of the authorization.

If the vendor is in doubt about any aspect of material pick-up, the vendor shall contact the appropriate user department to confirm the authorization.

**2.10 BACK ORDER DELAYS FOR GROUP (2)**

The County shall not allow any late deliveries attributed to product back order situations under this contract. Accordingly, the vendor is required to deliver all items to the County within the time specified, and no grace period because of back order situations is allowed unless the user department issues written authorization, and a new delivery date is mutually established.

**2.11 SAMPLES MAY BE REQUIRED DURING EVALUATION FOR GROUP (2)**

Vendors may be required to submit a sample for the goods to be supplied for evaluation by, and at no cost to the County.

If samples are required, the County will notify the vendors in writing and will specify the deadline for submission of the samples. Each individual sample shall be clearly labeled with the vendors name, bid number, bid title, manufacturer's name and brand name, and style number if applicable. If the vendor fails to submit the samples, properly labeled, within the specified date stipulated in the notice, the County shall not consider the vendors bid for that item(s); provided however, that in the event of a group or aggregate award, the vendor's bid will not be eligible for that group or in the aggregate as applicable. All samples shall become the property of the County.

**SECTION 3 TECHNICAL SPECIFICATIONS****3.1 SCOPE**

The purpose of this solicitation is to establish a contract for the purchase of alcohol and drug screening products and services.

**3.2 GROUP (1) ALCOHOL AND DRUG SCREENING LABORATORY SERVICES****A. REQUIRED SERVICES**

Urine samples shall be screened using Enzyme Multiplied Immunoassay Technique (EMIT) OR Enzyme Immunoassay (EIA) test methodology. The vendor shall be able to perform analyses on samples provided, as requested. Required screenings and tests include the following:

**7- PANEL SCREEN**

- Benzodiazepines 200
- Cannabinoids 50
- Cocaine 300
- Amphetamines 1000
- Alcohol .04
- Opiates 300
- Barbituates 200
- SPECIMEN VALIDITY TEST - Creatinine reference range below 20 mg/dl

**B. UNTESTABLE SAMPLES****URINE VOLUME**

The vendor shall not require more than 30 ml. of urine as a minimum sample volume in order to perform all tests. No tests shall be performed on samples having less than the minimum volume stated; these samples shall be identified on the report forms, which are returned to BRS.

**LABELS**

No test shall be performed on samples which are not labeled in a manner which uniquely identifies and dates the samples. Vendor shall conduct outreach with BRS when critical information is missing from labels. If only the collection date is missing, this shall not prevent testing. Further, if the label contains a test requisition ID but does not have the patient identification field filled in, vendor shall first attempt to make a positive identification by matching the requisition number on the label with the number on the separate form sent with the specimen. If there is a match, this shall not prevent testing.

**C. PACKAGING**

The vendor shall furnish clear plastic specimen containers and twist caps, and all other items such as boxes or lab-packs required for the collection, storage and transportation of specimens. The vendor shall provide and maintain sufficient supplies at each location to ensure ample supply at all times as needed at no charge to the County.

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Specimen containers shall hold up to 90ml of liquid and shall include a security peel-off label to be placed over the container and lid. There shall also be a peel-off label with the panels to include the following patient and collector fields: Collector Name, Collection Date, and Patient Identification.

There shall be a unique test requisition number provided by the vendor corresponding to the label for tracking purposes. Each peel-off label shall have the vendor's name, the TLC name and the program name, which is Diversion and Treatment.

The specimen shall be placed in a protected self-sealing bag. The vendor's name, address and phone number shall be printed directly on the bag or on peel-off labels / web labels that are affixed to the specimen.

Any proposed substitutions in these items, or changes in the format above must be submitted to BRS for approval, at least thirty (30) days prior to the proposed implementation of such substitution. The containers, caps, and other supplies shall be suitable for the intended use, and compatible with the methodology used by the vendor. The vendor shall be required to deliver these items to the various locations as directed by BRS.

**D. RECEIPT OF URINE SAMPLES**

At each of the locations specified, the vendor's agent shall receive samples from BRS's staff. BRS staff shall package and seal specimens prior to pick up. The vendor shall submit a copy of their log of urine samples received to BRS with separate monthly invoices for each location. Attaching the log to the invoice is essential for invoices to be processed.

**E. REPORTING / TESTING RESULTS**

The vendor shall provide final reports on laboratory stationary indicating positive and/or negative result, and which shall be sent to the Social Services Report Specialist and to each facility supervisor. Reports shall be grouped by location and date of collection. Final reports shall be provided within **twenty four (24) hours** of receipt of specimen at the laboratory for screen results, and within seventy two (72) hours for confirmed results. If the time period for reporting of results expires during times other than normal working hours, such time period shall be extended until 10:30 a.m. of the following work day.

A specific set of reporting symbols or abbreviations must be agreed upon by the vendor and BRS. Vendor shall provide an xml file or an encrypted txt file that can be read to update BRS Management Information System. This file must have fixed length records, and data fields must begin and end at the same column in each record. Example: Client's name starts in column 10 and ends in column 50 in every record of the results file.

The following data shall be captured in the reports provided: Clinic name, Clinic address, (City, State, Zip Code), LTC account number identifies units specific location in BRS. Laboratory number, Client ID number (8 digit numeric code), (counselor code) (5 digit character code), date urine was dropped by the client, date urine drop was received by laboratory, date urine drop was reported by the laboratory, client name (40 digit character field), Drug profile type (identifies the screening panel), Drug name (a one digit code referring to table driven name), Drug results (one digit code of 'p' =positive, 'n' =negative), Only positive and negative reading on result, and date of birth. Additional information may be required. No discrepancy between the file and hard copy is acceptable.

Various drug results per specimen may be requested. The results should be associated to the correct drug name if there is more than one drug being tested.

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The BRS reserves the right to continuously monitor quality control during the term of the contract, without prior notification to the vendor.

**G. ESTIMATED NUMBER OF URINE TESTS**

The estimated number of urine tests is determined in accordance with the maximum number of persons that can be served at any LTC and in conjunction with prior utilization rates. Quantities may fluctuate in accordance with the ongoing BRS census and use of in-house testing techniques (Group 2). No guarantee is expressed or implied as to quantities that will be used during the contract period.

**H. LAB CONFIRMATION**

Liquid chromatography-tandem mass spectrometry (LC-MS/MS), gas chromatography-flame ionization detection (GC-FID), and gas chromatography-mass spectrometry (GC-MS) shall be used as confirmation methods/rescreens of positives depending on drug class. The lab cost shall be included in all supplies and shipping.

**I. LOCATION TESTING CENTERS (LTC)**

The vendor is to pick-up urine samples from the BRS location testing centers as listed below:

**TASC Diversion South**

1600 N.W. 6<sup>th</sup> Court  
Florida City, FL 33034  
*Pick-up as needed, weekdays only*

**TASC Diversion MDCC**

3190 N.W. 116<sup>th</sup> Street  
Miami, FL 33167  
*Pick-up as needed, weekdays only*

**New Direction Residential Treatment**

3140 N.W. 76<sup>th</sup> Street  
Miami, FL 33147  
*Pick-up as needed, weekdays only*

**TASC Diversion Coconut Grove**

3750 South Dixie Highway, Suite 104  
Miami, FL 33133  
*Pick-up as needed, weekdays only*

**Intensive Day/Night Residential Tx**

3140 N.W. 76<sup>th</sup> Street  
Miami, FL 33147  
*Pick-up as needed, weekdays only*

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Specialized Transitional Opportunity Program

3140 N.W. 76<sup>th</sup> Street

Miami, FL 33147

*Pick-up as needed, weekdays only***3.3 GROUP (2) ALCOHOL AND DRUG SCREENING PRODUCTS  
REQUIRED PRODUCT INTEGRATED URINE COLLECTION DRUG TESTING CUPS**

1) Integrated urine collection drug testing cups must have/must be:

- FDA Cleared
- One-step operation (no key/button/tilting required to activate)
- Transportable (lab confirmations)
- Donor friendly cup opening
- Zero exposure to specimen
- No special training required
- Self-contained, clean, hygienic
- Integrated Temperature Strip
- Built-in Adulteration Panel (CR, SG, pH)
- Built-in, easy-to-read test strips for a minimum of 6 drugs (See No. 2)
- Fast, dark test line
- Non-negative results within 5 minutes

2) Tests for a minimum of six (6) drugs required. Strips must be included inside / integrated into the cups.  
Required individual test strips for each drug are as follows:

- |                     |                          |
|---------------------|--------------------------|
| a. Marijuana (THC)  | b. Amphetamine (AMP)     |
| c. Cocaine (COC)    | d. Benzodiazepines (BZO) |
| e. Opiate-300 (MOR) | f. Barbiturates (BAR)    |

While one particular product is listed as a requirement for this solicitation, the County may purchase additional products as specified in Section 2, Paragraph 2.5 on as needed basis.

**FB-00306 SECTION 4 BID SUBMITTAL FORM ALCOHOL AND DRUG SCREENING PRODUCTS AND SERVICES**

Per Section 2, Paragraph 2.3, award of this contract will be made to the responsive, responsible bidders who meet the following minimum qualifications for Group (1) Laboratory Services and Group (2) Miscellaneous Laboratory Supplies:

<p><b>Section 2, Paragraph 2.3</b></p>	<p><b><u>Group (1) Laboratory Services Qualifications</u></b></p>
	<p>The bidder shall submit three (3) references to which the bidder has provided laboratory services for a minimum of three (3) consecutive years.</p> <p><b>Reference No.1</b></p> <p>Contact Name: <input type="text"/></p> <p>Company Name: <input type="text"/></p> <p>Address: <input type="text"/></p> <p>Contact Phone Number: <input type="text"/></p> <p>Email Address: <input type="text"/></p> <p><b>Reference No. 2</b></p> <p>Contact Name: <input type="text"/></p> <p>Company Name: <input type="text"/></p> <p>Address: <input type="text"/></p> <p>Contact Phone Number: <input type="text"/></p> <p>Email Address: <input type="text"/></p> <p><b>Reference No. 3</b></p> <p>Contact Name: <input type="text"/></p> <p>Company Name: <input type="text"/></p> <p>Address: <input type="text"/></p> <p>Contact Phone Number: <input type="text"/></p> <p>Email Address: <input type="text"/></p>
	<p>Bidder shall provide a copy of their certification affirming compliance with Florida Statute #483 that covers Health Testing Services, Clinical Laboratories, Multiphasic Health Testing Centers, Clinical Laboratory Personnel and Medical Physicist.</p>
	<p>Provide a State of Florida License issued by the Laboratory Unit of the Florida Agency for Health Care Administration per Chapter 483 of the Florida Statutes.</p>
	<p>Bidder shall be equipped with modern office equipment and an e-mail address.</p> <p>Email address: <input type="text"/></p>

**FB-00306 SECTION 4 BID SUBMITTAL FORM ALCOHOL AND DRUG SCREENING PRODUCTS AND SERVICES**

<p><b>Section 2, Paragraph 2.3</b></p>	<p><b><u>Group (2) Miscellaneous Supplies Qualifications</u></b></p>
	<p>The bidder shall submit three (3) references to which the bidder has provided laboratory supplies for a minimum of three (3) consecutive years.</p> <p><b>Reference No.1</b></p> <p>Contact Name: <input type="text"/></p> <p>Company Name: <input type="text"/></p> <p>Address: <input type="text"/></p> <p>Contact Phone Number: <input type="text"/></p> <p>Email Address: <input type="text"/></p> <p><b>Reference No. 2</b></p> <p>Contact Name: <input type="text"/></p> <p>Company Name: <input type="text"/></p> <p>Address: <input type="text"/></p> <p>Contact Phone Number: <input type="text"/></p> <p>Email Address: <input type="text"/></p> <p><b>Reference No. 3</b></p> <p>Contact Name: <input type="text"/></p> <p>Company Name: <input type="text"/></p> <p>Address: <input type="text"/></p> <p>Contact Phone Number: <input type="text"/></p> <p>Email Address: <input type="text"/></p>

The County may request from and allow Bidders to provide additional information to satisfy any of the above requirements during evaluation.

## Question and Answers for Solicitation #FB-00306 - Alcohol and Drug Screening Products and Services

### Overall Solicitation Questions

There are no questions associated with this Solicitation.