

KANAWHA COUNTY COMMISSION

P. O. BOX 3627
407 VIRGINIA STREET, EAST
CHARLESTON, WEST VIRGINIA 25336
(304) 357-0115

Request for Proposals

Re: Three-Year Contract (to be Renewed Annually) to Provide Drug & Alcohol Testing Services for the Kanawha County Commission

Date: December 9, 2011

Fiscal Year: 2011-2012

Proposal Due Date: Proposals must be received on or before Friday, December 23, 2011, at 11:15 a.m. in the Kanawha County Commission Purchasing Office, 407 Virginia Street, East, Third Floor, Room 229, Charleston, WV 25301 (P.O. Box 3627, Charleston, WV 25336)

INSTRUCTIONS TO VENDORS:

***PLEASE USE THIS FORM AS THE COVER SHEET FOR YOUR PROPOSAL**

- 1. Proposals must be received in a sealed envelope with the date and time proposals are due on the outside of the envelope. Faxed proposals will not be accepted.**
2. Proposal must be F.O.B. Delivery Point, unless otherwise indicated in bid.
3. All proposals should be signed and in ink, showing all facts and the total amount of the bid.
4. The Kanawha County Commission reserves the right to accept or reject in part or in whole any proposal submitted, whichever is in the best interest of the Kanawha County Commission.

Item No.	Description
1	Provide Drug & Alcohol Testing Services for the Kanawha County Commission per the Attached Specifications

Vendor Name: _____
Address: _____

Signature: _____
Date: _____
Telephone: _____

*****ATTENTION VENDORS*****

Have you registered for the Kanawha County Commission Automatic Vendor E-Mail Notification System for bid specifications?
Register by visiting our website @ www.kanawha.us/purchasing/alerts.

REQUEST FOR PROPOSALS
COUNTY COMMISSION OF KANAWHA COUNTY
CHARLESTON, WEST VIRGINIA

ITEM: Three-Year Contract (to be Renewed Annually) to Provide Drug & Alcohol Testing Services for the Kanawha County Commission

LOCATION: Kanawha County Commission
409 Virginia Street, East
Charleston, WV 25301

CONTACT:	Jennifer Sayre County Manager Kanawha County Commission 407 Virginia St., East P.O. Box 3627 Charleston, WV 25301 Telephone (304) 357-0101	Jerie Whitehead Purchasing Director Kanawha County Commission 407 Virginia Street, East P.O. Box 3627 Charleston, WV 25301 Telephone (304) 357-0115 E-Mail: jeriewhitehead@kanawha.us
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SPECIFICATIONS:

The Kanawha County Commission (hereinafter "Commission") has implemented a drug and alcohol-testing program. The object of this Request for Proposals is to solicit competitive bids from prospective vendors (hereinafter "vendor") with the object of establishing a contract which will provide for the services listed below.

1. The Commission has, by formal policy, implemented a drug and alcohol-testing program. The object of this program is to insure that critical Commission employees are not abusing controlled substances or alcohol, thereby jeopardizing the safety of themselves, other Commission employees or the general public.
2. The program includes random drug testing of designated personnel. The random pool consists of all employees in safety-sensitive positions, as well as those who voluntarily elect to participate in random testing (approximately 185 persons). Random testing will be performed once per calendar quarter, and 25% of the employees in the random pool will be tested annually. The vendor will be responsible for selecting the employees in the random pool to be tested, and must use a computer-driven methodology similar to that established by the USDOT which insures that each employee in the random pool has an equal chance at being selected in any given testing period.

3. Random tests and reasonable suspicion tests are to be performed on-site. by an employee or agent of the vendor. Reasonable suspicion test results are to be provided the same day.
4. Pre-employment testing may be performed at the lab's facility.
5. All results are to be reported to the Commission's Human Resource consultant or to such other person as the Commission shall designate.
6. Upon request, the vendor will provide the following kinds of training:
 - A. For supervisors, participating elected officials, the County Manager and other designated representatives, training about the signs and symptoms of drug and alcohol abuse and impairment and behaviors which would warrant the administration of reasonable suspicion testing.
 - B. For the general work force, information concerning treatment options and resources for persons desiring assistance with substance abuse issues.
7. 5-Panel Test for Marijuana, Cocaine, Amphetamines, Opiates, and PCP: \$_____ per test
8. 5-Panel Expanded Opiates Test for Marijuana, Cocaine, Amphetamines, Opiates, PCP, Codeine-Morphine, Hydrocodone, Hydromorphone, and Oxycodone: \$_____ per test
9. Breath Alcohol Screening Test: \$_____ per test
10. Confirmation Test: \$_____ per test
11. Cost to maintain the random selection pool and program management records for the Kanawha County Commission: \$_____
12. Provide pricing information for reasonable suspicion drug testing on an as-needed basis for the Kanawha County Commission as follows: Cost to provide reasonable suspicion on-site testing with same day results: \$_____ per test
13. Provide any follow-up testing or analysis required to either confirm a policy violation or eliminate a false positive: \$_____ per test
14. Provide a list of certifications and/or credentials held by the vendor.
15. Provide a list of certifications and/or credentials held by each individual collector and technician. Collectors must have training and skills similar or equal to that contemplated by the USDOT in its "DOT Urine Specimen Collection Procedure Guidelines".

16. Proof that the Laboratory is certified by the Substance Abuse and Mental Health Services Administration (SAMHSA).
17. Provide three (3) references from clients with a minimum 150 employee pool.
18. The vendor shall have been established, and have marketed and supplied the services requested for a minimum of five (5) continuous years and shall include the number of years in business with its proposal.
19. State the number of contracts currently in effect for the types of services specified in this Request for Proposals.
20. State the number of fulltime personnel, the number of trainers and the number of persons assigned to the support function currently employed by the vendor. Provide a list of the employees assigned to training and customer service and the number of years each individual has been with the vendor's company.
21. Successful vendor is to provide proof of a general liability insurance policy that provides at least \$1 million coverage for any claim arising out of services rendered by the vendor on the Commission's behalf.
22. Successful vendor is to provide proof of a current Workers' Compensation Policy.
23. The vendor may be required to make oral presentations or provide additional information after the bid opening. The Kanawha County Commission assumes no responsibility for any costs associated with such or in the preparation of the proposal.
24. The Commission will provide the successful vendor with a listing of all personnel who are to be included within the testing pool, along with their geographic location, and any other relevant personal identifiers. All samples will be collected at the Commission facilities. Employees chosen at random by the vendor will be made available to the vendor personnel during normal working hours (8:00 a.m. to 4:00 p.m. Monday through Friday) at their assigned work location.
25. Provide a written report to the human resource consultant contracted by the Commission, on a monthly basis, which details the results of all tests. Upon execution of the contract, the vendor will be supplied with the name and address of the human resource consultant for purposes of submitting the monthly report. The exterior of the package containing the report will be conspicuously marked "**CONFIDENTIAL**" in large red letters on both the front and back surfaces.

26. Provide a copy of a sample contract with the proposal.
27. Successful vendor is to be willing to extend the contract pricing to other Kanawha County government agencies who desire to enter into a separate contract with the successful vendor.

REQUIREMENTS:

Real Estate and Personal Property Taxes: “No bid will be accepted or opened on any County contract if the vendor is listed on the last published list of delinquent real or personal property taxes in Kanawha County; however, the Commission will accept bids by vendors who provide satisfactory proof of payment of current taxes or a certification from the Sheriff that “no taxes are due prior to submission of said bid.”

Required Forms: Vendor shall complete and submit, or have on file with the County, a Vendor Registration and Disclosure Statement Form.

Rejection of Bids: The Kanawha County Commission reserves the right to reject any and/or all bids and to waive any informality in bidding. Once bids are unsealed, all bid documents become public record. Proprietary information must be identified in the bid documents and the reasons for protection disclosed.