

**Request for Proposal  
Drug Testing Cups/Kits**



**Lackawanna County Board of Commissioners**  
200 Adams Avenue  
Scranton, PA 18503

RFP Identification Number: 165-16-201

Issue Date: **June 13, 2016**

Due Date: **July 15, 2016**

### **Introduction:**

**NOTICE IS HEREBY GIVEN:** that pursuant to a fair and open process, sealed proposals will be received and reviewed by the County of Lackawanna ("COUNTY") *as the supplier of all drug testing cups/kits*. It is the intent of Lackawanna County to award this contract within one hundred and twenty (120) days of receipt of the proposals.

### **Purpose:**

The purpose of this Request is to solicit Proposals from qualified providers who can *supply drug testing cups/kits that meet the specifications outlined in Attachment "A"*. The selected firm will provide the best option for the County, in terms of pricing, the quality of the products, capability, vendor reputation and ability to provide the *drug testing cups/kits* within a specific time period.

### **Procedures for responding to RFP:**

Proposal documents and specifications will be available on-line at the County Website: [www.LackawannaCounty.org](http://www.LackawannaCounty.org)

Proposal submissions should include the original document and five (5) copies. Proposals must be mailed or hand delivered to:

Office of Procurement  
Kevin Mitchell  
200 Adams Avenue, 6<sup>th</sup> Floor  
Scranton, PA 18503

Proposals must be submitted in a sealed envelope, with the name of the firm submitting the proposal clearly marked on the outside of the envelope, along with the Project Name and Proposal ID#. The County assumes no responsibility for delays in any form of carrier, mail, or delivery service causing the submission to be received after the below-referenced due date and time. ***Submissions by fax, telephone, or email are not permitted.***

Proposers must submit their written proposal by 4:00 p.m. (EST) on: Friday, July 15, 2016

Proposals received will be reviewed and evaluated by the Board of Commissioners, "Board", based upon such criteria as the Board, in its sole discretion, deems appropriate. The Board reserves the right to request clarification or additional information from any proposer. The Board, in its sole discretion, may accept the proposal of a proposer, may choose a proposer with which the Board will enter into negotiations, or may reject all proposals.

### Pro-Proposal Meeting:

*There will not be an opportunity for prospective proposers to meet with the County staff.*

### Questions:

Questions can be submitted via email to: [Mitchellk@lackawannacounty.org](mailto:Mitchellk@lackawannacounty.org)

- Questions will be answered by the appropriate individuals within five 5 business days and posted under the RFP link on the County website. Final questions pertaining to this RFP must be submitted on or before: Friday, July 1, 2016

### Specifications:

**For specifications please see Attachments located at end of document**

Exception to Specifications: Proposers whose proposals do not conform to the terms, conditions and/or specifications contained herein should so note the exception on a separate sheet labeled "EXCEPTIONS". While the County reserves the right to make an award to a nonconforming proposer when it is in the best interest of the County, such awards are not routine and proposers are urged to conform to the greatest extent possible. *Unless otherwise specified, any reference to a brand name, model number or other description is made to establish a required level of quality and functional capabilities. Comparable products of other manufactures will be considered if product is specified, to indicate the brand name and model of the product offered and to furnish complete specifications, catalog pages or other documentation by which the County may evaluate the offer. If the proposer cannot match the brand of the product listed, they have the choice to propose another "brand" of equal or better quality. Should proposer choose to quote an alternate brand they must send one sample of each item with their proposal prior to the proposed deadline to the submission address listed above at NO cost to the County. This does not guarantee your alternative product will be accepted.*

### Evaluation Criteria:

The Board will independently evaluate each submission and selection will be made upon the following criteria:

- Experience and reputation with respect to representation of governmental entities;
- Knowledge of the subject matter of the services to be provided to the County;
- Ability to meet timelines and schedules for completion on an expedited basis as set forth by the Board;
- Availability to accommodate any required meetings of the Board;
- Other factors determined to be in best interest of the County based on the Board's sole discretion;
- The proposer must submit a certified copy of a current financial report of the company;

- The proposer shall submit a list of three (3) references, including name of institution, address, and contact person and phone number.

### **Proposal:**

Each proposal must be in sufficient detail to permit evaluation, at a minimum, with respect to the following issues. Proposals must include the information that is specifically requested herein as well as such additional information as a respondent deems relevant to the process. Each respondent agrees that the proposal submitted constitutes a firm offer to the County that cannot be withdrawn for ninety (90) days from the proposal due date.

- Scope of Services/Prior Experience - All submittals must detail the services proposed to be provided and the firm's experience in providing such services.
- Personnel – All proposals submitted to the County must include the following:
  - ❖ Name, address, and brief description of your firm;
  - ❖ The names, experience, and qualifications of the individual(s) who would be primarily responsible for performing services on behalf of the County;
  - ❖ A statement of assurance that your firm is not currently in violation of any regulatory rules and regulations that may have any impact on your firm's operations;
  - ❖ A statement that your firm or principals are not involved in any current or pending litigation involving Lackawanna County, or any of its Departments or Authorities.
  - ❖ The vendor's demonstrated experience and expertise in supplying testing cups/kits as well as other components. Experience shall include current and past services provided of similar scope and size, as well as experience of support staff and management.

### **Conflict of Interest:**

All submissions must state that there are no conflicts of interest to which the firm would be subject if it were to provide the requested services on behalf of the County.

### **Communication with Elected and/or Appointed Officials:**

All communications during this process should be directed to the appropriate contact listed in this RFP. Any firm that makes any effort to communicate with any other officials of Lackawanna County, either directly or indirectly, during this process will be **EXCLUDED** from consideration.

### **Responsibilities:**

The Successful Proposer shall have primary responsibility for the following for the life on the contract:

- The Vendor will, whenever on the County's premises, obey all instructions and County policies, which are provided to them with respect to performing services on the County's premises.

- The Vendor shall assure that its employees interact with County employees and with the public in a respectful, courteous, helpful and impartial manner. All employees of the Vendor in both the field and the office shall refrain from belligerent behavior and/or profanity. Correction of any such behavior and language shall be the responsibility of the Vendor.
- In the event that the Vendor or any of their employees cause damage to the County's equipment or facilities, the Vendor shall, at its own expense, promptly repair or replace such damaged items to restore them to the same level of functionality that they possessed prior to the actions of the Vendor or the Vendor's employees.
- The County is committed to promoting equal opportunities for all. The Vendor agrees to abide by the County's non-discrimination policy. The County will not tolerate or condone acts of discrimination based upon race, gender, religion, ethnicity, national origin, color, age, disability or any other unlawful form of discrimination.
- All Lackawanna County buildings are DRUG-FREE. The Vendor and all of their employees agree to comply with this DRUG-FREE policy while performing services on County property.
- No advertising, sales promotion or other materials of the Vendor may identify or reference this contract with the County without written consent from the County.

*PROPOSERS SHOULD NOTE THAT ANY AND ALL WORK INTENDED TO BE SUBCONTRACTED AS PART OF THE PROPOSAL SUBMITTAL MUST BE ACCOMPANIED BY BACKGROUND MATERIALS AND REFERENCES FOR PROPOSED SUBCONTRACTORS(S) -- NO EXCEPTIONS!*

**Confidentially:**

This RFP, and all proposals received in response, will remain confidential (with the exception of information that was previously public information), and will not be used for any purpose other than the evaluation of the proposals received by the Board. Each proposer, by responding to this RFP, acknowledges the terms expressed above and agrees to safeguard the details of this process and the contents of this document. If your organization does not agree to these conditions concerning confidentiality, or if you elect not to respond to this RFP, please return this Request to the Board and retain no copies thereafter.

# Exhibit “A” Product Specifications

## SECTION 1. INTRODUCTION

The Lackawanna County Commissioners “County” is soliciting an RFP for drug testing cups. The County is implementing random drug screening through urinalysis on a daily basis. This has dramatically increased the volume of testing performed. Due to the increase in the number of drug test cups being utilized the County, is seeking proposals from a variety of vendors to ensure that the County is performing accurate testing with competitive pricing.

Objectives: the County is posting this Request for Proposals with the goal of:

- **Standardizing the County’s drug testing suppliers**
- **Reducing current testing expenditures**
- **Finding a test that is convenient and easy to use for all testing personnel**
- **Obtaining a (3) three year pricing agreement**

All responses must address the areas included in the Project Scope as well as the questions in the accompanying Section 2 (Proposal Requirements). The proposer needs to submit samples of the test cups along with alternative products that the proposer proposes the County needs. The County reserves the right to evaluate the product at no expense to the County. It is recognized that various manufacturers have certain products which are somewhat similar, but beyond that, have variances in features and capabilities which are unique to their systems. Any and all variations from the specifications shall be noted by the proposer.

## SECTION 2. PROJECT SCOPE

- Provide Drug Testing Cups for approximately 20,000 test cups per year

### **Drug Testing Cups must be able to test for:**

- **Cocaine (COC):** Cut-off 300 (ng/ml) -Cocaine derived from leaves of coca plant, is a potent central nervous system stimulant and a local anesthetic. Among the psychological effects induced by using cocaine are euphoria, confidence and a sense of increased energy, accompanied by increased heart rate, dilation of the pupils, fever, tremors and sweating. Cocaine is excreted in urine primarily as benzoylecgonine in a short period of time.
- **Marijuana (THC):** Cut-off 50 (ng/ml) Cannabinoids is a hallucinogenic agent derived from the flowering portion of the hemp plant. The active ingredients in Cannabinoids, THC & Cannabinol can be metabolized and excreted as 11-nor-  $\Delta$ 9-tetrahydrocannabinol-9carboxylic acid with a half-life of 24 hours. It can be detected for 1 to 5 days after use. Smoking is the primary method of use of Cannabinoids/cannabis. Higher doses used by abusers produce central nervous system effects, altered mood and sensory perceptions, loss of coordination, impaired short-term memory, anxiety, paranoia, depression, confusion, hallucinations and increased heart rate. A tolerance to the cardiac and psychotropic effects can occur, and withdrawal syndrome produces restlessness, insomnia, anorexia and nausea.
- **Opiates (MOP):** Cut-off 300 ng/ml - The opiates such as heroin, morphine, and codeine are derived from the resin of opium poppy. The principal metabolites of opiates are morphine, morphine-3-glucuronide normorphine and codeine with a half-life of about 3 hours. Heroin is quickly metabolized to morphine. Thus, morphine and morphine glucuronide might both be found in the urine of a person who has taken only heroin. The body also changes codeine to morphine. Thus, the presence of morphine (or the metabolite, morphine glucuronide) in the urine indicates heroin, morphine and/or codeine use. The test for Morphine (MOP) of Multi-Drug Urine Test Panel yields a positive result when the morphine in urine exceeds 300ng/mL.
- **Amphetamines (AMP):** Cut-off 1000 ng/ml - Amphetamine and the structurally related “designer” drugs are sympathomimetic amines whose biological effects include potent central nervous system (CNS) stimulation, anorectic, hyperthermic, and cardiovascular properties. They are usually taken orally, intravenously, or by smoking. Amphetamines are readily absorbed from the gastrointestinal tract and are then either deactivated by the liver or excreted unchanged in the urine with a half-life of about 12 hours. It can be detected in the urine for 1 to 2 days after use.

Amphetamine is metabolized to deaminated (hippuric and benzoic acids) and hydroxylated metabolites. Methamphetamine is partially metabolized to amphetamine and its major active metabolite. Amphetamines increase the heart rate and blood pressure, and suppress the appetite. Some studies indicate that heavy abuse may result in permanent damage to certain essential nerve structural in the brain.

- **Methamphetamine (MaMP or MET):** Cut-off 1000 ng/ml - Methamphetamine is a potent sympathomimetic agent with therapeutic applications. Acute higher doses lead to enhanced stimulation of the central nervous system and induce euphoria, alertness, and a sense of increased energy and power. More acute responses produce anxiety, paranoia, psychotic behavior, and cardiac dysrhythmias. The pattern of psychosis which may appear at half-life of about 15 hours and is excreted in urine as amphetamine and oxidized as deaminated and hydroxylated derivatives. However, 40% of methamphetamine is excreted unchanged. Thus the presence of the parent compound in the urine indicates methamphetamine use.
- **Oxycodone (OXY):** Cut-off 100 ng/ml - Oxycodone is known as OxyContin and Roxicodone. It is an ingredient of Percodan, Percocet, Roxicet and Tylox. Oxycodone is a semi-synthetic opiates derived from opium. Like other opiates, Oxycodone is characterized by its analgesic properties, and the tendency for users to form a physical dependency and develop tolerance with extended use. Oxycodone is usually administered in combination with non-opiate analgesics such as acetaminophen and salicylates for the relief of moderate to severe pain. Oxycodone is a central nervous system depressant that may cause drowsiness, dizziness, lethargy, weakness and confusion. Toxicity in an overdose of Oxycodone can lead to stupor, coma, muscle flaccidity, severe respiratory depression, hypotension, and cardiac arrest. Oxycodone is metabolized by N- and O-demethylation. One of the metabolites, oxymorphone, is a potent narcotic analgesic, while the other, noroxycodone, is relatively inactive. Between 33 to 61% of a single dose of Oxycodone is excreted in a 24 hour urine collection and consists of 13-19% free Oxycodone, 7-29% glucuronide conjugated Oxycodone, 13-14% glucuronide conjugated oxymorphone and an unknown amount of noroxycodone. The detection time window of Oxycodone is 1-3 days following use.
- **Benzodiazepines (BZO):** Cut-off 300 ng/ml - Benzodiazepines are medications that are frequently prescribed for the symptomatic treatment of anxiety and sleep disorders. They produce their effects via specific receptors involving a neurochemical called gamma aminobutyric acid (GABA). Because they are safer and more effective, Benzodiazepines have replaced barbiturates in the treatment of



both anxiety and insomnia. Benzodiazepines are also used as sedatives before some surgical and medical procedures, and for the treatment of seizure disorders and alcohol withdrawal.

- **Barbiturates (BAR):** Cut-off 300 ng/ml - Barbiturates are a class of central nervous system depressants. They have a wide range of half-life of 2 to 40 hours and can be detected in the urine for 1 to 4 days after use. Phenobarbital is a long acting barbiturate derivative that has been used as a daytime sedative and very extensively as an anticonvulsant. Pentobarbital and secobarbital are two examples of a short acting barbiturate sedative. Abuse of barbiturates can lead not only to impaired motor coordination and mental disorder, but also to respiratory collapse, coma and even death. Barbiturates are taken orally, rectally, or by intravenous and intramuscular injections. Short-acting barbiturates will generally be excreted in urine as metabolites, while the long-acting barbiturates will primarily appear unchanged.
- **Methadone (MTD):** Cut-off 300 ng/ml -Methadone is a synthetic analgesic drug that is originally used in the treatment of narcotic addicts. Among the psychological effects induced by using methadone are analgesia, sedation and respiratory depression. Overdose of methadone may cause coma or even death. It is administered orally or intravenously and is metabolized in the liver and excreted in urine as methadone, EDDP, EMDA and methadol. The kidneys are a major route of methadone excretion. Methadone has a biological half-life of 15 to 60 hours.
- **Phencyclidine (PCP):** Cut-off 25 ng/ml -Phencyclidine is an arylcyclohexylamine that was originally used as an anesthetic agent and a veterinary tranquilizer. Phencyclidine can produce hallucinations, lethargy, disorientation, loss of coordination, trance-like ecstatic states, a sense of euphoria and visual distortions. It has many street names, such as “angel dust” and “crystal cyclone,” etc. phencyclidine can be administered orally, by nasal ingestion, smoking, or by intravenous injection. It is metabolized in the liver and excreted through the kidneys in urine in unchanged form and oxidized metabolites with a half-life of about 12 hours. Suction and urinary acidification in the treatment of overdose typically reduces its half-life from three days to one day.
- **Buprenorphine (BUP):** Cut-off 10 ng/ml - Buprenorphine is a semi-synthetic opioid derived from thebaine, an alkaloid of the poppy *Papaver somniferum*. Buprenorphine is an opioid partial agonist. This means that, although Buprenorphine is an opioid, and thus can produce typical opioid effects and side effects such as euphoria and respiratory depression, its maximal effects are less than those of full agonists like heroin and methadone. At low doses Buprenorphine produces sufficient agonist effect to enable opioid-addicted individuals to discontinue the misuse of opioids without experiencing withdrawal symptoms. The agonist effects of Buprenorphine increase linearly with increasing doses

of the drug until it reaches a plateau and no longer continues to increase with further increases in dosage. This is called the "ceiling effect." Thus, Buprenorphine carries a lower risk of abuse, addiction, and side effects compared to full opioid agonists. In fact, Buprenorphine can actually block the effects of full opioid agonists and can precipitate withdrawal symptoms if administered to an opioid-addicted individual while a full agonist is in the bloodstream. This is the result of the high affinity Buprenorphine has to the opioid receptors. The affinity refers to the strength of attraction and likelihood of a substance to bind with the opioid receptors.

- **Propoxyphene (PPX):** Cut-off 100 ng/ml -also known as Darvon is a drug often prescribed to treat pain and is related structurally to methadone. Propoxyphene is generally taken orally and its effects peak in 1 - 2 hours. Overdose of propoxyphene effects the brain and can cause severe euphoria. Extended use of propoxyphene can cause respiratory depression, analgesia, stupor, and coma.

**\*\*The test cups must test for each of these drugs listed above in an all-inclusive test. \*\***

- Test Cup: 12-panel flat CLIA waived drug test cup.
- Must be a FDA approved Waived test.

**Additional Criteria: Additional tests on the cup, please provide as an add alternate all costs and components**

- 3-Panel Oxidants (OXI) – tests for the presence of oxidizing agents, such as bleach or peroxide in the urine.
- Specific Gravity (SG) – tests for sample dilution being samples of Specific Gravity levels of less than 1.003 or higher than 1.030.
- pH – tests for the presence of acidic or alkaline adulterants in urine.

Proposers may submit any available confirmation testing services as part of the RFP, but this is not required. Lackawanna County may choose to use testing cups and not confirmation services, or vice versa. Proposers that submit RFPs that include optional confirmation services should separate these services from the testing cups within their proposal.

### **SECTION 3. SAMPLES**

Products being proposed as well as the alternates to the items specified must be included with the proposals for inspection/evaluation by the County. Additional Samples, when requested, must be furnished within ten (10) working days of the request at no cost to the County. After the evaluation period the samples will not be returned to the respondent.

### **SECTION 4. PRICING**

Proposal price quotes shall remain firm for one hundred twenty (120) days. ***Pricing is expected to remain firm for the term of the contract.*** If pricing needs to be adjusted the Successful Proposer must submit a written request justifying the reason for the price adjustment to the County forty five (45) days prior to effective date. Invoices and any related billing documents must be guaranteed to be accurate and only reflect charges actually incurred by the County. Repeated instances of inaccurate, or over-billing may result in contract termination.

### **SECTION 5. CONTRACT TERM**

Include in this proposal a proposed/sample contract for the county Solicitors review. The term of the contract should be an initial 3 year agreement with mutually agreed upon optional renewals. The renewals should have language regarding the County providing the successful proposer with written notice of renewal no less than sixty (60) days prior to the end of the original term or any renewal term of the contract. The contract is be subject to cancellation by the County for any reason, at any time, and without penalty of any kind upon furnishing thirty (30) days advance written notification to the then vendor. At the end of each term of the contract the County reserves the right to extend the contract for up to 120 days to provide an opportunity to bring a new contract into place with another vendor.

### **SECTION 6. SELECTION AND EVALUATION PROCESS**

#### **Selection Process:**

The Chief of Staff shall designate an evaluation committee ("Evaluation Committee") which will be composed of employees from the County. The County reserves the right to add, delete or substitute members of the Evaluation Committee as it deems necessary. The Evaluation Committee will narrow the field of submitted RFP responses to those which best meet the requirements of this RFP and which best meet the complete needs of the County. Each RFP response will then be evaluated according to the evaluation factors listed below:

## SECTION 7. EVALUATION FACTORS

1. Pricing – Best value
2. The reputation of the proposer and of the proposer's goods or services.
3. To the extent to which the goods and or services meet the County's needs.
4. Quality of proposer's goods or services.
5. Proposer's past relationship with the County. (If applicable)

## SECTION 8. RFP CONTENT

All RFP responses shall be submitted in the order listed below

- Tab 1. Pricing: best value
- Tab 2. The reputation of the Proposer and of the proposer's goods or services.  
Provide 3 References include contact name, phone number and email address.  
(At the County's discretion references may be contacted.)
- Tab 3. To the extent to which the goods and or services meet the County's needs.
- a). Describe how your goods and or services will meet the County's needs.
  - b). Describe local product representative support for these products
- Tab 4. Quality of proposer's goods or services.
- a). Provide specifications sheet for products listed on the price sheet.
  - b). Provide a complete cross-reference including product catalog number, where applicable.

### **(Vendor must submit product samples with the proposal)**

- Tab 5. Proposer's past relationship with the County. (If applicable)
- Tab 6. Signature Form, Pricing Sheets, County Vendor Application (found online at [www.lackawannacounty.org](http://www.lackawannacounty.org)). **Note: Signature Form must be signed and submitted with the RFP response failure to submit the required document may result in disqualification of the prospective proposer's RFP response.**

The prospective proposer's proposal must be prepared simply and economically in accordance with the format and instructional requirements of this RFP. The proposal should provide a concise delineation of your firm's capabilities to meet or exceed the requirements of this RFP, with emphasis on completeness and clarity of content. Elaborate bindings, displays, and promotional materials are not required unless they add substance to your firm's proposal.

**SECTION 9. PRICE SHEET**

\*\*Please create a sheet similar to this example below with the proposed cups, manufacturer and item number, quantity of cups/case, unit price/cup and the total annual cost of an estimated 20,000 drug test cups (add any other columns in which your proposal may need).\*\*

Item Description	Manufacturer and Item Number	Test Cups/ Case:	Total number of Cases:	Unit Price	Total Cost
<i>12 panel Drug Screening Cups</i>	<i>Hypothetical Example: **Jant Pharmaceutical 94400**</i>	<i>25/Case</i>	<i>800</i>	<i>\$3.95 per test cup</i>	<i>\$79,000.00</i>

### Signature Form

Proposer shall signify proposer's acceptance of and compliance with the requirements, terms, and conditions of this **RFP ID# 165-16-201** Drug Screening Test Cups by signing in the signature space set forth below.

Proposer warrants that the proposer has examined and is familiar with this RFP and its terms and conditions.

Proposer warrants that it has the necessary experience, knowledge, abilities, skills, and resources to satisfactorily deliver and/or finance the completion the products and services in its RFP Response.

Proposer certifies that the individual signing this RFP response is authorized to sign such documents on behalf of the Proposing entity and to bind Respondent and is authorized to bind the Respondent in this RFP Response.

**PROPOSER AGREES TO DEFEND, INDEMNIFY, AND HOLD HARMLESS THE COUNTY AND ALL OF ITS OFFICERS, AGENTS AND EMPLOYEES FROM AND AGAINST ALL CLAIMS, ACTIONS, SUITS, DEMANDS, PROCEEDINGS, COSTS, DAMAGES, AND LIABILITIES, ARISING OUT OF OR CONNECTED WITH, OR RESULTING FROM ANY ACTS OF OMISSIONS OF RESPONDENT OR ANY AGENT, EMPLOYEE, SUBCONTRACTOR, OR SUPPLIER OF RESPONDENT IN THE EXECUTION OR PERFORMANCE OF ANY AGREEMENTS OR OTHER CONTRACTUAL ARRANGEMENTS WHICH MAY RESULT FROM THE SUBMISSION OF THE RFP RESPONSE AND/OR THE AWARD OF A CONTRACT THEREON BY THE COUNTY.**

#### RFP ID# 16-100-201 Drug Screening Test Cups

RESPONDENT (COMPANY) NAME:

By:

Printed Name:

Date:

Title:

Telephone: