

REQUEST FOR PROPOSALS

Perry County Board of Education
315 Park Avenue
Hazard, Ky. 41701
Drug Testing

The Perry County Board of Education will receive sealed bids for Drug Testing. Bids must be mailed or delivered to Perry County Board of Education, 315 Park Ave. Hazard, Ky. 41701, in an envelope marked "Drug Testing" by 10:00am April 15 2020 at which time the bids will be publicly opened. After review of the submitted proposals, a recommendation will be made to the Board at their next regular meeting. The district reserves the right to accept any bid, to reject any or all bids, to waive any irregularities or informalities in bids received where such acceptance, rejection or waiver is considered to be in the best interest of the district. The district reserves the right to award the agreement to other than the low bidder if it is in the best interest of the district.

Scope of Services:

- 1) Drug and Alcohol Free Workplace Program
The Board is a Drug and Alcohol Free workplace and the successful proposer will assist the Board in our efforts to maintain a drug and alcohol free environment. All testing shall follow the prescribed standards, procedures and protocols set forth by the U.S. Department of Health and Human Services' Substance Abuse and Mental Health Administration (SAMHSA).
- 2) Required specific services must include, but not limited to:
 - a. Onsite urine specimen collections by trained and experienced collectors
 - b. All specimens are to be shipped overnight to a SAMHSA approved forensic laboratory. Each specimen will be submitted to a standard of five (5) panel drug screen plus expanded Opiate, adulterant, and Ecstasy testing.
 - c. Any positive laboratory screen will be automatically confirmed with a GC/MS confirmation test.
 - d. Management of a computer generated random testing program for student testing
 - e. Certified Medical Review Officer (MRO) review of all positive laboratory test before final reviewed results to designated school contact.
 - f. Any Supervisor and Educational Training as requested and required by client
 - g. Management of a blind specimen program as a further ongoing quality check of laboratory testing performance and accuracy.
 - h. Development of any summary reports, progress reports, or other reports requested by client.
 - i. On-going consultation with Board of Education and designed school administrators on ways to make the testing more effective.
- 3) Vendor Qualifications required, but not limited to:
 - a. All personnel will be fully trained and familiar with federal workplace testing standard and DATIA training requirements
 - b. All specimens collected will be tested by a laboratory SAMHSA certified by Federal Department for Health and Human Services

- c. Any positive laboratory results will be confirmed by GC/MS and fully reviewed by an experienced and certified Medical Review Officer before being reported to the designated school contact person.
 - d. Results can be reported verbally or electronically by email from the MRO. Negative results will turnaround within 24 hours from the time of specimen collection. Positive results can take up to 48 hours to complete GC/MS lab confirmation procedures. In all cases, results will be expected to be fully reviewed by the MRO and reported back to the school system within 72 hours.
- 4) Procedures for Testing
- a. Student/Athlete/Driver/Employee Drug Screen Including:
 - I. Collection by Trained Professional Collector
 - II. Lab testing at a SAMHSA Certified Laboratory
 - III. Review by a certified MRO
 - IV. Computer generated random selection
 - V. Air shipment of specimens to lab
 - VI. GC/MS confirmation of all positives
 - b. CDL Drive/DOT Mandated Drug Screen Including:
 - I. Newly hired drivers receive 5 panel test
 - II. Collection by Trained Professional Collectors
 - III. Lab testing at a SAMHSA certified laboratory
 - IV. Review by a certified MRO
 - V. Computer generated random selection
 - VI. Air shipment of specimens to lab
 - VII. GC/MS confirmation of all positives
 - VIII. Statistical summaries required by DOT

Drug Test Form:

NAME OF COMPANY: _____

ADDRESS: _____

PLEASE PRINT NAME: _____

OFFICIAL TITLE: _____

TELEPHONE: _____ FAX NUMBER: _____

EMAIL ADDRESS: _____

SIGNATURE: _____ DATE: _____

Student Drug Screen

\$ _____ bid price per student

Bus Driver/Employee Drug Screen

\$ _____ bid price per driver

Alcohol Test

\$ _____ bid price per employee

Please explain any exceptions to the required services listed, or additional services that are to be offered by your company that may be of benefit to the Perry County Board of Education. If no exceptions are noted, it is assumed that all services can be performed as listed.

BID FORM AND SPECIFICATIONS

CERTIFICATION OF COMPLIANCE WITH SPECIFICATIONS

(Must accompany sealed bid.)

In compliance with the INVITATION TO BID, and subject to all the conditions thereof, the undersigned hereby certifies that all items included in this bid shall be in compliance with all requirements and technical specifications included in this invitation to bid, except as noted below:

EXCEPTIONS:

NAME OF COMPANY: _____

ADDRESS: _____

AUTHORIZED SIGNATURE: _____

(PRINTED OR TYPED NAME): _____

OFFICIAL TITLE: _____

TELEPHONE NUMBER: () _____ - _____

FAX NUMBER: () _____ - _____

DATE: _____

NOTE: THIS CERTIFICATE MUST BE SIGNED AND ATTACHED TO THE BID FORM IN ORDER FOR YOUR BID TO BE QUALIFIED

CONFLICT OF INTEREST

It shall be a breach of ethical standards for any employee with procurement authority to participate directly in any proceeding or application; request for ruling or other determination; claim or controversy, or other particular matter pertaining to any contract or subcontract, and any solicitation or proposal therefore, in which to his/her knowledge:

1. he/she, or any member of his/her family, has a financial interest herein: or

2. a business or organization which he she or any member of his her immediate family has a financial interest as an officer, director, trustee, partner, or employee, is a party: or

3. any other person, business, or organization with whom he or any member of his immediate family is negotiating or had an arrangement concerning prospective employment is a party. Direct or indirect participation shall include but not be limited to involvement through decision, approval, disapproval, recommendation, preparation of any part of a purchase request, influencing the content of any specification or purchase standard, rendering of advice, investigation, auditing or in any other advisory capacity.

It is a violation of Kentucky Law for any board member or employee or a member of their immediate family, to have a pecuniary interest either directly or indirectly in an amount exceeding \$25.00 per year in any purchase of goods or services by the Board of Education or any school thereof. Violation of this provision subjects the board member or employee to forfeiture of their position and/or employment with the school system I, hereby, certify that no member of my immediate family is an employee or board member of the Perry County Board of Education.

Signature

Date

References: KRS 156.480, OAG 80-32

NOTE: THIS CERTIFICATE MUST BE SIGNED AND ATTACHED TO THE BID FORM IN ORDER FOR YOUR BID TO BE QUALIFIED

"PROHIBITION AGAINST CONFLICTS OF INTEREST,
GRATUITIES AND KICKBACKS"

ANY EMPLOYEE OR ANY OFFICIAL OF THE BOARD OF EDUCATION OF PERRY COUNTY, KENTUCKY, ELECTIVE OR APPOINTIVE, WHO SHALL TAKE, RECEIVE, OR OFFER TO TAKE OR RECEIVE, EITHER DIRECTLY OR INDIRECTLY, ANY REBATE, PERCENTAGE OF CONTRACT, MONEY, OR OTHER THINGS OF VALUE, AS AN INDUCEMENT OR INTENDED INDUCEMENT, IN THE PROCUREMENT OF BUSINESS, OR THE GIVING OF BUSINESS, FOR OR TO, OR FROM, ANY PERSON, PARTNERSHIP, FIRM OR CORPORATION, OFFERING, BIDDING FOR, OR IN OPEN MARKET SEEKING TO MAKE SALES TO THE BOARD OF EDUCATION OF PERRY COUNTY, KENTUCKY SHALL BE DEEMED GUILTY OF A FELONY AND UPON CONVICTION SUCH PERSON OR PERSONS SHALL BE PUNISHED BY A FINE NOT TO EXCEED FIVE THOUSAND (\$5,000) OR BY IMPRISONMENT IN THE PENITENTIARY FOR NOT LESS THAN ONE (1) YEAR NOR MORE THAN TEN (10) YEARS, OR BOTH SO FINED AND IMPRISONED IN THE DISCRETION OF THE JURY.

EVERY PERSON, FIRM, OR CORPORATION OFFERING TO MAKE, OR PAY, OR GIVE, ANY REBATE, PERCENTAGE OF CONTRACT, MONEY OR ANY OTHER THING OF VALUE, AN AS INDUCEMENT, OR INTENDED INDUCEMENT, IN THE PROCUREMENT OF BUSINESS, OR THE GIVING OF BUSINESS, TO ANY EMPLOYEE OR TO ANY OFFICIAL OF THE BOARD OF EDUCATION OF PERRY COUNTY, KENTUCKY, ELECTIVE OR APPOINTIVE, IN HIS EFFORTS TO BID FOR, OR OFFER FOR SALE, OR TO SEEK IN THE OPEN MARKET, SHALL BE DEEMED GUILTY OF A FELONY AND SHALL BE PUNISHED BY A FINE NOT TO EXCEED FIVE THOUSAND DOLLARS (\$5,000) OR BY IMPRISONMENT IN THE PENITENTIARY FOR NOT LESS THAN ONE (1) YEAR NOR MORE THAN TEN (10) YEARS, OR BOTH SO FINED AND IMPRISONED IN THE DISCRETION OF THE JURY.

NOTE: IT IS A MISDEMEANOR NOT TO HAVE THIS PROHIBITION ON EVERY SOLICITATION OR CONTRACT DOCUMENT. THE PENALTY IS A \$5,000 FINE OR ONE (1) YEAR IMPRISONMENT OR BOTH ON CONVICTION.

Acknowledgment of receipt: _____

(Authorized Company Official)

(Date)

THIS ACKNOWLEDGMENT MUST BE SIGNED, DATED AND ATTACHED TO THE BID FORM IN ORDER FOR YOUR BID TO BE QUALIFIED.

NON-DISCRIMINATION POLICY

During the performance of this Contract, the Seller agrees as follows:

(1) The Seller shall not discriminate against any employee, applicant, or subcontractor because of age, color, creed, handicap condition, marital or parental status, national origin, race, sex, veteran status, or political opinion or affiliation. The Seller shall take affirmative action to ensure that applicants are employed without regard to their age, color, creed, handicap condition, marital or parental status, national origin, race, sex, veteran status, or political opinion or affiliation. Such action shall include, although not limited to, the following: Employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Seller agrees to post in conspicuous places notices setting forth the provisions of the Equal Opportunity clause.

(2) The Seller shall in all solicitations and/or advertisements for employees placed by or on behalf of the Seller, state that all qualified applications shall receive consideration for employment without regard to age, color, creed, handicap condition, marital or parental status, national origin, race, sex, veteran status, or political opinion or affiliation.

(3) The Seller shall cause any subcontractor engaged to perform any services required by this Contract to include this Equal Opportunity clause in all solicitations, advertisements and employment practices it shall perform.

Acknowledgment of receipt: _____

(Authorized Company Official)

(Date)

THIS POLICY MUST BE SIGNED, DATED AND ATTACHED TO THE BID FORM IN ORDER FOR YOUR BID TO BE QUALIFIED.