



May 13, 2014

**ADDENDUM # 1**

Furnishing of all Labor and Material Necessary and Required for: Requirements Contract "Forensic Drug Testing Services for Correction Officer Applicants." PIN 072201430AIU

Dear Prospective Bidder:

Pursuant to §3-02(i) of the Procurement Policy Board (PPB) Rules, the Department Correction (DOC) is issuing Addendum # 1 to the solicitation for "Forensic Drug Testing Services for Correction Officer Applicants." PIN 072201430AIU.

**BID DUE DATE**

Please be advised that the Bid Opening Date for the above referenced procurement remains **May 20, 2014 at 11:00AM**

**DEADLINE FOR CLARIFICATIONS**

The deadline for questions is **May 14, 2014** at close of business. The Department will endeavor to answer any questions received after this date, but there may not be sufficient time for replies to be received before the bid due date.

**QUESTIONS**

1) Where will the vendor be collecting samples? At the DOC? At the vendor's private offices?

**Response:** See page 46 SAMPLE PICK-UP: (1) The Department of Correction will collect samples for the Contractor. The Contractor will retrieve and deliver samples that have been properly prepared, identified and labeled for testing to the contractor's laboratory during the hours of 9:00 am through 4:00 pm Monday through Friday excluding city holidays. The Contractor will be contacted via phone to retrieve samples on the day of collection.

2) Which specific toxicology testing is required?

**Response:** See page 46 SUBSTANCE TESTING REQUIREMENTS: (1) The Contractor shall perform the following tests on the oral secretion Samples provided, as requested by the DOC Authorized Representative:

1. The Contractor shall provide forensic oral secretion testing for the following:
  - Alcohol

- Amphetamines
  - Barbiturates
  - Benzodiazepines
  - Cannabis (THC)
  - Cocaine
  - Methadone
  - Opiates
  - Phencyclidine (PCP)
2. Immunoglobulin G Confirmatory Test: For each oral secretion sample tested, Immunoglobulin G tests should also be performed. This test is deemed to be an integrity test. The Immunoglobulin level must be Positive. Readings outside the appropriate levels, listed above, may be an indication of possible adulteration.
  3. The expected detection levels shall be in accordance with the United States Department of Health and Human Services regulations for the purpose of maintaining consistency in testing and reporting as well as to preclude false positives. The Contractor shall initially test oral secretion Samples utilizing the Enzyme Linked Immunoassay System (ELIZA).
  4. All positive oral secretion results shall be automatically confirmed by Gas Chromatography/Mass Spectrometry (GC/MS) testing procedures.
- 3) What is the term of the contract?

**Response:** See page 8. The term for this service is: 731 Consecutive Calendar Days.

Also, see page 133 Schedule A:

- Section 11 of Part C, Detailed Specifications Period of Performance: 2 Years(s)
- Article 7 of Agreement: Renewal 1 Year(s)

- 4) Can the vendor use an offsite testing service to provide some/all of the laboratory services?

**Response:** See Page C-8, D-13 and Page E-1. Subcontracting is NOT ALLOWED.

- 5) How many paper originals and copies of our response does the Department require? I apologize if this information is provided elsewhere, but I was unable to find anything related to it in the bid documents.

**Response:** For bidding purposes, only one (1) set of original signatures is required of the documents enclosed in the bid book.

- 6) Are any of the bid documents available in Microsoft Word format?

**Response:** Bid documents are not available in Microsoft Word format.

- 7) Section 27 in Part A - Information for Bidders states that "The ACCO may require bid, performance or payment security, or all three (3), on any contract for goods or services (see Schedule "A" located in Part E) and that "Each bid must be accompanied by bid security in

an amount and type as specified in Schedule "A". Schedule A in Part E shows that all three, Bid Deposit or Bid Bond, Performance Security, and Payment Security, are not applicable. Can you please confirm that 1) these deposits/bonds/securities are indeed not required with our bids; and 2) if Section VI of Part B (pages B-13 through and including B-18) should be included with our bid and how we should complete them if deposits/bonds/securities are indeed not required?

**Response:** Bid Deposit or Bid Bond, Performance Security, and Payment Security, are not applicable. Pages B-13 to B-16 are not required for this procurement.

8) Does the department desire any sort of narrative description regarding how we will go about meeting the scope of work requirements?

**Response:** No, a narrative detailing how the vendor will go about meeting the scope of work requirements is not required.

9) Can you clarify if the forms included in Part F of the bid package (Attachments A – H) are required to be completed and submitted with our bid?

**Response:**

No, only pages B-1 – B-12 are required on the bid due date. Other forms may be submitted after request by the Department.

---

Please sign below in acknowledgment of this addendum.

**\*Submit this addendum with your bid.**

  
Deputy Director

I Acknowledge Receipt of this Addendum.

\_\_\_\_\_  
Bidder/Company Name (Print)

\_\_\_\_\_  
Authorized Representative (Print Name)

\_\_\_\_\_  
Authorized Representative (Signature)

\_\_\_\_\_  
Date