



NEW YORK CITY DEPARTMENT OF CORRECTION

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Contracts and Procurement

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January 29, 2016

ADDENDUM # 1

Re: PIN 072201614CIB for Forensic Laboratory Testing

Dear Prospective Bidders:

Pursuant to Section 3-02 (i) and 3-03 (f)(2) of the Procurement Policy Board (PPB) Rules, the Department of Correction (DOC) is issuing **Addendum #1** to **072201614CIB**.

QUESTIONS/CLARIFICATIONS

Page C-3: Item C – Substance Testing Requirements

Question 1: Please clarify the sample types identified as “non-native substances”; please provide examples of substances that may fall in to this category of testing.

Answer 1: Examples of possible sample type could be rat poison and cleaning chemicals.

Question 2: What are the expected types of samples and estimated volume of items annually that may be submitted for controlled substances/illicit narcotics identification?

Answer 2: Please refer to answer #1; the estimated volume of controlled substances/illicit narcotics testing is 25 annually out of a total of 100 estimated non-native substances testing.

Question 3: What is the expected breakdown of the 300 samples per year designated to test in the two specified categories?

- Serology identification (clothing/items with biological stains -- blood, urine, feces, semen, saliva)
- Controlled Substances identification (pills, powders, botanical material, other unknown substances)

Answer 3: Please see estimates on the revised bid sheet attached dated January 22, 2016.

Page C-3: Item D – Sample Results

Question 4: Would the user agency accept the following turn-around times for routine analysis and reporting results under the following categories:

- Regular Cases: Ten (10) – Twelve (12) working days from receipt of evidentiary items
- STAT cases: Forty-eight (48) – Seventy-two (72) hours from receipt of evidentiary items

Answer 4: The Department will accept sample results in regular cases no more than six (6) calendar days from the receipt of evidentiary items and no more than forty-eight (48) hours for STAT cases. As a result of this change, please replace the following clauses on pages C-3 to C-4.

“The Contractor shall perform all required tests of the Samples and shall report the test results by fax/email to the Correction Intelligence Bureau Investigator assigned or designee within six (6) calendar days after receipt of the Samples.

The Contractor shall respond to certain “STAT” or urgent request where expedited testing is conducted the same day as the Sample is delivered, and the results of these requests must be available within forty-eight (48) hours of receipt of the Sample. This response time is applicable only if receipt of Sample is during normal business hours (Monday to Friday, between 9:00 a.m. and 5:00 p.m.).

The Contractor shall provide a list of the tests which take more than six (6) calendar days to process and specify the processing time for such tests. Such processing time shall be the maximum time necessary to complete such tests and shall be subject to approval of the DOC.”

Question 5: Can an example of a laboratory report containing the requested demographic/agency/testing ordered and analytical methodology information specified in item number 4 on page C-4 be provided to vendors for review to determine/confirm compliance as required?

Answer 5: Please see attached a sample of a laboratory report.

Page C-5: Item F – Litigation Support/Expert Witness Services

Question 6: What is the expected annual need/frequency of expert testimony required to support analytical results produced by the laboratory?

Answer 6: The expected annual estimate of Expert Witness Services is twelve (12) occurrences per year.

Page C-7: Section VII – Contractor Qualifications

Question 7: Due to inevitable or unforeseen changes in staffing, there may be instances where an analyst with less than the specified five (5) years of experience may be assigned a case for analysis. Will the user department accept a vendor that utilizes laboratory staff with less than five (5) years of experience on the date that the bid is due to support the performance of the services specified under this contract?

Answer 7: Please refer to page C-7 for Contractor Qualifications, Section B. All staff involved in the analytical process of forensic testing shall have a minimum of five (5) years of experience.

Page C-10: Section X – Liquidated Damages

Question 8: Item A – Please define or provide an example of what constitutes a “failure to respond to a request for Services and the subsequent penalty of seventy-five dollars (\$75.00) per test per calendar day for the Contractor’s failure to respond?

Answer 8: Awarded vendor is required to deliver the test results within the time frame specified in Question 4 above, any late delivery of services will be subject to liquidated damages.

Question 9: What is the specified time frame required to respond to a request for testing outside of the scope of services specified in the agreement?

Answer 9: Contractor shall respond to any requests within twenty-four (24) hours to determine whether the services are within the scope of the agreement. Any testing required outside the scope of the agreement will need to be reviewed by DOC and would require amending the contract agreement in order to allow this test to be conducted.

Bid Sheet

Question 10: If vendors offer different prices for the designated Serology and Controlled Substances testing services, how should that information be reflected in the single box designated for Unit Price per test indicated on the Bid Sheet?

Answer 10: Please see revised bid sheet attached dated January 29, 2016 and replace with the current bid sheet on pages B-6 to B-7.

Question 11: Will vendors be allowed to submit a supplemental fee schedule or Bid Sheet addendum for services not specified on the Bid Sheet included with this Proposal for Bids but that may be requested by the user agency during the designated term of the contract agreement?

Answer 11: The Department will not accept any quotes that were not being requested in this bid. During the term of the contract, the awarded vendor is obligated to provide services within the scope of services specified in the contract.

Question 12: Who was/is the incumbent vendor and how long have they been providing the services outlined in the bid specifications?

Answer 12: There have been no previous or current contracts for Forensic Laboratory Testing.

Question 13: What are/were the specified requirements for turnaround time associated with the current or previous contract agreement?

Answer 13: There have been no previous or current contracts for Forensic Laboratory Testing.

Question 14: Can you provide a detailed description of the current or previous contract agreement and the fee schedules related to that contract's testing for prospective vendors to review?

Answer: 14: There have been no previous or current contracts for Forensic Laboratory Testing.

BID DUE DATE

The bid opening date has been extended to **Friday, February 12, 2016 @ 11:00am**. Please provide all bid packages to the NYC Department of Correction, 75-20 Astoria Blvd, Suite 160, East Elmhurst, New York 11370-Attention: Jeanette Cheung

Your bid submission must contain the following:

- Section B completed (pages B-1 to B-13)
- All Addendums with signature

In addition to submitting the bid package, all addendums must be signed and submitted in a separate envelope.



Agency Chief Contracting Officer

I acknowledge receipt of this addendum.

Bidder/Company Name (Print)

Authorized Representative (Print Name)

Authorized Representative (Signature)

Date

Revised 1/29/2016
PIN 072201614CIB

BID SHEET

Multiply the unit price by the estimated number of tests as indicated. Add Year 1 cost, Year 2 cost and Year 3 cost to get Total Bid Price.

YEAR 1 (365 CONSECUTIVE DAYS)

	<i>Unit Price (A)</i>	<i>Estimated Number Per Year (B)</i>	<i>Total Cost (A x B) (C)</i>
Test (Serology)		400	
Test (Non-Native Substances)		100	
Expedited Test (Serology)		25	
Expedited Test (Non-Native Substances)		10	
	<i>Per Court Appearance Rate (A)</i>	<i>Estimated Occurrence Per Year (B)</i>	<i>Total Cost (A x B) (C)</i>
Expert Witness Service		12	
Subtotal			

YEAR 2 (365 CONSECUTIVE DAYS)

	<i>Unit Price (A)</i>	<i>Estimated Number Per Year (B)</i>	<i>Total Cost (A x B) (C)</i>
Test (Serology)		400	
Test (Non-Native Substances)		100	
Expedited Test (Serology)		25	
Expedited Test (Non-Native Substances)		10	

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	<i>Per Court Appearance Rate (A)</i>	<i>Estimated Occurrence Per Year (B)</i>	<i>Total Cost (A x B) (C)</i>
Expert Witness Service		12	
Subtotal			

YEAR 3 (365 CONSECUTIVE DAYS)

	<i>Unit Price (A)</i>	<i>Estimated Number Per Year (B)</i>	<i>Total Cost (A x B) (C)</i>
Test (Serology)		400	
Test (Non-Native Substances)		100	
Expedited Test (Serology)		25	
Expedited Test (Non-Native Substances)		10	
	<i>Per Court Appearance Rate (A)</i>	<i>Estimated Occurrence Per Year (B)</i>	<i>Total Cost (A x B) (C)</i>
Expert Witness Service		12	
Subtotal			

**ADD YEAR 1 SUBTOTAL, YEAR 2 SUBTOTAL, AND YEAR 3 SUBTOTAL
(1095 CONSECUTIVE CALENDAR DAYS)**

Grand Total for 3 Year Contract	
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The quantity estimates above are for bidding purposes only. The Department of Correction reserves the right to order more or less service hours, on an as needed basis. The Department shall correct mathematical errors to extensions of the quantity multiplied by the unit price, as well as addition errors. Total shall be adjusted accordingly and may result in the adjustment of the making of bids.

Certificate of Analysis

PRINT DATE : 07/21/2015
REPORT DATE : 07/21/2015

NYC DEPT. OF CORRECTIONS
10 EAST 4TH STREET
(RIKERS ISLAND)
EAST ELMHURST, NY 11370
ATT: EDDIE RICHBURG

LAB #: AZ49449

DATE RECEIVED 07/14/2015

PRODUCT UNIFORM SHIRT (BLUE) WITH UNKNOWN LIQUID SUBSTANCE, BELONGING
TO C.O NATHAN
PACKAGE IN SEALED BROWN PAPER BAG
CUST ID C/O NATHAN #5187

PO# 20141420322

DESCRIPTION BLUE UNIFORM SHIRT (NYC DOC)
INMATE FERNANDEZ DAYSON
B/C # 4411407001

SECURED AS FOLLOWS IN A BROWN PAPER BAG

DATE & TIME OF 7/7/2015, 12:50

SUBMITTED BY/SHIELD # SLEDGE CPT SHIELD # 1226 7/7/15 08:00

MISC. TO: INN RIOS SHIELD # 2061

MISC. OF THE INTELLIGENCE UNIT AND WILL

MISC. BE VOUCHERED AS ARREST EVIDENCE

ANALYTE

TEST FOR URINE AND FECES

RESULT UNITS

NEGATIVE FOR URINE & FECES

METHOD REFERENCE

AOAC CHP 16

THE RESULTS ARE THE OPINION OF THE EXAMINER.
I HEREBY CERTIFY THAT I
TESTED/EXAMINED/ANALYZED THE ABOVE
DESCRIBED ITEM(S) AND THAT THIS REPORT IS A
TRUE AND FULL COPY OF THE ORIGINAL REPORT
MADE BY ME. FALSE STATEMENTS MADE HEREIN
ARE PUNISHABLE BY A CLASS "A" MISDEMEANOR
PURSUANT TO SECTION 210.45 OF THE PENAL LAW.

Laboratory Report Sample

P #: _____

Prison Evidence Worksheet

CL #: AZ49449

Date Removed from Evidence Box: MONDAY JULY 20, 2015

Date Returned to Evidence Box: MONDAY JULY 20, 2015

	Description (Check One)		Color (Check One)	Abbreviations Used for Stain Identification
<input type="checkbox"/>	Pants	<input checked="" type="checkbox"/>	Light Blue	
<input checked="" type="checkbox"/>	Shirt (long sleeve)	<input type="checkbox"/>	Dark Blue	V = Visible
<input type="checkbox"/>	Shirt (short sleeve)	<input type="checkbox"/>	Gray	F = Fluorescent stain
<input type="checkbox"/>	Shorts	<input type="checkbox"/>	Black	S = Stain Sampled
<input type="checkbox"/>	Tee Shirt	<input type="checkbox"/>	White	Other:
<input type="checkbox"/>	Socks	<input type="checkbox"/>	Other:	
<input type="checkbox"/>	Shoes			
<input type="checkbox"/>	Coat			
<input type="checkbox"/>	Vest			
<input type="checkbox"/>	Other:			

Stain Description:


Visible: NO VISIBLE STAINS

Fluorescent (AOAC 945.88): NONE

Odor and Appearance: NONE TO COMMENT ON

Portion of sample removed marked with S

See Attached drawing for location.

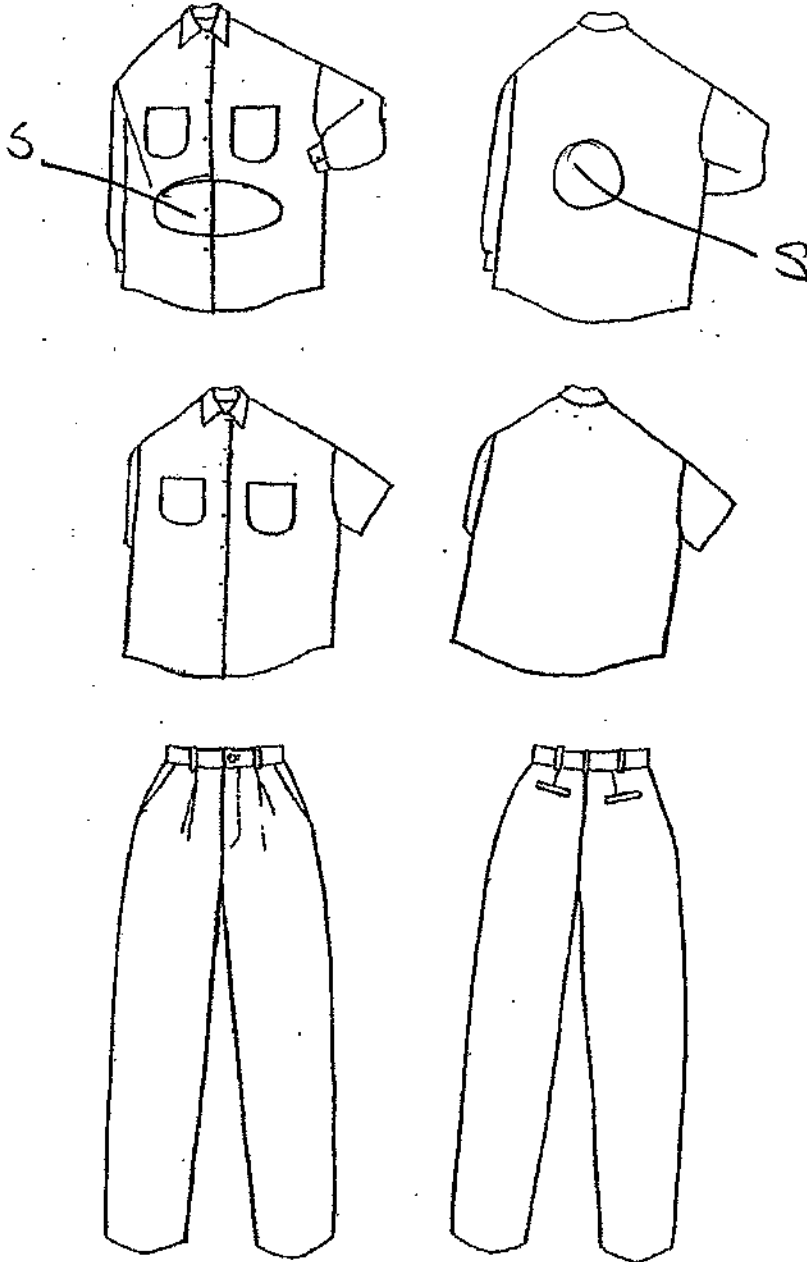
Signature:  Date: 7/20/15

Laboratory Report Sample

P#: _____

Prison Evidence Worksheet
(Diagram)

CL#: AZ49449



By: PAMELA GALARZA

Date: 7/20/15

Laboratory Report Sample

P #: _____

Prison Evidence Worksheet
F0072 Test for Urine

CL#: AZ49449

Received sample marked with CL #: AZ49449

whose description matches that on Prison Evidence Worksheet

☒ AOAC 959.14, urine stains on foods and containers, xanthidrol test for urea.

Results

Positive Control:	<u>POSITIVE</u>
Negative Controls:	<u>NEGATIVE</u>
Reagent Blank:	<u>NEGATIVE</u>
Sample:	<u>NEGATIVE</u>

"A positive result is indicated by the formations of typical crystals."

Conclusion:

☐

Positive for urea

☒

Negative for urea

This sample(s) ☐ contained / ☒ did not contain urea.

Urea is the main nitrogenous waste found in urine.

Comments:

By: PAMELA GALARZA



On: MONDAY JULY 20, 2015