

TOWN OF DAUPHIN ISLAND
REQUEST FOR PROPOSALS
DRUG TESTING COLLECTION SERVICES

The Town of Dauphin Island, (hereinafter referred to as Town), will accept sealed proposals

Specifically, this RFP seeks responsible laboratories or third-party administrators to provide the following services:

1. Contractor shall provide drug testing collection services for the Town of Dauphin Island pursuant to the Town's Drug and Alcohol Misuse Prevention Program Policy.
2. Random notification of individuals to be tested, pursuant to the policy, shall be on quarterly basis, however, not predictably quarterly. Contractor is responsible for the pull list based off a Town employee/Council person/administration list supplied by Town Clerk whenever requested.
3. Five panel, lab-based, non-observed, MRO reviewed test with results reported back to the Town Clerk within two business days.
4. A strict chain-of-custody protocol for all specimens following collection.
5. Urinalysis services meeting the highest standards established by the federal government.
6. Direct billing to the Town of Dauphin Island.

Contractor shall furnish all equipment, tools, labor, transportation, or other services for the proper execution and completion of the work.

Qualification Requirements:

1. Collection personnel trained to strictly follow the specimen collection procedures detailed in Urine Specimen Collection Guidelines, Office of Drug and Alcohol Policy Compliance, US Department of Transportation January, 2018.

1. PREPARATION FOR PROPOSALS

An original of the Proposal shall be submitted, and addressed to: Town of Dauphin Island in a sealed envelope and plainly marked on the outside as **DRUG TESTING COLLECTIONS SERVICES, No later than 3 pm (CST) on September 1, 2020**. The envelope shall bear on the outside the name of proposer and address. No oral, telephone or telegraphic responses will be considered. Proposals received after the advertised time and date due shall not be opened or considered. The Town reserves the right to communicate with any or all the proposers to clarify the provisions of Proposals. The Town further reserves the right to request additional information from any proposer at the time after proposals are opened. Contract shall start October 1, 2020.

2. PROPOSAL SUBMISSION

- a) Proposals are to be completed (unless directed otherwise in the specifications), printed, signed by an authorized agent, (including all official literature, brochures, etc. which support this request) and addressed as follows:

Town of Dauphin Island
1011 Bienville Blvd
Dauphin Island, AL 36528
Attn: Town Clerk - Drug Testing Collection Services

- b) All Proposals must be made on the enclosed Proposal form. All blank spaces for Proposal prices must be filled in, in ink or typewritten, and the proposal form must be fully completed and executed when submitted. Please be advised that the person signing the formal proposal must be authorized by your organization to contractually bind with regard to prices and related contractual obligations for the subject project.
- c) The Town reserves the right to correct, after proposer verification, any mistake in a proposal that is a clerical error, such as a price extension or decimal point error.

3. PROPOSAL RESPONSE TIME

Responses to this request shall be received at the office of the Dauphin Island Town Clerk prior to the advertised hour (noted above) of opening at which time all proposals (total proposal amount only) shall be publicly opened and read aloud. A proposer may withdraw a proposal at any time prior to the above scheduled date and time. Any proposal received after the above scheduled date and time shall not be considered or opened. No proposer may withdraw a proposal within ten (10) days after the actual proposal opening.

4. TOWN OPTIONS

The Town reserves the right to accept all or any part of a proposal, reject any or all proposals and to waive any requirements, informalities or irregularities, technical defects or non-material deficiencies in a proposal. The Town also reserves the right, if applicable, to award the purchase of individual items under the RFP to any combination of separate proposals or proposers. The award shall be made after careful consideration of all factors including but not limited to price.

5. TAX EXEMPT

The Town of Dauphin Island is exempt from the payment of taxes imposed by the Federal Government and/or State of Alabama. Such taxes must not be included in the proposal price. Tax exempt information will be provided by the Town upon request.

6. SPECIFICATIONS

If quoted materials and /or equipment do not meet or exceed the attached specifications on ALL points, the proposer must note ALL exceptions as separate attachments to their formal response; otherwise, it will be presumed that the proposal is in accordance with all specifications requested herein.

7. AWARD AND AUTHORITY

The Town will issue notification of Award in writing and followed by a purchase order. The Town is looking for the best quality and the most quantity it can get in the proposal.

INQUIRIES & ADDENDUMS

- a) All technical inquiries regarding this request may be directed to the Town Clerk, Wanda Sandagger, 251-861-5525 ext 225, email wsandagger@townofdauphinisland.org.
- b) Answers to questions the Town deems to be in the interest of all proposers will be made available in writing, email or by Fax as appropriate to all proposers.
- c) The Town reserves the right to communicate with any or all of the proposers to clarify the provisions of this request: the Town further reserves the right to request additional information from any proposer at any time after proposals are opened.

- d) **It is the responsibility of a proposer to verify any addendums that may have been issued relating to this request prior to submission of a proposal. Any notice of addendum shall be published on the Town website (townofdauphinisland.org). Failure to submit a response that does not address any changes or addendums may result in a disqualification of a proposal submission.**

8. ASSIGNMENT OF RIGHTS, TITLES AND INTERESTS

Any assignment or subcontracting by a proposer, bidder, supplier or contractor for work to be performed or goods and/or services to be provided, in whole or in part, and any other interest in conjunction with a Town procurement shall not be permitted without the express written consent of the Town of Dauphin Island.

10. HOLD HARMLESS CLAUSE

The Contractor agrees to indemnify, hold harmless and defend the Town and its agents from and against any and all liability for loss, damage or expense the Town may suffer or for which the Town may be held liable by reason of injury, including death, to any person or damage to property arising out of or in any manner connected with the operations to be performed under this request, whether or not due in whole or in part of any act, omission or negligence of the Owner or any of his representatives or employees.

11. WORK REGULATIONS, STANDARDS AND FEDERAL AND STATE PREVAILING WAGE

All activities performed in association with this request must be performed and completed for the Town in accordance with current Town of Dauphin Island, State of Alabama and Federal regulations. All services performed shall also conform to the latest OSHA standards and/or regulations including E-Verify.

12. INSURANCE

The successful proposer shall provide the Town Clerk with a Certificate of Insurance before work commences. The Town and its agents shall be named as an additional insured with Insurance Company licensed to write such insurance in Alabama, against the following risks and in not less than the following amounts:

Commercial General Liability	Each Occurrence	Aggregate
Bodily Injury Liability	\$5,000,000	\$5,000,000
Property Damage Liability	\$2,000,000	\$5,000,000
Personal Injury Liability	\$5,000,000	\$5,000,000
 Commercial Auto Liability	 Each Occurrence	 Aggregate
Including coverage of owned, non owned & rented vehicles	\$5,000,000	\$5,000,000

The insurance policy must contain the additional provision wherein the company agrees that thirty (30) days prior to termination, expiration, cancellation or reduction of the insurance afforded by this policy with respect to the contract involved, written notice will be served by registered mail to the Town Clerk, Town of Dauphin Island. Additionally the successful proposer (Contractor) shall provide adequate statutory Workmen’s Compensation Insurance for all labor employed on this project, and comprehensive General Public Liability Insurance (Coverage “B”). The successful proposer (Contractor) and each Subcontractor agree that their insurance carriers waive subrogation against the Town, its agents or employees with respect to any loss covered by the Contractor’s and each Subcontractor’s insurance.

13. CONFLICT OF INTEREST

No purchase shall be made from nor shall services (other than services as an officer, agent or employee of the Town) be secured from any officer or employee of the Town, or from any partnership or corporation in which such officer or employee is a partner or officer, or holds a substantial interest, unless such relationship and the fact that such purchase is contemplated shall be made known in writing to the agency making such purchase and notice thereof posted for at least five (5) days before such purchase be made in the office of the agency making such purchase and in a public place in the Town of Dauphin Island.