INVITATION TO BID 20-17 DRUG TESTING SUPPLIES AND ANALYZERS

To: All Vendors

Ottawa County, on behalf of the 58TH District Court Probation and Community Corrections Department, is soliciting bids from experienced and qualified vendors for a one (1) year term contract with two (2) one-year renewal options for Indiko Plus Analyzer drug testing equipment and supplies for onsite urinalysis substance abuse testing with maintenance and support, as described herein.

Bids are to be submitted no later than 2:00 P.M. (ET) Friday, August 28, 2020. Any submissions received after this time will not be considered. All requests for additional information or questions should be directed to Janice McLaren, purchasing.rfp@miottawa.org. Detailed instructions for the completion of the bid are contained in this Invitation to Bid (ITB).


Ottawa County reserves the right to award the contract to the most responsive and responsible bidder based on an evaluation of the vendor response along with the proposed costs for product, supplies, services and additional components. Both Ottawa County and the 58th District Court further reserves the right to consider matters such as, but not limited to quality offered, delivery terms, budget requirements, location, and service reputation of the bidder, in determining the most advantageous bid. Ottawa County reserves the right to reject any and all bids.
INFORMATION SUMMARY

Bids received after ITB Deadline Date will not be considered.

ITB Release Date: Thursday, August 13, 2020
Receipt of Questions: Thursday, August 20, 2020 by 5:00 PM (ET)
Addendum Issue Date: Monday, August 24, 2020 by 5:00 PM (ET)
Submission Deadline Date: Friday, August 28, 2019 by 2:00 PM (ET)
Intent to Award (Estimated): October 1, 2020

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VENDOR BID CHECKLIST

Failure to submit the following items may result in the bid being declared non-responsive. Solicitation documents should be submitted in the following order:

- ATTACHMENT A – COVER SHEET
- ATTACHMENT B - VENDOR RESPONSE
- ATTACHMENT C – REFERENCE INFORMATION
- ATTACHMENT D – BID PRICING FORM
1. **BID SUBMISSION**

Bids must be received by **2:00 PM (ET) Friday, August 28, 2020**. Bids received after this time will not be considered. All bids must include completed, signed copies of all required attachments. Attachments must be filled out in full and signed by an authorized Company representative.

- ATTACHMENT A – COVER SHEET
- ATTACHMENT B - VENDOR RESPONSE
- ATTACHMENT C – REFERENCE INFORMATION
- ATTACHMENT D – BID PRICING FORM

**E-mail Bid Submission:** Vendors may submit an electronic response (preferably single file PDF format) by e-mail to: purchasing.rfp@miottawa.org with the subject line of: “ITB 20-17 Drug Testing Supplies and Analyzers”. The County can receive email attachments up to 25 MB. Submissions larger than 20 MB should be sent in multiple emails with the subject line of: “ITB 20-17 Drug Testing Supplies and Analyzers, 1 of 2,” etcetera.

**Rejection or Withdrawal:** Ottawa County reserves the right to reject any bids, waive any defects in bids, and accept any bid deemed to be in their best interest. Bids may be withdrawn at any time prior to the scheduled time of the bid opening. Bids may not be withdrawn within 75 days after opening date.

2. **QUESTIONS**

Vendors may submit questions and requests for clarification regarding this ITB until Thursday, August 20, 2020. All requests for additional information or questions should be directed to Janice McLaren, Buyer Ottawa County Fiscal Services Department, purchasing.rfp@miottawa.org. Vendors are encouraged to initiate preparation of bids immediately upon receipt of this ITB so that all relevant questions and information needs can be identified and answered in a manner that provides adequate time to prepare a comprehensive and complete response.

Responses to all questions and inquiries received by the County will be **Monday, August 24, 2020** by 5:00 PM in the form of an Addendum and posted on the MITN and on the County’s website. The vendor is responsible to ensure they have received all addenda before bid submission.
3. **PROJECT SCOPE / REQUIREMENTS**

**Overview:** Ottawa County is soliciting bids from experienced and qualified vendors for a one-year term contract with two (2) one-year renewal options for Indiko Plus Analyzer with software a total drug testing system to conduct onsite urinalysis substance abuse testing, at three separate locations, for illicit drugs and other controlled substances within the offices of Ottawa County 58th District Court Probation and Community Corrections Department.

Information on amount of testing for the 2019 calendar year is as follows:

<table>
<thead>
<tr>
<th>Location</th>
<th>Total Assays per Location</th>
<th>Total Specimens per Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hudsonville</td>
<td>37,127</td>
<td>7,530</td>
</tr>
<tr>
<td>Holland</td>
<td>101,133</td>
<td>20,075</td>
</tr>
<tr>
<td>Grand Haven</td>
<td>57,670</td>
<td>9,851</td>
</tr>
</tbody>
</table>

**Qualification of Vendors:** Vendors shall be independent, duly licensed and/or certified and possess the staff, experience, equipment and abilities to successfully provide all needed services. The vendor, and all employees and agents of the vendor, shall fully comply with all Ottawa County, State, and Federal laws and/or mandates applicable to the services to be furnished. The Vendor shall provide 24 hour technical help desk assistance and provide in person technical assistance with needed within a 74 hour period.

**Responsibilities of Vendors:** The vendor shall be responsible for delivery, installation, and set up of the analyzers; including all related costs. The vendor is required to provide a warranty for the equipment and data management throughout the term of the contract. Vendor warrants the equipment and consumables are free from defects in material workmanship and conform to the labeling claims which accompany them. The drug testing system shall be restored to normal operations, excluding extenuating circumstances, via repair or exchange within two business days after the initial call for service. Repair, service, and maintenance costs should be included in cost per test. Vendor shall provide onsite training for employees for proper operation of laboratory equipment and software provided for data management, at the vendor’s expense, for 58th District Court Probation & Community Corrections staff.

The analyzers will be delivered and installed to agency offices located at:

- 3100 Port Sheldon Ave. Hudsonville MI 49426
- 85 W 8th Street, Holland MI 49423.
- 414 Washington Ave. Room G020, Grand Haven MI 49417

**Scope of Work:** This bid is for a total drug testing system to conduct on-site testing, at three separate locations, for illicit drugs and other controlled substances within the offices of Ottawa County 58th District Court Probation & Community Corrections department. The system bid must include: three laboratory quality instruments for the testing of drugs/drug metabolites in human urine specimens, and all related supplies and equipment required for performing automated, on-site drug testing with the laboratory instruments; including on-board data/laboratory management software, computer hardware and peripheral devices, reagents, calibrators, controls and laboratory supplies. All equipment, including the analyzers, will remain the property of the vendor, and require no capital outlay by the agency or Ottawa County.
Vendors must submit a bid price reflecting total cost per individual test. Per test bid pricing must include all the components of the drug testing system specified below, and the bid price must specify the price of individual chemical calibrator, control, reagent, and other required testing solutions. In addition, bid shall include, from ACT Innovations, Paracelsus and Drug Court Case Management (DCCM) software.

4. **SPECIFICATIONS:**

**Testing Equipment:** Indiko Plus is fully automated random access bench top system for clinical and specialty chemistry testing. The Analyzer, system reagents, and consumables form a fully supported system solution offering confidence to daily work. Discrete cell technology enables simultaneous analysis of several different tests from the same sample, and different types of samples can be analyzed at the same time. Continuous access to samples, cuvettes, and reagents facilitates laboratory workflow while sample oriented testing generates results quickly. Disposable cuvettes allow for user-safe and contamination free analysis. Versatile, automated sampler pre-dilution feature make sample processing easier. Reflex testing capability offers savings in operator time automatically triggering the specific test to be run. Measurement reliability can be monitored with a real-time QC program with multiple, user definable Westguard rules. Automatic upload of calibrators (factor, bias, linear, logit-log, spline, polynomial and point to point calibration). Secure long term storage of results and archiving associated with calibration and reagent lot data results for full traceability.

- Capacity of up to 350 photometric tests/hour and 135 ISE tests/hour
- Sample capacity: 54 sample positions on-board
- Reagent capacity: 42 reagent positions on-board
- Continuous access to samples, reagents, and cuvettes without interrupting the testing process. Automatic identification via internal barcode reader. Clearly displayed real-time reagent volume and remaining test capacity
- Fully traceable results
- Bi-directional LIS connection
- Water consumption: 2.5 liters/hour, no need for external water or drainage connections
- WindowR workstation with graphical user interface. Data input online, via mouse, touchscreen, keyboard and barcode reader. Different user groups can have different access rights.
- Dimensions of the Indiko Plus: width 94 cm (37 inches), depth 70 cm (27.6 inches), height 62 cm (24.4 inches) with the open cover, 130 cm (51 inches) in daily routine.

Bid must include all computer hardware, peripheral devices, operating software, cabling, and the like that is necessary to establish and maintain three (3) laboratory workstations, one at each court location, and to operate the analyzers per manufacturer’s instructions/specifications.
Testing Capabilities: for the following drugs and/or their metabolites:

- 6-AM (HEROIN)
- AMPHETAMINES
- BARBITURATE
- BENZODIAZEPINE
- BUPRENORPHINE
- COCAINE
- CREATININE
- ECSTASY
- METHADONE
- EtG ALCOHOL
- HYDROCODONE
- OPIATE
- OXYCODONE
- PCP
- pH
- SYNTHETIC CANNABINOIDS
- THC
- KRATOM
- FENTANYL

Lab Management Software/Data Management: Paracelsus web based solution for managing information related to clients and their drugs of abuse test results is to be to be included in the bid. It must fully interface with the bid analyzer, providing for automation of essential testing, result calibration, data storage, and reporting functions:

- Analyzer-User Interface via a direct laboratory work station connection with the analyzer
- Online user and third-party access 24/7 via the agency intranet and the internet
- Web-Based order entry
- Ad Hoc query report construction
- Electronic reporting/report delivery via local and network printers, remote workstations, and email
- Remote data entry to schedule tests
- Individual Client Data Screens
- Quantitative and Qualitative results delivery
- Bi-directional bar coding and barcode label generation
- Rapid Order Entry including configurable default order data, standing order data, and custom order data
- Automatic ascension number assignment

Drug Court Case Management (DCCM) software/web based case management solution is to be included in the bid.

- Screening: Screening Tool includes a set of questions to assist the screener in determining eligibility for potential drug court clients and informs the screener of the candidate’s risk factor.
- Case File Management: Displays individual client information including his/her case number, client type, treatment, phase, case manager, judge, and detailed client level information.
- Continuing Care: Provides a way to gather post-discharge data for reporting and program analysis purposes. After discharge, DCCM monitors clients at 6, 12, and 24-month intervals.
- Report Preparation: Generates aggregate reports with common outcomes and data needed by the court for their use and their constituents. Reports such as Open Cases, Sanctions, Drug Tests, and Discharged reports can be exported to Microsoft Excel.
• **Analytics/Recidivism**: DCCM gives courts the ability to pull statistics based on best practices and helps reduce the rate of recidivism by providing key performance measures.

• **Dependable Data Security**: DCCM delivers consistent and reliable data security.

• **HIPAA Compliance**: All information stored in DCCM is afforded the same confidentiality protection as the client’s substance abuse or other medical treatment records.

• **Toxicology Management** with Paracelsus: Paracelsus is a Laboratory Information System (LIS) that can integrate with DCCM and provide drug test results directly to the Client’s case file.

**Supplies**: Bid must include all supplies used in handling and testing of urine specimens using the bid analyzers; and all supplies used to prepare the analyzer for daily use per manufacturer’s instructions. Bid must include all reagents, calibrators, controls and buffering or any other liquid agents required for the normal operation of the analyzer per manufacturer’s instructions/specifications excluding distilled water. The bid must include pricing for all such chemical agents, for all tests specified under “Testing Capabilities”.

Supplies to be bid include, but are not limited to:

- Specimen tubes/stoppers or any such vessel required to test a specimen volume on the analyzer
- Barcode labels
- Disposable pipettes for transferring specimens from cups to testing tubes
- Reagent/calibrator/control cups or any such vessel required to load and store reagent/calibrator/control chemicals onto the analyzer for various operations
- Any consumable dry supplies required for analyzer maintenance and operation

Free delivery of supplies to all three locations is required:

- 3100 Port Sheldon Ave. Hudsonville MI 49426
- 85 W 8th Street, Holland MI 49423.
- 414 Washington Ave. Room G020, Grand Haven MI 49417

Vendor will be responsible for all shipping costs for reagents and consumables required for the normal operation of the analyzer per manufacturer’s instructions/specifications. Costs should be included in test price.
5. VENDOR SELECTION AND AWARD PROCESS

Bids will be reviewed to determine if submission requirements are met. Any bid that does not comply with submission instructions established in this document and/or that do not include the required information will be considered non-responsive. Vendors assume responsibility for meeting submission requirements and addressing all necessary technical and operational issues to meet project scope/requirements and specifications.

Award will be made to the lowest responsive and responsible bidder based on an evaluation of the vendors experience, qualifications and response along with the proposed costs for product, supplies, services and additional components and compliance with project scope/requirements and specifications. The County reserves the right to consider matters such as, but not limited to quality offered, delivery terms, budget requirements, location, and service reputation of the bidder, in determining the most advantageous bid additional factors. An Intent to Award will be issued and all bidders will be notified.

In the event that a successful agreement cannot be executed, the County reserves the right to proceed with contract negotiations with any other responsive, qualified bidders to provide service as referenced under negotiation process.

6. INCURRED EXPENSES/CONFIDENTIALITY

The County is not responsible for any cost or expense incurred by the proposers preparing and submitting a response or cost associated with meetings and evaluations of responses prior to execution of an agreement. All bids submitted in response to this request, including attachments, supporting documentation, supplementary materials, addenda, and other, become the property of the County and will not be returned to the vendor.

7. RESERVATION OF RIGHTS

Ottawa County reserves the right to select and recommend for award the proposed services which best meets its required needs, quality levels and budget constraints. Ottawa County reserves the right to reject any and all bids. The County further reserves the right to delete or modify any task from the scope of services at any time during the course of the bid process.
8. CONTRACT TERMS, PERIOD, PROCEDURES AND USE

It is the County’s intention to award initial one-year term contract with two (2) one-year renewal options for Indiko Plus Analyzer with software, total drug testing system. The County reserves the right to award any single item and/or any combination of items, if in its own interest and a formal written Master Services Agreement (MSA) will be entered into between the County and the awarded vendor(s). The bid submission, or any part thereof, submitted by the awarded vendor(s) may be attached to and become a part of the agreement. All requirements of this solicitation will be incorporated by reference unless otherwise noted in the final negotiated contract.

The County, by written notice, may terminate this contract, in whole or in part, for any reason giving sixty (60) days’ notice. If this contract is terminated, the County will be liable only for payment for services rendered before the effective date of termination.

All proposers are notified that the County reserves the right to modify the scope of services during the course of the contract. Such modification may include adding or deleting any tasks this project will encompass and/or any modifications deemed necessary. Any changes in pricing or payment terms proposed by the vendor resulting from the requested changes are subject to acceptance by the County.