STATE OF LOUISIANA
SOUTHEASTERN LOUISIANA UNIVERSITY
HAMMOND, LOUISIANA

A Member of the University of Louisiana System

INVITATION TO BID
TO
FURNISH SPECIMEN COLLECTION AND DRUG TESTING SERVICES
FOR
SOUTHEASTERN LA UNIVERSITY
College of Nursing & Health Sciences and Human Resources

ISSUING AGENCY:	**Southeastern Louisiana University Purchasing Department SLU 10800 Hammond, LA 70402**
DIRECTOR OF PURCHASING:	**Richard Himber**
PROCUREMENT SPECIALIST:	**Jennifer LaVigne Telephone: (985) 549-5414**
REQUISITIONED BY:	**SEE NEXT PAGE**
RELEASE DATE:	**March 30, 2021**
DEADLINE FOR FAX INQUIRIES:	**April 8, 2021 (Fax: 985-549-3810)**
BID RETURN DATE:	**April 20, 2021**
BID RETURN TIME:	**4:00 p.m., Central Time**

NOTE: THIS SOLICITATION IS A SEALED BID AND MUST BE RETURNED BY MAIL OR DELIVERED IN PERSON. BID RESPONSE FORMS CANNOT BE FAXED AND ANY FAX RESPONSES SHALL BE REJECTED.

This ITB is available in electronic form at https://wwwcfprd.doa.louisiana.gov/OSP/LaPAC/dspBid.cfm?search=department&term=42 It is available in PDF format or in printed form by submitting a written request to the Procurement Specialist listed above. It is the Bidder's responsibility to check the Office of State Purchasing LaPAC website frequently for any possible addenda that may be issued. Southeastern is not responsible for a bidder's failure to download any addenda documents required to complete an Invitation to Bid.

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Requisitioned By:
Tara Dupre-Human Resources
Contact No. 985-549-2001

Requisitioned By:
Dr. Kenneth Tillman- School of Nursing
Contact No. 985-549-2022

Requisitioned By:
Dr. Charity Bryan- Kinesiology & Health Studies
Contact No.985-549-2129

Requisitioned By:
Dr. Jacqueline Guendouzi-Health & Human Sciences
Contact No.985-549-2503

THE UNIVERSITY RESERVES THE RIGHT TO EXTEND THE CONTRACT TO OTHER DEPARTMENTS OF THE UNIVERSITY COMMUNITY SHOULD THERE BE A NEED.

TO: Louisiana Veteran-Owned and Service-Connected Disabled Veteran-Owned Small Entrepreneurships

RE: Veteran Initiative – Act 167 of the 2009 Legislative Session

➢ ARE YOU ELIGIBLE FOR PARTICIPATION?

- Are you a veteran-owned small entrepreneurship or a service-connected disabled veteran-owned small entrepreneurship in accordance with documentation from the United States Department of Veterans Affairs or the Louisiana Department of Veterans Affairs?
- Are you a Louisiana domiciled business?
- Do you have less than fifty (50) full-time employees?
- Are your annual gross revenue receipts $5,000,000 or less (for construction) or $3,000,000 for (non-construction) for each of the previous 3 tax years?

If your answers are yes, your company may be eligible for participation in the Louisiana Veteran-Owned and Service-Connected Disabled Veteran-Owned Small Entrepreneurship Program, also known as the Veteran Initiative.

➢ WHAT IS THE VETERAN INITIATIVE?

The Veteran Initiative, created by LRS 39:2171 through 2179 and LRS 51:931, provides additional opportunities for certified Louisiana-based small entrepreneurships to participate in contracting and procurement with the State. Key features of the program are:

- This is a goal-oriented program
- It is race and gender neutral
- Participation is restricted to Louisiana-based certified veteran-owned and service-connected disabled veteran-owned small entrepreneurships

The rules governing the implementation of the program are located at http://www.doa.louisiana.gov/osp/se/se.htm

➢ WHY IS CERTIFICATION IMPORTANT?

Certification is required for your participation in the Veteran Initiative. Under this program, you may be given increased opportunity to participate in Louisiana state contracts. Certain contracts may be awarded to your business without competition. And, certification is one of the methods that the State of Louisiana will utilize as a basis for benchmarking for annualized procurement and contracting goals.

➢ WHAT AGENCY IS RESPONSIBLE FOR CERTIFICATION?

The Louisiana Department of Economic Development (LED) is responsible for certifying Small Entrepreneurships for participation in the program. The (LED) Small Business Certification System may be accessed at https://smallbiz.louisianaforward.com/index_2.asp. For additional information regarding certification, please contact the LED at (225) 342-3000.

➢ WHAT IS THE ROLE OF THE DEPARTMENT OF VETERANS AFFAIRS?

The Louisiana Department of Veterans Affairs is responsible for disseminating information on this program and other veterans' benefits to Louisiana veterans. Information on this program and other veterans' benefits can be accessed at www.vetaffaris.la.gov

The State of Louisiana is committed to the success of this program and encourages your participation.

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HAMMOND, LOUISIANA

The Southeastern Louisiana University Purchasing Department will receive sealed bids until 4:00 P.M. on the bid opening date specified in the solicitation document. No bid responses will be considered by the Southeastern Purchasing Department after 4:00 P.M. Beginning at that time, bids shall be opened and read aloud to those present in the Southeastern Purchasing Department.

Mail address: Southeastern LA University
Purchasing Department
SLU 10800
Hammond, LA 70402

Delivery: Southeastern LA University
Purchasing Department
Property Control &Supply Bldg
2400 North Oak St.
Hammond, LA 70402

Bids submitted are subject to LA R.S. 39:1551-1736; Purchasing Rules and Regulations; Executive Orders; General Conditions; any Special Conditions; and Specifications listed in the solicitation document.

The purpose of this solicitation is to set forth the requirements and specifications of Southeastern Louisiana University. The contents of this solicitation and the Bidder/ Vendor/ Contractor's bid response shall become contractual obligations if a contract (purchase order) ensues.

INSTRUCTIONS TO BIDDERS

1) Bid Forms: All written bids, unless otherwise provided for, must be submitted on, and in accordance with, forms provided, properly signed in ink by an authorized representative of the bidding entity. Bid prices shall be typewritten or in ink. Bids submitted in the following manner will not be accepted: (1) bid contains no signature indicating intent to be bound; (2)bid sent by facsimile equipment or email. Price alterations to bid responses received before bid opening time will be considered provided the written price alteration has been received and time-stamped before bid opening time. Any other alterations of the bid response form or foreign conditions attached thereto may cause rejection of the bid response without further consideration.

2) Standard of Quality: Any product or service bid shall conform to all applicable Federal and State laws and regulations and specifications contained in the solicitation document. Unless otherwise specified in the solicitation document, any manufacturer's name, trade name, brand name, or catalog number used in the specifications is for the purpose of describing the quality level and characteristic required. Bidder should specify the brand and model number of the product offered in his bid. Bids not specifying brand and model number shall be considered as offering the exact products specified in the solicitation document.

3) Descriptive Information: Bidders proposing an equivalent brand or model should submit with the bid response information (such as illustrations, descriptive literature, and technical data) sufficient for the University to evaluate quality, suitability, and compliance with the specifications of the solicitation document. Failure to submit descriptive information may cause bid to be rejected. Any change made to a manufacturer's published specification submitted for a product shall be verifiable by the manufacturer. If item(s) bid does not comply with specifications (including brand and/or product number), bidder should state in what respect the item(s) deviate. Failure to note exceptions on the response form will not relieve the successful bidder(s) from supplying the actual products requested.

4) Bid Opening: Bidders may attend the bid opening, but no information or opinions concerning the ultimate contract award will be given at the bid opening or during the evaluation process. Bids may be examined 72 hours

after request is made. Information pertaining to completed files may be secured by visiting the Southeastern Purchasing Department during normal working hours. Written bid tabulations will not be furnished.

5) Louisiana Preference: Preference is hereby given to products produced, manufactured, harvested, grown or assembled in Louisiana which are equal in quality to products produced, manufactured, harvested, grown or assembled outside of Louisiana. The bidder shall state his right to claim the ten percent (10%) preference in his bid response and the bidder should state the respective Louisiana location where each qualifying item is produced, manufactured, harvested, grown or assembled.

6) Notice of Special Programs Available for Small Business: https://www.opportunitylouisiana.com/small-business/special-programs-for-small-business

7) **Signature Authority: In accordance with LA Revised Statute 39:1594 (Act 121), the person signing the bid must be: (1) A current corporate officer, partnership member or other individual specifically authorized to submit a bid as reflected in the appropriate records on file with the Secretary of State; or (2) An individual authorized to bind the vendor as reflected by an accompanying or as provided upon request a corporate resolution or affidavit. By signing the bid, the bidder certifies compliance with the above.**

GENERAL CONDITIONS

The Southeastern Purchasing Department reserves the right to award items separately, grouped or on an all-or-none basis and to reject any or all bids and waive any informalities.

1) Prices: Unless otherwise specified in the solicitation, bid prices shall be complete, including transportation and handling prepaid by the bidder to destination - Southeastern, Hammond, LA. Bids other than FOB destination may be rejected. Bid prices should be quoted in the unit of measure stated. Bid prices shall be firm for a minimum of thirty (30) calendar days, unless otherwise specified by Southeastern in the solicitation document.

2) Payment Terms: Cash discounts for less than 30 days may be offered, but will not be considered in determining awards. Bids containing "payment in advance" or "COD" requirements may be rejected. Payment is to be made within 30 days after receipt of properly executed invoice or delivery, whichever is later.

3) Delivery: Bids may be rejected if the delivery time indicated is longer than that specified in the solicitation document.

4) Taxes: Bidder is responsible for including all applicable taxes in the bid price. The University is currently exempt from Louisiana State Sales and Use Taxes, and local parish and city taxes. An exemption certificate for state sales and use tax can be provided upon request.

5) New Products: Unless specifically called for in the solicitation document, all products for purchase must be new, never previously used, and the current model and/or packaging. No remanufactured, demonstrator, used or irregular product will be considered for purchase unless otherwise specified in the solicitation document. The manufacturer's standard warranty will apply unless otherwise stated in solicitation.

6) Default of Contractor: Failure to deliver within the time specified in the solicitation document will constitute a default and may cause cancellation of the contract. Where the University has determined the contractor to be in default, the state reserves the right to purchase any or all products or services covered by the contract on the open market and to charge the contractor with cost in excess of the contract price. Until such assessed charges have been paid, no subsequent bid from the defaulting contractor will be considered.

7) Contract Cancellation: The University shall have the right to cancel any contract, in accordance with Purchasing Rules and Regulations, for cause,

including but not limited to, the following: (1) failure of the vendor to deliver within the time specified in the contract; (2) failure of the product or service to meet specifications, conform to sample quality, or to be delivered in good condition; (3) misrepresentation by the contractor; (4) fraud, collusion, conspiracy or other unlawful means of obtaining any contract with the state; (5) conflict of contract provisions with constitutional or statutory provisions of state or federal law; (6) any other breach of contract.

8) Applicable Law: All contracts shall be construed in accordance with and governed by the laws of the State of Louisiana.

9) Equal Opportunity: By submitting and signing this bid, bidder agrees that he will not discriminate in the rendering of services to and/or employment of individuals because of race, color, religion, sex, age, national origin, handicap, disability, veteran status, or any other non-merit factor.

By submitting a response to this solicitation, the bidder or proposer certifies and agrees that the following information is correct: In preparing its response, the bidder or proposer has considered all proposals submitted from qualified, potential subcontractors and suppliers, and has not, in the solicitation, selection, or commercial treatment of any subcontractor or supplier, refused to transact or terminated business activities, or taken other actions intended to limit commercial relations, with a person or entity that is engaging in commercial transactions in Israel or Israeli-controlled territories, with the specific intent to accomplish a boycott or divestment of Israel. The bidder also has not retaliated against any person or other entity for reporting such refusal, termination, or commercially limiting actions. The state reserves the right to reject the response of the bidder or proposer if this certification is subsequently determined to be false, and to terminate any contract awarded based on such a false response.

10) Piggyback: Other Louisiana Governmental Agencies may purchase at the same terms and conditions if agreed upon by awarded bidder.

SOUTHEASTERN LOUISIANA UNIVERSITY

BID RESPONSE FORM

BIDDER'S NAME: _____

TELEPHONE NO.: _____ FAX NUMBER: _____

ADDRESS: _____
MAILING CITY STATE ZIP

SCOPE: Provide specimen collection and drug testing services for the Southeastern Louisiana University College of Nursing.

CONTRACT TERM: July 1, 2021, or thereafter, through June 30, 2022.

Upon mutual agreement by Southeastern and the successful bidder, the Contract may be extended for two (4) twelve (12) month periods at the same prices, terms and conditions. Any extension is subject to continued appropriation of funds to the University by the Louisiana Legislature.

I/we do hereby acknowledge receipt of the following addenda (if any):

No. _____ Dated _____ No. _____ Dated _____

OTHER REQUIREMENTS:

The attached Instructions To Bidders/General Conditions shall be a part hereof.

TO THE VENDOR:

Whenever brand name specifications or catalogue numbers are used to describe the standard of quality, performance and other characteristics, the use of such specifications shall not restrict unless otherwise specified, the submission of equivalent products.

THIS SOLICITATION IS A SEALED BID AND MUST BE RETURNED BY MAIL OR DELIVERED IN PERSON. BID RESPONSE FORMS CANNOT BE FAXED AND ANY FAX RESPONSES SHALL BE REJECTED.

TERMS: Net 30 Prox., F.O.B. University Receiving Station, Hammond, Louisiana.

TAXES: Any taxes, other than state sales and use tax, shall be included within the bidder's unit price. The University is currently exempt from state sales and use tax.

THIS BID RESPONSE SUBMITTED BY:

AUTHORIZED OFFICER: _____ _____
(Signature) (Print or Type Name)

TITLE: _____ DATE: _____

SOUTHEASTERN LOUISIANA UNIVERSITY
BID RESPONSE FORM CONTINUED

ITEM	DESCRIPTION OF ITEM	WEIGHING FACTOR (*)		(**) UNIT PRICE		TOTAL AMOUNT
1.	Initial Drug Screen (9 Panel) Immunoassay (EMIT) (Per screen)	(520)	X	_____	=	
2.	Initial Drug Screen (5 Panel) Immunoassay (Emit) (Per screen)	(10)	X	_____	=	
3.	USDTL Hairstat 14 Testing (Includes kit, analysis and Overnight shipping) Shipping Lab to lab (if necessary)	(5)	X	_____	=	
4.	Breath Alcohol (Per test)	(15)	X	_____	=	
5.	Blood Alcohol (Per test)	(10)	X	_____	=	
6.	Single Sample Urine Collection Fee Regular Business Hours (Per collection)	(520)	X	_____	=	
7.	Split Sample Urine Collection Fee Regular Business Hours (Per collection)	(10)	X	_____	=	
8.	Blood Alcohol Collection Fee Regular Business Hours (Per collection)	(10)	X	_____	=	

TOTAL Items 1-8.....

A. After Business Hours:

A.	Single Sample Urine Collection Fee (Per collection)	(1)	X	_____	=
B.	Split Sample Urine Collection Fee (Per collection)	(1)	X	_____	=
C.	Blood Alcohol Collection Fee (Per collection)	(1)	X	_____	=
D.	Breath Alcohol (Per test)	(1)	X	_____	=

BID RESPONSE FORM CONTINUED

ITEM	DESCRIPTION OF ITEM	WEIGHING FACTOR (*)	(**) UNIT PRICE		TOTAL AMOUNT
10.	GC/MS Confirmation (per positive analyte)	(1) X	_____	=	
11.	Expert Consultation (per hour)	(1) X	_____	=	
12.	Any other charges	(1) X	_____	=	

State: _____

_____

(*) Weighing Factor - To be used for bid award purposes only in the weighing of items. Factors used are estimates of possible usages, but are by no means to be construed to be actual requirements or guarantees.

(**) No Charge - If any services are provided free-of-charge, then bidder should state "N/C" in the Unit Price Column.

(***) All fees must be included in the Bid Response.

NOTE: Bid solicits other information to be submitted with Bid Response Forms for consideration. Please refer to Specifications & Requirements for detail.

NAME OF BIDDER: _____

SOUTHEASTERN LOUISIANA UNIVERSITY
BID RESPONSE FORM CONTINUED

DRUG AND ALCOHOL COLLECTION SITES

(Breath Alcohol Testing is not required to be done at the sites listed below)

(TO BE COMPLETED BY BIDDER)

HAMMOND:

Name of Site: _____

Address: _____

Telephone No.: _____

Hours of Operation: _____ (Monday - Friday)

Other Hours (state): _____

Covington/Mandeville:

Name of Site: _____

Address: _____

Telephone No.: _____

Hours of Operation: _____ (Monday - Friday)

Other Hours (state): _____

Baton Rouge:

Name of Site: _____

Address: _____

Telephone No.: _____

Hours of Operation: _____ (Monday - Friday)

Other Hours (state): _____

SOUTHEASTERN LOUISIANA UNIVERSITY

SPECIFICATIONS AND REQUIREMENTS

Successful vendor shall provide specimen collection and drug testing services for Southeastern Louisiana University. Services to be provided for the Southeastern LA University College of Nursing which includes the School of Nursing, Kinesiology & Health Studies, Human Resources, and Health and Human Sciences Department. The University reserves the right to extend the contract to other departments of the University community should there be a need.

SCOPE OF SERVICES:

See attached Appendix A outlining scope of services to be provided by successful bidder.

CERTIFICATION OF LICENSING REQUIREMENT:

Vendors submitting bids for this contract shall have laboratory certification for SAMSA and CAP-FUDT. A copy of this certification should be included with your bid response. Failure to do so may result in rejection of the bid without further consideration.

UTILIZATION REPORTS AND INVOICES:

Successful vendor agrees to submit Utilization Reports and original invoices not less than monthly. Utilization Reports, including the number of screens performed, by item delivery, and the value of these screens shall be delivered by the 15th of the following month to each sub-account (Nursing and Human Resources).

BIDDER SHOULD ATTACH THE FOLLOWING TO THEIR BID RESPONSE:

A. Completed bid response form identifying collection sites in Hammond, Covington/Mandeville and Baton Rouge areas.

B. Completed bid response form identifying the insurance companies providing Workers' Compensation, General Liability and Automobile Liability coverage.

C. A list of not less than three companies, agencies or hospitals that your company provides this type of service is to be provided for reference purposes. List to include name of customer, address, contact person, and contact person's telephone number familiar with the contract with their employer.

D. Verification of SAMSA and CAP-FUDT Laboratory Certification

E. Statement outlining provisions for collections and testing after normal business hours and on weekends for employee accidents that may occur on night shifts or on weekends.

F. **AWARDED VENDOR MUST BE ABLE TO INTEGRATE WITH WORKDAY WHEN IT GOES LIVE JANUARY OF 2021, IF THE AWARDED AGREES TO RENEW THE CONTRACT AT THE SAME PRICES, TERMS AND CONDITIONS FOR THE RENEWAL PERIOD.**

Appendix A

SCOPE OF SERVICES

I. Collection Services

Provide on site and local collection services that include chain of custody protocol, and single and/or split sampling. Location of collection sites must include Hammond, Covington/Mandeville, and Baton Rouge, Louisiana. SOUTHEASTERN requires collection sites to be at single location in each of the above cities for drug and blood alcohol collection. **This requirement excludes breath alcohol. Breath Alcohol testing may be completed at a separate location.**

II. Laboratory Services

A. Urine testing for nine panel screen (amphetamines, barbiturates, benzodiazepines, cocaine, marijuana, methadone, opiates, phencyclidine, and propoxyphene). To include Initial Screening to be done using immunoassay or EMIT technology and confirmation testing using gas chromatography/mass spectrometry technology.

B. Urine testing for five panel DOT screen (amphetamines, cocaine, marijuana, phencyclidine and opiates). To include Initial Screening to be done using immunoassay or EMIT technology and confirmation testing using gas chromatography/mass spectrometry technology. Lab must be SAMSA approved for DOT testing.

C. USDTL HairStat 14 Testing for the following drugs: Amphetamines, cannabinoids,cocaine, opiates, phencyclidine, benzodiazepines, barbiturates, methadone,propoxyphene, meperidine, tramadol, oxycodone,fentanyl, sufentanil.

D. Blood alcohol testing using gas chromatography/mass spectrometry directly.

(Service E is not required to be done at the required collection sites)

E. Alcohol testing using breathalyzer (Breathalyzer) technology.

III. Vendor is responsible for providing MRO services.

IV. Successful vendor will maintain "Chain of Custody" logs for not less than (3) three years following completion of the contract year and provide expert testimony when required if litigation arises wherein "Chain of Custody" and test results are at issue.

V. Vendor shall upon request develop methodologies for other drug(s) of abuse detection based on the prevalence of changing drug abuse patterns among clients that is not currently included in the drug screening panel(s).

VI. Vendor shall have provisions for collections and testing after normal business hours and on weekends for employee accidents that may occur on night shifts or on weekends. If the vendor cannot provide night or weekend accommodations, then the vendor should not bid.

Appendix B

MONTHLY INVOICE

Account #
Chart #

Date of Service	Description of Service	Procedure Code	Place of Service	Qty.	SBA	Amount

Charge Total:

Other Transactions Total:

Receipt Total:

Diagnosis:

Ref. Physician From:

Primary Provider:
Federal ID Number:
Provider Number:

Message: MRO VERIFICATION OF CONFIRMED POSITIVES (JOHN DOE XXXXXXXXX)