

PROCUREMENT DEPARTMENT
Rm 120 Municipal Services Building
Philadelphia, PA 19102-1685
FAX: (215) 686-4716

CITY OF PHILADELPHIA

Hugh Ortman
Procurement Commissioner

November 20, 2008

BID NUMBER: S9Z55410
TITLE: Drug Screen Testing Services
DEPARTMENT: Various
DATE TO OPEN: November 24, 2008 at 10:30 AM

ADDENDUM # 1

TO ALL BIDDERS:

You are hereby notified of the following changes to the above mentioned bid:

The Bid Submittal date for Invitation and Bid No. S9Z55410, "Drug Screen Testing Services", is hereby revised to the following date: **December 2, 2008 at 10:30 AM**

Please find attached:

Pre-Bid Meeting Questions and Answers.

Please sign, date and return this addendum with your bid to the Procurement Department, 1401 J.F.K Boulevard, Bid Room 170A, Philadelphia, PA 19102-1685 as it now becomes a part of the proposal.

Buyer, T. Vinson

AUTHORIZED SIGNATURE

FIRM NAME (PRINT)

DATE

Attachment
TV/mw

**QUESTIONS AND ANSWERS
DRUG SCREEN TESTING PROGRAM
BID NO.# S9-Z5541-0
NON-MANDATORY PRE-BID MEETING OF NOVEMBER 10, 2008**

Question #1

Page 3, Paragraph 1.6

Are Third Party Administrator's (TPA's) excluded from bidding on this contract? Will a Laboratory be permitted to partner with a TPA to provide the services required under this contract?

Answer:

Reference is made to Paragraph 1.14.2.6 of the invitation and Bid. The No Sub-contracting stipulation under Paragraph 1.14.2.6 refers to single source responsibility to the successful provider, and that provider will be the sole point of contact for contractual matters and all service requirements.

Question #2

Page 16, Paragraph 2.1.1

For Random selection services, there is reference within each testing group attachment of random number generation as well as random selection via lists of personnel. Which method is required?

Answer:

Eligibility is determined by group-specified parameters. The random selection algorithm assigns each eligible member a randomly generated number. Both the random number generation and random selection via lists of personnel requirements shall be utilized during the contract period.

Question #3

Page 19, Paragraph 2.3.6

Who is the Medical Review Officer for this testing?

Answer:

Medical Review Officer Information is listed as follows:

*City of Philadelphia Health Department
Dr. George Hayes Jr. – Medical Review Officer
1901 Fairmount Avenue
Philadelphia, Pa. 19130*

Question #4

Page 20, Paragraph 2.5

Please define notifications. Also, the second line of the referenced paragraph indicated “receipt of laboratory results”. Should this read “within receipt of specimen at the laboratory”?

Answer:

Notifications are defined as: reporting to the medical review officer. Notifications must be made within twenty-four (24) hours of receipt of specimen by laboratory. For positive results, it shall be forty-eight (48) hours of receipt of specimen by laboratory etc.

Question #5

Page 20, Paragraph 2.7

These documents are dated 2001 and 1993. Are these procedural documents an accurate reflection of current procedures?

Answer:

Correct.

Question #6

Page 22, Paragraph 2.14.2

What is the cost of service at Jeans Hospital?

Answer:

Vendor is responsible for coordinating and establishing service, pricing, and staff training through Jeans Hospital Business Health Service.

Question #7

Page 22, Paragraph 2.14.3

Does this mean that on-site collection services are needed during overnight hours? 2AM, 4AM? Are these scheduled? How much notification is given to the laboratory vendor to make arrangements for on-site collections?

Answer:

On-Site scheduled collections shall be required on a 24 X 7 basis for the Fire Department and other City agencies with no minimum donor stipulation. Notification between the City and the awarded vendor will typically be provided a week in advance of the scheduled On-Site Collections. Emergency Call Out on site collections (24/7) for the Fire Department and other City Departments requires less than a 60 minute response time.

Question #8

Page 37, Section 5, Pricing

This Unit price per item section includes references to Non-DOT and DOT testing and reporting. There is reference to both printer and fax.

Provision of fax machine to Medical Review Officer – Who is the Medical Review Officer? City employee, external Third Party?

Is the vendor actually required to provide a fax machine to the Medical Review Officer?

Please explain unit pricing as it relates to Hospital Service Charge. What is the hospital service charge amount?

Answer:

The awarded vendor is required to provide phone and fax machines to the following Departments:

*Health Department - Employee Medical Services Unit
Fire Department*

The Medical Review Officer.

*City of Philadelphia Health Department
Dr. George Hayes Jr. – Medical Review Officer
1901 Fairmount Avenue
Philadelphia, Pa. 19130*

The Hospital Service Charge (The Administrative Service Fee passed on to the awarded vendor by Jeanes Hospital) shall be in addition to the awarded Vendor's Unit price for each of the items listed in Section 5.2 and 5.2.1 of the Invitation and Bid.

Question #9

Pages 36 – 39, Items 5.2 and 5.2.1

The vendor interprets this to mean that the vendor bills the City of Philadelphia at the rate the vendor is charged by the hospital go for the service. Is the fee quoted for Items 5.2 and 5.2.1 the vendor's mark-up fee?

For example, the Hospital fee is \$100.00 for this service. The vendor bills the City of Philadelphia \$100.00 plus the fee that is quoted for Line Item 5.2 or 5.2.1. Is this a correct interpretation?

Answer:

Reference in made to the Response provided in Question #8 of this Addendum.

Question #10

Is SAMSHA certification a requirement for the mentioned Bid?

Answer:

Yes, the DHHS/SAMHSA certified laboratory must be within a fifty mile radius of the City of Philadelphia where both E.M.I.T. immunoassay and GC/MS confirmation testing will be performed. The laboratory must deal exclusively with drug screening services and must not be used to provide clinical urinalysis within the same facility. Specimens collected at designated locations will be couriered by the vendor to the laboratory.

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CITY OF PHILADELPHIA

Hugh Ortman
Procurement Commissioner

March 4, 2009

BID NUMBER: S9Z55410
TITLE: Drug Screen Testing Services
DEPARTMENT: Various
DATE TO OPEN: December 02, 2008 at 10:30 AM

ADDENDUM # 2

TO ALL BIDDERS:

You are hereby notified of the following changes to the above mentioned bid:

SUBJECT BID #S9Z55410, per paragraph 3.1.2, shall now open on Monday, March 16th, 2009 at 10:30 A.M.

Please sign, date and return this addendum with your bid to the Procurement Department, 1401 J.F.K Boulevard, Bid Room 170A, Philadelphia, PA 19102-1685 as it now becomes a part of the proposal.

Buyer, T. Vinson

AUTHORIZED SIGNATURE

FIRM NAME (PRINT)

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