

REQUEST FOR PROPOSAL

DRUG & ALCOHOL TESTING SERVICES



Deadline to Submit: October 2ND, 2017 at 12:00PM

REQUEST FOR PROPOSALS

Rides Mass Transit District (RMTD) invites qualified Drug & Alcohol Testing providers to submit proposals.

Rides Mass Transit District
Attn: Shanna Parmley
procure@ridesmtd.com
Phone: 618-253-8761 ext. 500323
Fax: 618-252-2754

Proposals may be sent digitally to the above email until 12:00 p.m., October 2nd, 2017. Proposals received after the aforementioned time and date will not be accepted. The right is reserved to accept any proposal or part or parts thereof or to reject any and all proposals.

Vendors will be required to comply with all applicable Equal Employment Opportunity laws and regulations. Certified Disadvantaged Business Enterprises are encouraged to participate in any procurement opportunity with RMTD. RMTD shall not discriminate on the basis of race, color, national origin, sex, or disability in the participation or performance of any resulting contract or agreement. Proposals are subject to the attached federal and state required clauses.

Rides Mass Transit District will award the contract to the proposal with the most advantageous service plan available for RMTD.

SPECIFICATIONS

Services will be required for 160-170 employees over 18 Southeastern Illinois locations ranging from Edgar County in the north, down to Pope County in the south. The contract shall commence January 1st, 2018 and remain in effect for a (1) one- year period ending December 31st, 2018 with (2) one- year renewal options.

In addition to meeting the FTA and Rides Mass Transit District standards, proposals must include the following services and complete the 3-year Drug & Alcohol Testing Bid Sheet:

- Assistance with annual oversight reports to IDOT.
- Both on-site and clinic based testing. On-site testing must be available for all RMTD locations.
- Sample anti-drug & alcohol misuse policy and paperwork with automatic updates as needed.
- Resources to assist if and/or when an employee test positive is terminated and files an unemployment claim
- Provide qualified substance abuse professionals to employees in case of refusal or a positive test.
- Technical assistance on refusals to test and reasonable suspicion determinations.
- Assistance with employees that have “shy bladders” lasting more than 3 hours, including help finding an occupational health doctor to conduct a shy bladder evaluation.
- Technical assistance on negative dilute test results, invalid results and how to direct observation test are to be conducted.
- Annual summaries stating the number and types of test performed.
- Must have knowledge of what a blind specimen is and make sure there is a sufficient amount submitted to the lab each year.
- Provide follow-up testing assistance, by providing monthly follow-up testing plans, and send notices to the employees that need testing for that month.
- Provide the MRO, Lab, Collector, BAT, and Blind Specimen Documentation with the proposal.
- Provide 24 hour a day, 7 days a week call center, or office number that is manned by a live person in the event of reasonable suspicion testing or post-accident testing is needed.

To determine if company is a certified Disadvantaged Business Enterprise please complete the DBE questionnaire form. Vendors are also required to complete the Debarment and DBE Certification forms.

RIDES MASS TRANSIT DISTRICT
2017

Proposal for the RMTD **DRUG & ALCOHOL TESTING SERVICES**

BIDDER INFORMATION:

Company Name: _____

Company Address: _____

Company Phone: _____

Company Fax: _____

Is this company a Certified Disadvantaged Business Enterprise?

____ Yes

____ No

If yes, in what state is the company certified? _____

Signature: _____

Date: _____

Print Name: _____

Disadvantaged Business Enterprise (DBE)

Certification – Non Vehicle Purchases

Policy: It is the policy of the U.S. Department of Transportation and the Illinois Department of Transportation that DBE's as defined in 49 CFR Part 23 as amended, shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with Federal and/or state funds under the agreement which results from the Purchaser's acceptance of the proposer's offer. Consequently, the DBE requirements of 49 CFR Part 23, as amended, apply to that agreement.

DBE Obligation: The bidder/contractor agrees to ensure that DBE's as defined in 49 CFR Part 23, as amended, have the maximum opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with Federal funds provided under the agreement which results from the Purchaser's acceptance of the proposer's offer. In this regard, all bidders/contractors shall take all necessary and reasonable steps in accordance with 49 CFR Part 23, as amended, to ensure that DBE's have the maximum opportunity to compete for and perform contracts. Bidders/contractors shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of Department of Transportation assisted contracts.

Signature: _____ Date: _____

Title: _____

Firm: _____

Failure to submit this form in a properly executed manner will result in the bid/proposal being found non-responsive and rejected. This certification required for all procurements except for those in which motor vehicles are being purchased.

**CERTIFICATION OF PRIMARY PARTICIPANT REGARDING
DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS**

The Primary Participant, _____ (major third part Bidder), certifies to the best of its knowledge and belief, that it and its principals:

- A. Are not presently debarred, suspended, proposed for Debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- B. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or Local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- C. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or Local) with commission of any of the offenses enumerated in paragraph B of this certification; and
- D. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or Local) terminated for cause or default.

(If the Primary participant is unable to certify to any of the statements in this certification, the participant shall attach an explanation to this certification.)

The primary participant, _____, certifies or affirms the truthfulness and accuracy of the contents of the statements submitted on or with this certification and understands that the provisions of 31 U.S.C. Sections 3801 *et seq.* are applicable thereto.

Signature and Title of Authorized Official

The undersigned chief legal counsel for the _____ hereby certifies that the _____ has authority under state and local law to comply with the subject assurances and the certification above has been legally made.

Signature of the Applicant's Attorney

Date