



Cherokee County Board of Commissioners
Purchasing Department
1130 Bluffs Parkway, Canton, GA 30114
Phone: (678) 493-6000
Fax: (678) 493-6035

REQUEST FOR PROPOSALS

RFP# 2023-015 Drug Lab Analyzer / Reagent

THE PROJECT: The Cherokee County Board of Commissioners Purchasing Department (County) is requesting competitive sealed **proposals** in support of a drug lab solution that includes an analyzer and other necessary equipment as well as reagents necessary to test for drug and alcohol utilization located at 90 North Street, Canton, GA. 30114 Historic Courthouse, meeting the specifications and as described herein.

There **will** be a mandatory meeting to review the requirements. The meeting will be held at the proposed work site and will include walking the area.

All times in the solicitation are local times to Cherokee County, Georgia in the Eastern Time Zone.

This Request for Opportunity Description is one of two documents making up this solicitation. The second document is Cherokee County Standard Solicitation Terms and Conditions, which contains all the standard forms potentially required to accompany a submission. Both of these documents together constitute the entire solicitation at the time of issuance.

The County reserves the right to reject any or all bids/proposals, to waive technicalities and to make a selection and final award as deemed to be in the best interest of the County, including using any form of contract it deems most advantageous to the County.

SCHEDULE:

Issued	February 20, 2023
Mandatory Site Meeting*	February 28, 2023 at 10:30 AM
Questions Due	March 7, 2023 by 4:00 PM
Answers Due	March 10, 2023
Bids/Proposals Due	March 21, 2023 at 10:00 AM
Anticipated Award Date	April 18, 2023

THE EXPECTED PERIOD OF PERFORMANCE:

The base period of performance is broken down into two areas; Physical Delivery of Product(s) and Service Delivery. This is a function of the Statement of Work (SOW) and/or specification and reflects if there is physical item or items to be delivered and / or delivery of services. An X in the box corresponding to item 1 below, Physical Delivery indicates a physical item or items are to be delivered and an X in the 2. Delivery of Services indicates that Services are to be performed. Either or both may apply to the work contemplated by this solicitation.

Additionally, should there be an X in the box corresponding item 3. Option Grant, then the County requests the right to extend the period of performance beyond the Base Rate as specified.

1. ☐ NO PHYSICAL ITEMS/GOODS ☒ PHYSICAL DELIVERY OF ITEMS/GOODS REQUIRED:

For Physical Delivery solicitations, the period of performance for an award shall begin with either the placement of Purchase Order or the date indicated on the Agreement. All items to be delivered are to be FOB Cherokee County at the address indicated in the solicitation. Performance shall be complete upon final acceptance by the County. Time is of the essence for the delivery of each item specified. Warranty requested as below:

☒ Warranty Term Requested: 5 years

2. ☐ NO SERVICES REQUIRED ☒ PERFORMANCE OF SERVICES:

For Performance of Services solicitations, the period of performance shall begin with the placement of either a Purchase Order or the date of the Agreement unless the Agreement, the SOW or the Solicitation Terms indicate that performance shall begin upon the issuance of a Notice to Proceed (NTP), in which case the NTP would represent the beginning of performance. Term of services requested are as below:

Services Term:

- ☐ One Year
☐ Two Years
☒ Three Years
☒ Other: With County option to renew for an additional two, one-year terms

3. ☐ OPTION GRANT:

This solicitation contains requested options; please see Statement of Work for details.

SUBMITTAL INSTRUCTIONS:

Interested Bidders/Proposers should carefully review the requirements defined herein and provide complete and accurate submissions that should include the following items (**only items indicated with an “X” in the corresponding boxes are required for this solicitation**):

- ☒ Information and Addenda Acknowledgement Form (Appendix A)
- ☒ Non-Influence and Non-Collusion Affidavit (Appendix B)
- ☒ E-Verify Affidavit (Appendix C)
- ☒ References* (Appendix D)
- ☒ Acceptance of County' Standard Agreement**, as below: (Appendix E)
 - ☒ Professional Services Agreement (Sample provided)
 - ☐ Construction Services Agreement (Sample Provided)
 - ☐ Other:
- ☒ Suspension, Debarment and Litigation Affidavit (Appendix F)
- ☐ SAM registration is required (Appendix F)
- ☐ Contractor's License Certification (Appendix G)
- ☐ Bonds Requirements **if the price bid > \$100K**
 - ☐ Ability to Provide Performance, Labor & Matl. Payment Bond (Appendix H)
 - ☐ Bid Bond (See Appendix I)
- ☒ Evidence of/ability to provide Insurance at the limits identified herein,***
- ☒ Certifications, Licenses or Registrations as required by law and/or as requested
- ☐ Pricing on Proposer's Company Letterhead
- ☒ Pricing on included Pricing Form
- ☐ Contractor's Qualifications Statement (Appendix J)
- ☐ Added Terms to Construction Service Agreement (Attachment)
- ☐ Substitutions Proposed: See Instructions Standard Solicitation Terms****, Item 9
- ☒ Any other requirements as requested under the scope of work

Notes:

*The County reserves the right to contact not only those references provided, but may also use previous performance for the County, other contacts it identifies and other sources of information believed to be viable to evaluate capability, viability and performance.

**If Acceptance of County's Standard Agreement is checked, all work/items defined herein are to be quoted according to these requirements. Copies of these agreements can be located at the County's Procurement web page.

***Insurance levels requested are those identified in the County's Standard Agreement, section "I."

****Standard Solicitation Terms Refer to Cherokee County Standard Solicitation Terms and Conditions

EVALUATION CRITERIA:

Bids/Proposals that contain options or additive work above and beyond the base bid will be evaluated financially according to the criteria described in the solicitation. However, should the use of options or additive work proposed exceed the County budget, the County retains its rights to address such situations as described in its Standard Terms For Bid and Proposal Solicitation as well as the right to award based on the base bid only or the base bid plus quoted additive work that is within its budget.

☐ Bids determined to be Responsive and Responsible will be ranked based Bid Form Criteria.

OR

☒ Proposals determined to be Responsive and Responsible will be evaluated on the following criteria:

Evaluation Process

1. ***Meets Minimum Requirements Category.*** This will be a Yes/No response by the Evaluation Team. Please refer to section 7.2.1 of the Statement of Work.

2. ***SCORED Category.***

40%	Expected Total Price for Assay Usage
40%	Assay Technical Performance
10%	Business Considerations
10%	Training & Service
100%	TOTAL

References may be contacted should the evaluation team deem them necessary.

Proposals will be scored on the above evaluation criteria. Failure to provide information necessary to evaluate proposal, may result in a lower scoring proposal.

The County reserves the right to reject the bid of any vendor who has previously failed to perform properly or complete on time contracts of a similar nature, or who upon investigation shows is not in a position to perform the contract.

HOW AND WHERE TO SUBMIT BIDS AND PROPOSALS:

The County has two methods for receiving bids and proposals that are mutually exclusive; either electronically or by physical receipt. The box with the "X" below indicates how and where bids or proposals are to be submitted. The County will NOT accept proposals by fax, or e-mail unless authorized, in writing, by the Procurement Director. The solicitation submission deadline will be strictly enforced; no late bids/proposals will be accepted for any reason, please plan accordingly.

A. Electronic Submissions Only:

☒ Bids and Proposals are to be submitted electronically ONLY to BidNet Direct. Physical copies are not to be submitted unless approved in advance by the Purchasing Director.

Proposals and all requested documentation to be provided electronically should in the Adobe Portable Document Format (PDF) as ONE file unless otherwise indicated in these solicitation instructions. Documents provided in response to this solicitation are to be named according to the following naming convention:

- a. [Solicitation Number]_[Vendor Name]_[Document Type]
Example: "2017-111_ABC Company_Proposal"

QUESTIONS/ADDENDA:

Only written inquiries will be permitted during the solicitation period. **Questions are to be submitted via BidNet Direct** for this solicitation no later than the date and time indicated in the Schedule, as may be amended. Answers will be posted via formal Addendum and only released as part of the solicitation documents on BidNet Direct. All interested parties are instructed to monitor BidNet Direct on a regular basis throughout the solicitation period. The final date for posting of Addenda is per the Schedule, as may be amended.

STATEMENT OF WORK AND / OR SPECIFICATION LOCATED ON THE NEXT PAGE

STATEMENT OF WORK AND / OR SPECIFICATION:**SCOPE OF WORK:**

1. The Cherokee County Drug Screening Lab is an onsite lab that services the clients of many agencies throughout Cherokee County; primarily the courts located within the Justice Center in Canton, Georgia. In Fiscal Year 2022, the Drug Lab performed 20,687 tests, with a total assay use of 219,847.
2. Any contract awarded as a result of proposals submitted under this RFP shall extend from the date of award for a period of 36 full months with the possibility to extend on an annual basis an additional two (1) year terms at Cherokee County's option, subject to acceptable performance: both confirmability of the tests and all the performance of all other services and duties described herein.
3. The County is issuing this RFP to purchase from a single supplier all assays required to support the County's drug detection lab requirements. In order to be able to utilize these assays, the selected Vendor shall provide all necessary equipment to support the laboratory operations. The County is utilizing a Vendor owned V-Twin analyzer that will be returned to the Vendor upon award of this solicitation. Since the V-Twin analyzer is no longer available the County is looking for an analyzer of comparable quality and performance, including all necessary equipment and software needed to operate the device.
4. In addition to the analyzer, the County needs the following equipment:
 - 4.1 (1) Millipore Water Filtration System (if required)
 - 4.2 (10) Sample Racks
 - 4.3 (5) Test Tube Trays
 - 4.4 (2) Quality and Controls Calibrator Racks

Note: The County already has a Back-up Generator.
The location where the analyzer is to be installed doesn't have plumbing (no water supply or drainage).
5. Brand names have been listed as part of the specifications in order to establish a desired level of quality and performance. Alternate brands of comparable quality are encouraged for submission and consideration provided the manufacturer and model number are clearly indicated on the *PRICING FORM* and the assays designed to run on this equipment produces similar confirmability. The County recognizes that minor differences in features and specifications may exist between different equipment manufactures. The County will consider alternate manufactures provided the model proposed is functionally comparable to the specified model. The County will be the sole judge in determining if alternate items are functionally comparable to those being specified.
6. For all alternative items proposed, please include a color paragraph, color catalog page and/or other descriptive literature, including equipment model, original year of manufacture, and complete performance and operational specifications, with your submittal. The vendor shall also provide

comparison of the key technical features between the alternate model(s) and the ones specified herein. In addition to the comparison, please provide answers to the following questions if quoting an alternative analyzer.

- 6.1 What is the capacity of specimens that can be run during each cycle?
- 6.2 How much time does the proposed analyzer require to complete a test cycle and how many cycles can be run each hour?
- 6.3 Please indicate what is considered user routine maintenance and how often it is required. Be sure to include the cost of any components that need to be replaced. Also indicate the expected operating life of the unit based on the number of duty cycles.
- 6.4 Does the analyzer have a STAT interruption capability?
- 6.5 Does the analyzer have an internal barcode scanner in order to designate the test and individual specimen ID that is being tested? If not, how is the process managed?

7. Technology and Equipment

7.1 In operating, the analyzer shall provide to the Drug Lab and the Drug Lab shall have the right use the following software and the equipment to operate the software, or other comparable platforms. Any information input and/or stored in system, program or platform utilized within this agreement shall be considered confidential and remain the sole property of the Cherokee County Government.

7.2 Laboratory information Management Systems (LIMS)

7.2.1 The Drug Lab currently utilizes the Wintox LIMS and would prefer to upgrade this system or a comparable system, with all of the same standard operating functions. Alternate LIMS may be proposed with complete descriptions of functionality, resources required to operate, and complete training are provided. The County shall determine if the proposed LIMS is adequate both in functionality and in productivity. The system shall be able to send password protected log-ins when disclosing test results to requesting parties. The system must be able to generate and print Chain of Custody Forms and there must be a set-up for an intervention zone, for those specimens who show some usage but not enough for a positive result. The system shall have the ability to allow for multiple collection locations. The system shall have the ability to provide financial statements and data for accounting purposes; be able to connect with the current Case Management System which is Five Point Solutions, Case Worx Release number 3.1.1611.108; and, ability to export and transmit test result data to Cherokee County Probation Services. Exported data must be in Comma Separated Value (CSV) format and include the Reference, Test Date, and Test Results.

7.3 The following equipment shall be included with the LIMS:

- a. (2) Work Stations with Power back-ups
- b. (1) Server and Server UPS or Cloud Based
- c. (1) ID Card Printer with minimum 200 cards or more and two (2) ink cartridges (include subsequent order pricing for additional cards and cartridges) – Never been used but potential exists.
- d. (1) ID Card Scanner
- e. (2) Thermal Barcode Printers – Need more, 1 broken
- f. (1) Network Printer

- g. Printed Chain of Custody forms with a minimum of three (3) removable labels for in-field specimen testing
 - h. (1) iPad for Web-based Access for the LIMS system as the analyzer is processing tests.
 - i. Chain of Custody Scanning.
 - j. Facial recognition is preferred
 - k. Credit Card communication
 - l. Random Selection Software with call in feature.
- 7.4 The Drug Lab prefers that the following be included in the agreement but they are not required. Please note whether the proposal shall include the following.
- a. (3) Barcode Readers for the front desk computer, analyzer, and back computer in order to track the individuals creating the Chain of Custody, running test through the analyzer and processing, and sending off results.
 - b. Ability to create more barcodes as individuals are introduced to the team, either on-site or via subsequent orders.
- 7.5 The following consumable goods shall be included in the agreement. Items marked with an * must be included in Assay cost.
- 7.5.1 If Vendor is unable to include all items, provide a list of items that shall be included in the agreement.
 - 7.5.2 In the event Vendor has access to the consumable goods, but cannot include them on the agreement, provide a list of separate pricing for each of them.
 - a. Controls and Calibration* (include shelf life)
 - b. Detergents/ Wash Solutions *
 - c. Pipettes*
 - d. Test Tubes*
 - e. Bottles*
 - f. Specimen Collections Containers (shall include a biohazard bag, temperature labels, and absorbent materials inside biohazard bag)
 - g. Adulteration Strips
 - h. Thermal Labels for Barcode printing
 - i. Collection Cups
8. Warranties, Maintenance and Service
- 8.1 Vendor warrants the results will meet the requirements, which is of the essence of this requirement and that failure to do so will result in early termination without penalty of change to the County. All Vendor owned equipment shall be subjected to an appropriate Vendor paid maintenance and service program and be provided on the following items. Vendor shall include the following to show capabilities regarding warranties, maintenance and service:
- 8.1.1 Location of closest service facility (to provide service to County)
 - 8.1.2 Average service response times during business hours
 - 8.1.3 Sample warranties and maintenance agreements for equipment
 - 8.1.4 listed below, including all terms and conditions.
- 8.2 If replacement parts for the items are not included in warranties and/or maintenance agreements, pricing must be listed separately.
- a. V-Twin analyzer

- b. (2) Workstations
- c. Server
- d. Back-Up power supplies (analyzer and work station)
- e. Milli Water Filtration System
- f. Network Printer
- g. (2) Thermal Barcode Printers
- h. ID Card Printer
- i. ID Card Scanner
- j. LIMS (Current software is out of date and incompatible with Windows IOS operating system)
- k. Barcode Scanners and Software

9. Training, Installation, and Service

9.1 Vendor shall include all costs for delivery, installation, and training (including, but not limited to, travel, lodging, and per diem expenses) in assay pricing. For additional training purposes, Vendor shall provide a training/ operating manual in CD/DVD or hard copy format.

10. Assays

10.1 This is an assay purchase agreement. The following assays shall be available for purchase from the selected Vendor. Vendor shall provide a list of available assays detailing shelf life, volume, and number of tests that can be run for each assay. Group 1 includes assays currently used by the Drug Lab. Group 2 includes assays not frequently used by the Drug Lab. The Drug Lab would like to have access to these assays in order to address changes in trends of utilization with the Lab's service population. Vendor shall also include, in Group 2, any assays not listed but available to the Vendor and, in turn, the County shall have access to if needed. Groups listed below shall have corresponding groups on Cost Proposal Form.

10.2 Group 1

- a. Amphetamine
- b. Buprenorphine
- c. Methadone
- d. Oxycodone
- e. Oxidant
- f. PH
- g. Benzodiazepine
- h. Barbiturate
- i. Cannabinoid (THC) (Calibrators cut off must be 20mg/ml)
- j. Cocaine Metabolite
- k. ETG (Alcohol) (Calibrators cut off must be 500mg/ml)
- l. Opiate
- m. Creatinine
- n. Specific Gravity (with positive Creatinine)

10.3 Group 2

- a. Adulterants
- b. Ecstasy (MDMA)
- c. Phencyclidine
- d. Tramadol
- e. 6-Acetylmorphine
- f. Ketamine
- g. Synthetic Cannabinoids
- h. LSD
- i. Fentanyl

NOTE: In your response to this solicitation Please demonstrate what sets your solution, service, support, etc. apart from the competition.

END OF STATEMENT OF WORK/SPECIFICATION

RFP# 2023-015 DRUG LAB ANALYZER / REAGENT*PRICING FORM*

Manufacturer: _____

Model #: _____

Price: _____

Group 1					
Lead-time (weeks)	Shelf Life	Special Handling	Price	UOM	Item
					Amphetamine
					Buprenorphine
					Methadone
					Oxycodone
					Oxidant
					PH
					Benzodiazepine
					Barbiturate
					Cannabinoid (THC)
					Cocaine Metabolite
					ETG (Alcohol)
					Opiate
					Creatinine
					Specific Gravity

MAINTENANCE AND SUPPLIES

Please list the cost and provide a description for items that are of a maintenance nature that are not covered under the warranty of the items listed.

Also, please list the cost and provide a description for items that are used in the process that must be purchased separately.

V-Twin analyzer (or equivalent)

\$ _____	_____
\$ _____	_____
\$ _____	_____

(2) Workstations

\$ _____	_____
\$ _____	_____

Server

\$ _____	_____
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Back-Up Power Supplies (Analyzer and Work Stations)

\$ _____	_____
\$ _____	_____

Millipore Water Filtration System

\$ _____	_____
\$ _____	_____
\$ _____	_____

Network Printer

\$ _____	_____
\$ _____	_____

(2) Thermal Barcode Printers

\$ _____

\$ _____

ID Card Printer

\$ _____

\$ _____

ID Card Scanner

\$ _____

\$ _____

LIMS

\$ _____

\$ _____

Barcode Scanners and Software

\$ _____

\$ _____
