

**Guilford County Schools**  
**Specifications for Drug and Alcohol Testing**  
**RFQ # 5551**  
**June, 2013**

Guilford County Schools (GCS) is soliciting proposals for Drug and Alcohol Testing services for its employees and prospective employees as required by the US and NC Departments of Transportation (DOT), Federal Motor Carrier Safety Administration (FMCSA) and GCS Board of Education.

1. The Guilford County Schools (GCS) will be accepting proposals for providing Drug and Alcohol Testing Services until **10:00am on Thursday, June 20, 2013**, at the District's Purchasing Office. **Please submit two copies of your proposal.** There will not be a public opening.
2. The contract for Drug and Alcohol Testing services will begin on or about JULY 1, 2013, and end on JUNE 30, 2016, with the option to renew the contract for two additional one-year periods if satisfactory to both parties. The GCS will accept price increases for laboratory/Medical Review Officer (MRO) services only when such increase is beyond the control of the contractor. Price increases will be allowed only at the time of contract renewal. Contractor will be required to submit invoices from laboratory /MRO providers to justify price increases.
3. The annual requirements for drug/alcohol testing are approximately:
  - a. 625 DOT Random Drug
  - b. 100 Non-DOT Random Drug (split specimen)
  - c. 120 DOT Random Alcohol
  - d. 150 DOT Pre-Employment Drug
  - e. 85 Non-DOT Post Accident Drug
  - f. 5 Reasonable Cause Drug
  - g. 5 Reasonable Cause Alcohol
4. Contractor is responsible to conduct all aspects of collection of specimen samples for random, pre-employment, post-accident, reasonable cause, return-to-duty and follow-up tests in accordance with US and North Carolina Departments of Transportation (DOT) and Federal Motor Carrier Safety Administration (FMCSA) required drug and/or alcohol testing regulations.
5. Contractor shall ensure that employees trained in the proper collection procedures as provided by DOT regulations conduct all aspects of collection/disposition of the specimen samples for the tests named in paragraph 3 above.
6. Contractor shall provide documentation to show that all collected specimen samples have been secured by the proper chain-of-custody procedures and have been shipped to the testing laboratory via a timely method, but not slower than overnight express service.

7. As required by DOT and FMCSA regulations, Contractor shall assure testing of specimen samples be conducted by a laboratory that is certified by the Health and Human Services under the National Laboratory Certification Program (NLCP). Substance Abuse and Mental Health Services Administration (SAMHSA) as required by DOT regulations.

Provide name and address of laboratory Contractor proposes to use for testing specimens.

8. Contractor shall provide laboratory testing for the current required DOT Panel. In addition, non-DOT testing shall be provided upon request.
9. Contractor shall secure the services of a qualified licensed physician to serve as the Medical Review Officer (MRO) for DOT required testing. The MRO's services shall include receipt of guidelines and applicable state and/or federal regulations, including but not limited to evaluation of medical records, medical history or any other relevant factors, consideration of relevant biomedical factors and interviews of individuals who test positive for drug use, to assess the reliability of the test results. MRO services shall also be provided for non-DOT drug testing when a positive test occurs.
10. An Evidential Breath Testing (EBT) device, with printer, shall be used for breath alcohol screening.
11. The GCS Director of Transportation is assigned overall program management responsibility for this program and will appoint (by position description) the Assistant Director of Transportation as the Designated Employer Representative (DER) for this contract. In the event of the temporary absence of the DER, the GCS Director of Transportation will notify the contractor in writing via fax, the name, social security number, job title and period of service for the interim DER. DER duties are to:
  - a. Initially, report to the collection site to set up and coordinate the collection procedures with the site administrator and/or his/her staff
  - b. Ensure the names and social security numbers of the randomly selected participants have been properly notified by the site administrator
  - c. Inform the contractor notification has been made to site administrator(s)
  - d. Coordinate testing results with Human Resources Department as necessary
12. Contractor shall, for DOT testing, provide quarterly, semi-annual and annual drug/alcohol testing summary reports as required by DOT regulations to the DER. The MRO shall retain all drug testing records in conformance with state law and/or federal regulations. Summary reports shall also be provided for Non-DOT collections.
13. Contractor shall periodically generate from a list of eligible employees provided by the DER, lists of employees who shall be subject to random drug and/or alcohol testing.

Contractor must utilize currently acceptable methodology for random generation as approved by DOT regulations. The number of such employees (hereafter referred to as “participants”) to be identified for random testing and the frequency of which a random list is to be generated will be decided by the DER, in accordance with DOT regulations.

Provide proposed method for selecting random participants to be subjected to random drug and alcohol screening.

14. When initial site set-up and notification duties have been completed and the collection process has begun, the DER and the host department zone transportation supervisor (ZTS) will remain on-site to maintain participant compliance and oversee participants during the collection process. The DER may appoint the ZTS to oversee the collection process if unable to fulfill the duty or is required to attend to other duties.
15. Contractor will be notified of the time participant was instructed to report to the collection site. If, after one hour, the participant has not reported to the collection site, Contractor shall notify the DER. If a participant fails to provide an adequate specimen and is placed on the “shy bladder” process, after two hours, the Contractor shall notify the DER if the participant has not provided an adequate specimen.
16. With minimal assistance from the DER to notify participants and assure compliance with DOT regulations as to the number of participants who are subjected to random drug/alcohol screening, the Contractor shall provide:
  - a. Adequate staff necessary to complete specimen collections and alcohol screenings at the designated collection site
  - b. Testing materials/supplies needed for collections
  - c. Written documentation stating potential ramifications to participants who report for testing but attempt to leave without completing the testing process
17. Contractor shall provide a local or toll-free telephone number for the convenience of the GCS, its employees, applicants or their health care providers for the purposes of communicating with the Contractor.
18. Contractor shall provide, upon request, documentation of results and procedures for judicial or quasi-judicial proceedings (worker’s compensation, unemployment hearings, etc.).
19. Contractor shall provide 24-hour emergency, post-accident and reasonable suspicion drug and alcohol testing, as necessary. Contractor must have a local (within Guilford County) facility available 24 hours per day, seven days per week for this purpose.
20. Contractor must have affiliate arrangements for out of county and out of state testing. The out of state affiliate must include, but is not limited to, adjoining states.
21. Contractor shall provide administrator/supervisor training and copies of materials for duplications purposes, for GCS supervisors for all specified tests.
22. Contractor shall provide all supplies/materials necessary to accomplish drug and alcohol testing, training and record-keeping.

23. Contractor must provide proof of current certification for DOT specimen collectors and DOT Breath-Alcohol Technicians (BAT) as an addendum to their proposal.
24. At no additional cost to GCS, Contractor shall, annually, provide training to supervisors on recognizing signs of drug/alcohol abuse and the procedures that must be followed regarding participant notification and reporting to the collection site.
25. Contractor shall provide a copy of instructions given to participants regarding the specimen collection and breath-alcohol screening process.
26. Contractor shall provide a written procedure for “shy bladder” as an addendum to their proposal.
27. Contractor shall provide a sample Collector Checklist for Specimen Collector Training as an addendum to their proposal.
28. Contractor shall provide the name, address and phone number of five (5) companies for whom Contractor performs drug and alcohol screening.
29. If accredited or recognized by any industry-related group, Contractor shall provide copy of supporting documentation.

GCS on-site collection locations include, but are not limited to:

Academy at HP Central	700 Chestnut St	High Point	27262
Andrews High School	1920 McGuinn Dr	High Point	27265
Dudley High School	1200 Lincoln St	Greensboro	27401
Eastern High School	415 Peeden Dr	Gibsonville	27249
GCS School Bus Garage	131 Franklin Blvd	Greensboro	27401
GCS Maintenance Department	3920 Naco Rd	Greensboro	27401
Grimsley High School	801 Westover Terrace	Greensboro	27408
Northeast High School	6700 McLeansville Rd	McLeansville	27301
Northern High School	7101 Spencer Dixon Rd	Greensboro	27455
Northwest High School	5240 Northwest School Rd	Greensboro	27409
Page High School	201 Alma Pinnix Dr	Greensboro	27405
Ragsdale High School	1000 Lucy Ragsdale Dr	Jamestown	27282
Smith High School	2407 S Holden Rd	Greensboro	27407
Southeast High School	4530 Southeast School Rd	Greensboro	27406
Southern High School	5700 Drake Rd	Greensboro	27406
Southwest High School	4364 Barrow Rd	High Point	27265
Western High School	409 Friendway Rd	Greensboro	27410

Moses Cone Hospital

Wesley Long Hospital

High Point Regional Hospital

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**BID FORM**

Per attached Instructions to Bidders and Specifications, vendors to supply all labor, supervision, materials and equipment to provide Employee Drug and Alcohol Testing Services to the Guilford County Schools.

FEE SCHEDULE

Drug Testing Fee	\$ _____
Alcohol Testing Fee	\$ _____
Lab-Site Collection Fee	\$ _____
On-Site Collection Fee	\$ _____
Medical Review Officer Services	\$ _____
Miscellaneous Fees	\$ _____

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Federal Tax ID

\_\_\_\_\_  
Signature and Title of Authorized Representative

\_\_\_\_\_  
NC Sales & Use Tax Registration Number

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**Additional Information to Be Submitted with your Quote:**

**Company Name:** \_\_\_\_\_

If your company is accredited by the Drug and Alcohol Testing Industry Association (DATIA), please provide a copy of the certification.

What laboratory do you propose to use for testing specimens?

What method will be used for selecting random lists of employees for random drug screening?

Please provide a copy of the instructions given to participants regarding the specimen collection and breath-alcohol screening process.