



# Request for Quote

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS  
ONE CAPITOL HILL  
PROVIDENCE RI 02908

**CREATION DATE :** 27-FEB-19  
**BID NUMBER:** 7598659  
**TITLE:** COURIER SERVICE TO TRANSPORT  
KITS/SPECIMENS DURING  
OUTBREAKS/INVESTIGATIONS-DOH  
  
**BLANKET START :** 01-APR-19  
**BLANKET END :** 31-MAR-22  
**BID CLOSING DATE AND TIME:**25-MAR-2019 10:30:00

**BUYER:** McGurn, Cheryl A  
**PHONE #:** 401-574-8130

**B**  
**I**  
**L**  
**L**  
**L**  
**T**  
**O**  
DOA CONTROLLER  
ONE CAPITOL HILL, 4TH FLOOR  
SMITH ST  
PROVIDENCE, RI 02908  
US

**S**  
**H**  
**I**  
**P**  
**T**  
**O**  
DOH CENTRAL MANAGEMENT  
THREE CAPITOL HILL, ROOM 407  
SMITH ST  
PROVIDENCE, RI 02908  
US

**Requisition Number:** 1598487  
**Note to Bidders:** REQUIREMENTS: 4/1/2019 - 3/31/2022

PER THE ATTACHED REQUIREMENTS

QUESTIONS CONCERNING THIS SOLICITATION MUST BE EMAILED AND RECEIVED BY THE DIVISION OF PURCHASES AT CHERYL.MCGURN@PURCHASING.RI.GOV NO LATER THAN MARCH 15, 2019 @ 3:00 PM IN A MICROSOFT WORD ATTACHMENT WITH THE CORRESPONDING SOLICITATION NUMBER. QUESTIONS, IF ANY, AND RESPONSES WILL BE POSTED ON THE DIVISION OF PURCHASES WEBSITE AT WWW.PURCHASING.RI.GOV.

Line	Description	Quantity	Unit	Unit Price	Total
1	4/1/2019 - 3/31/2022 ON-DEMAND PICK UP OF SPECIMEN COLLECTION KITS FROM THE RI STATE HEALTH LABORATORIES AND IMMEDIATE FROP OFF AT ANY LOCATIONS THROUGHOUT THE STATE - 50 PER YEAR - PER THE ATTACHED SPECIFICATIONS	50.00	Each		
2	4/1/2019 - 3/31/2022 ON-DEMAND PICK UP OF CLINICAL SPECIMENS FROM ANY LOCATION THROUGHOUT THE STATE AND IMMEDIATE DROP OFF A THE RI STATE HEALTH LABORATORIES - 50 PER YEAR - PER THE ATTACHED SPECIFICATIONS	50.00	Each		
3	4/1/2019 - 3/31/2022 ON-DEMAND PICK UP OF CLINICAL SPECIMENS FROM ANY LOCATION THROUGHOUT THE STATE AND IMMEDIATE DROP OFF AT THE MA STATE HEALTH LABORATORIES - 50 PER YEAR - PE RTHE ATTACHED SPECIFICATIONS	50.00	Each		
4	4/1/2019 - 3/31/2022 ON DEMAND PICK UP OF ANIMAL SPECIMENS FOR RABIES TESTING FROM ANY LOCATION THROUGHOUT THE STTAE AND MMEDIATE DROP OFF AT THE RI STATE HEALTH LABORATORIES - 50 PER YEAR - PER THE ATTACHED SPECIFICATIONS	50.00	Each		

Delivery: \_\_\_\_\_

Terms of Payment: \_\_\_\_\_

It is the Vendor's responsibility to check and download any and all addenda from the RIVIP. This offer may not be considered unless a signed RIVIP generated Bidder Certification Cover Form is attached and the Unit Price column is completed. The signed Certification Cover Form must be attached to the front of the offer



**STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS**

**Department of Administration**

**DIVISION OF PURCHASES**

One Capitol Hill, 2<sup>nd</sup> floor  
Providence, RI 02908-5855

TEL: (401) 574-8100

FAX: (401) 574-8387

TDD: (401) 574-8228

Website: [www.purchasing.ri.gov](http://www.purchasing.ri.gov)

**Bid 7598659**

**Department of Health**

**Courier Service to Transport Specimen Kits and Specimens During Outbreaks/Infectious Disease**

**On demand pick up of empty specimen collection kits from the RI State Health Lab and drop off at any location throughout the state (most likely a residence but could be work address).**

**On demand pick up of specimens from any location throughout the state (likely a residence, but could be a work address or facility) and drop off at the RI State Health Lab.**

**24-hour service, occasionally a need for after hours services, especially during an emergency.**

**Background**

The Center for Acute Infectious Disease Epidemiology (CAIDE) at the RI Department of Health (RIDOH) routinely investigates outbreaks and cases of infectious diseases where specimens need to be collected in a timely manner. Often a healthcare provider or an ill person does not have the necessary specimen collection kit on hand, nor the capacity to pick up and/or drop off the kit at the RI State Health Laboratories. CAIDE is seeking a courier to assist with the transport of specimen collection kits and clinical specimens (e.g. blood, feces, swabs, animal heads) to and from the laboratory during outbreak investigations and other unusual circumstances needing an immediate response.

**Request for Quote for the Following Services**

1. 24-7 statewide courier service for on-demand pick up of specimen collection kits from the RI State Health Laboratories and immediate drop off at any locations throughout the state. Quantity: 50 per year
2. 24-7 statewide courier service for on-demand pick up of clinical specimens from any location throughout the state and immediate drop off at the RI State Health Laboratories. Quantity: 50 per year
3. 24-7 statewide courier service for on-demand pick up of clinical specimens from any location throughout the state and immediate drop off at the MA State Health Laboratories. Quantity: 50 per year
4. 24-7 statewide courier service for on-demand pick up of animal specimens for rabies testing from any location throughout the state and immediate drop off at the

**RI State Health Laboratories. Quantity: 50 per year**

**Courier Service Guidance**

On-demand statewide courier service is needed to deliver specimen collection kits and to pick-up and deliver clinical specimen to the RI State Health Laboratories, located at 50 Orms Street, Providence, RI 02904 or occasionally to the MA State Health Laboratory, 305 South Street, Jamaica Plain, MA 02130-3597. This service would be needed in urgent situations. Pick-up time would need to be within two hours of notification.

Specimens must be transported in an insulated cooler to maintain specimen temperature and integrity during transit. Ideal specimen transport temperature is 35-50° F. Specimens are packaged with an ice pack. Temperature within the cooler during transit should not exceed 75°F or fall below 32°F. Coolers are to be equipped with a functional thermometer to monitor temperature.

The selected vendor shall ensure full compliance with Department of Transportation regulations for the transport of Biological Substances Category B (UN 3373) and appropriate training of couriers (ex: bloodborne pathogen training). The vendor shall submit documentation of such training with the RFQ application and shall submit documentation of the training renewal to the State Health Laboratories upon request.

Note: In accordance with the Rhode Island Department of Health Confidentiality Policy and RIGL 38-2, CAIDE and the RI State Health Laboratories recognize an individual's right to privacy and to the confidentiality of personal identifiable information. All persons (including vendors, contractors, temporary staff, etc.) who have access to RI State Health Laboratories records, whether printed, electronic or other, have a legal obligation to keep confidential all information not deemed to be public. The vendor agrees to abide by this policy set forth by the RI Department of Health.

**NOTE TO VENDORS: Applicants must register online at the Rhode Island Division of Purchases website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov). Proposals received without the completed RIVIP Bidder Certification Cover Form attached, may result in disqualification**

**Contract Terms and Conditions**

**Table of Contents**

Terms and Conditions.....VIII  
    BID STANDARD TERMS AND CONDITIONS .....VIII  
        TERMS AND CONDITIONS FOR THIS BID .....VIII  
        RIVIP INFO - BID SUBMISSION REQUIREMENTS .....VIII  
        AWARD .....VIII  
        DELIVERY PER AGENCY .....VIII  
        MULTI YEAR AWARD .....VIII  
        INSURANCE REQUIREMENTS .....IX  
        LICENSE REQUIREMENTS .....IX  
        TERMS AND CONDITIONS OF PRICING AGREEMENT .....IX

**Terms and Conditions**

**BID STANDARD TERMS AND CONDITIONS**

**TERMS AND CONDITIONS FOR THIS BID**

**RIVIP INFO - BID SUBMISSION REQUIREMENTS**

It is the vendor's responsibility to check and download any and all addenda from the RIVIP. This offer may not be considered unless a signed RIVIP generated Bidder Certification Cover Form is attached and the Unit Price column is completed. The signed Certification Cover Form should be attached to the front of the offer. Each bid proposal must be submitted in a separate sealed envelope with the bidder's name and address and the specific "Solicitation Number," "Solicitation Title," and the "Bid Proposal Submission Deadline" marked in the upper left-hand corner of the envelope.

The bid proposal must be delivered (via mail, messenger service, or personal delivery) to the Division of Purchases and date-stamped/receipted by the date and time specified for the bid proposal submission deadline. Bidders should mail bid proposals sufficiently in advance of the bid proposal submission deadline to ensure timely delivery to the Division of Purchases or, when delivering a bid proposal in person or by messenger, should allow additional time for parking and clearance through security checkpoints. Bid proposals must be addressed to:

Rhode Island Department of Administration  
Division of Purchases, 2nd Floor  
One Capitol Hill, Providence, RI 02908-5855

Bid proposals that are not received by the Division of Purchases by the bid proposal submission deadline for whatever reason will be deemed late and will not be considered. The submission time will be determined by the time clock in the Division of Purchases. Postmarks will not be considered proof of timely submission.

Bid proposals in electronic format are not accepted at this time.

At the bid proposal submission deadline, bid proposals will be opened and read aloud in public.

**DIVESTITURE OF INVESTMENTS IN IRAN REQUIREMENT:**

No vendor engaged in investment activities in Iran as described in R.I. Gen. Laws §37-2.5-2(b) may submit a bid proposal to, or renew a contract with, the Division of Purchases. Each vendor submitting a bid proposal or entering into a renewal of a contract is required to certify that the vendor does not appear on the list maintained by the General Treasurer pursuant to R.I. Gen. Laws §37-2.5-3.

**AWARD**

THE STATE, AT ITS SOLE DISCRETION, SHALL RESERVE THE RIGHT TO MAKE ONE OR MULTIPLE AWARDS FOR THIS REQUIREMENT AND/OR TO REJECT ANY OR ALL BIDS.

**DELIVERY PER AGENCY**

DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY.

**MULTI YEAR AWARD**

THIS IS A MULTI-YEAR BID/CONTRACT. PER RHODE ISLAND STATE LAW 37-2-33, CONTRACT OBLIGATIONS BEYOND THE CURRENT FISCAL YEAR ARE SUBJECT TO AVAILABILITY OF FUNDS. CONTINUATION OF THE CONTRACT BEYOND THE INITIAL

FISCAL YEAR WILL BE AT THE DISCRETION OF THE STATE. TERMINATION MAY BE EFFECTED BY THE STATE BASED UPON DETERMINING FACTORS SUCH AS UNSATISFACTORY PERFORMANCE OR THE DETERMINATION BY THE STATE TO DISCONTINUE THE GOODS/SERVICES, OR TO REVISE THE SCOPE AND NEED FOR THE TYPE OF GOODS/SERVICES; ALSO MANAGEMENT OWNER DETERMINATIONS THAT MAY PRECLUDE THE NEED FOR GOODS/SERVICES.

#### **INSURANCE REQUIREMENTS**

AN INSURANCE CERTIFICATE IN COMPLIANCE WITH PROVISIONS OF ITEM 31 (INSURANCE) OF THE GENERAL CONDITIONS OF PURCHASE IS REQUIRED FOR COMPREHENSIVE GENERAL LIABILITY, AUTOMOBILE LIABILITY, AND WORKERS' COMPENSATION AND MUST BE SUBMITTED BY THE SUCCESSFUL BIDDER(S) TO THE DIVISION OF PURCHASES PRIOR TO AWARD. THE INSURANCE CERTIFICATE MUST NAME THE STATE OF RHODE ISLAND AS CERTIFICATE HOLDER AND AS AN ADDITIONAL INSURED. FAILURE TO COMPLY WITH THESE PROVISIONS MAY RESULT IN REJECTION OF THE OFFEROR'S BID. ANNUAL RENEWAL CERTIFICATES MUST BE SUBMITTED TO THE AGENCY IDENTIFIED ON THE PURCHASE ORDER. FAILURE TO DO SO MAY BE GROUNDS FOR CANCELLATION OF CONTRACT.

NOTE: IF THIS BID COVERS CONSTRUCTION, SCHOOL BUSING, HAZARDOUS WASTE, OR VESSEL OPERATION, APPLICABLE COVERAGES FROM THE FOLLOWING LIST MUST ALSO BE SUBMITTED TO THE DIVISION OF PURCHASES PRIOR TO AWARD: \* PROFESSIONAL LIABILITY INSURANCE (AKA ERRORS & OMISSIONS) - \$1 MILLION OR 5% OF ESTIMATED PROJECT COST, WHICHEVER IS GREATER. \* BUILDER'S RISK INSURANCE - COVERAGE EQUAL TO FACE AMOUNT OF CONTRACT FOR CONSTRUCTION. \* SCHOOL BUSING - AUTO LIABILITY COVERAGE IN THE AMOUNT OF \$5 MILLION. \* ENVIRONMENTAL IMPAIRMENT (AKA POLLUTION CONTROL) - \$1 MILLION OR 5% OF FACE AMOUNT OF CONTRACT, WHICHEVER IS GREATER. \* VESSEL OPERATION - (MARINE OR AIRCRAFT) - PROTECTION & INDEMNITY COVERAGE REQUIRED IN THE AMOUNT OF \$1 MILLION.

#### **LICENSE REQUIREMENTS**

VENDOR (OWNER OF COMPANY) IS RESPONSIBLE TO COMPLY WITH ALL LICENSING OR STATE PERMITS REQUIRED FOR THIS TYPE OF SERVICE. A COPY OF LICENSE/PERMIT SHOULD BE SUBMITTED WITH THIS BID. IN ADDITION TO THESE LICENSE REQUIREMENTS, BIDDER, BY SUBMISSION OF THIS BID, CERTIFIES THAT ANY/ALL WORK RELATED TO THIS BID, AND ANY SUBSEQUENT AWARD WHICH REQUIRES A RHODE ISLAND LICENSE(S), SHALL BE PERFORMED BY AN INDIVIDUAL(S) HOLDING A VALID RHODE ISLAND LICENSE.

#### **TERMS AND CONDITIONS OF PRICING AGREEMENT**

**SCOPE AND LIMITATIONS - This Agreement covers requirements as described herein, ordered by State agencies during the Agreement Period. No additional or alternative requirements are covered, unless added to the Agreement by formal amendment by the State Purchasing Agent or his designee.**

Under State Purchasing Law, 37-2-54, no purchase or contract shall be binding on the state or any agency thereof unless approved by the department [of administration] or made under general regulations which the chief purchasing officer may prescribe. Under State Purchasing Regulation 8.2.1.1.2, any alleged oral agreement or arrangements made by a bidder or contractor with any agency or an employee of the Office of Purchases may be disregarded and shall not be binding on the state.

**PRODUCT ACCEPTANCE** - All merchandise offered or otherwise provided shall be new, of prime manufacture, and of first quality unless otherwise specified by the State. The State reserves the right to reject all nonconforming goods, and to cause their return for credit or replacement, at the State's option.

a) Failure by the state to discover latent defect(s) or concealed damage or non-conformance shall not foreclose the State's right to subsequently reject the goods in question.

b) Formal or informal acceptance by the State of non-conforming goods shall not constitute a precedent for successive receipts or procurements.

Where the vendor fails to cure the defect promptly or replace the goods, the State reserves the right to cancel the Release, contract with a different vendor, and to invoice the original vendor for any differential in price over the original contract price.

**ORDER AUTHORIZATION AND RELEASE AGAINST PRICING AGREEMENT**

**In no event shall the Vendor deliver goods or provide service until such time as a duly authorized release document is certified by the ordering Agency.**

**State Agencies shall request release as follows: All releases shall reference the Price Agreement number, the Contract Issue number, the item(s) covered, and the unit pricing in the same format as described herein.**

A Department Purchase Order (DPO) listing the items ordered shall be created by the agency. The agency may mail or fax a copy of the order to the Vendor. In some cases the agency may request delivery by telephone, but must provide the Vendor with a DPO Order Number reference for billing purposes. Vendors are encouraged to require written orders to assure payments are processed accurately and promptly.

**DELIVERY** If this is an MPA, Vendor will obtain "ship to" information from each participating agency. This information will be contained in the DPO. APA delivery information will be contained in the Notice of Award.

**PRICING** - All pricing shall be as described herein, and is considered to be fixed and firm for the term of the Agreement, unless specifically noted to the contrary herein. All prices include prepaid freight. Freight, taxes, surcharges, or other additional charges will not be honored unless reflected herein.

**INVOICING** All invoices shall reference the DPO Order Number(s), Price Agreement number, the Contract Issue number, the item(s) covered, and the unit pricing in the same format as described herein. If this is an MPA, Vendor will obtain "bill to" information from each participating agency. This information will be contained in the DPO. APA billing information will be contained in the Notice of Award.

**PAYMENT** - Invoices for items not received, not priced according to contract or for work not yet performed will not be honored. No payment will be processed to any vendor for whom there is no IRS W-9 on file with the State Controller.