



RFQ # 7602772

Title: STATEWIDE COURIER SERVICE – RIDOH LABORATORY

Submission Deadline: March 10, 2020 at 11:00 AM ET

QUESTIONS concerning this solicitation must be received by the Division of Purchases at Anthony.Venditelli@purchasing.ri.gov no later than **February 19, 2020 at 11:00 AM Eastern Time (ET)**. Questions should be submitted in a Microsoft Word attachment. Please reference the **RFQ #7602772** on all correspondence. Questions received, if any, will be posted on the Division of Purchases' website as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

NOTE TO VENDORS: Applicants must register online at the Rhode Island Division of Purchases website at www.ridop.ri.gov. Proposals received without the completed RIVIP Bidder Certification Cover Form attached, may result in disqualification.

SCOPE OF WORK AND REQUIREMENTS:

RFQ for a state-wide courier service to pick-up and deliver clinical specimens and/or supplies from designated healthcare providers, to/from the Rhode Island State Health Laboratory (RISHL), located at 50 Orms St., Providence, Rhode Island 02904.

TRANSPORT CATEGORIES:

This RFQ is for two types of transport; **1. Pre-determined**, daily/weekly pickups (as shown in the attached schedule labeled Courier Client List provided by RISHL); and **2. On-demand** pickup and delivery of specimens/supplies, including Influenza specimen/supply pickup and drop-off.

1. **Pre-determined**, routine stops: Existing courier service pick-up sites/days are identified on the attached schedule labeled Courier Client List provided by the RISHL. It is estimated that there are 3,800 routine stops annually.
 - a. Please note that some sites' operating days/hours are varied.
 - b. If needed, the RISHL may alter pick-up/delivery times to accommodate specific testing requirements, particularly during the holiday season.
 - c. While infrequent, the RISHL may adjust the courier schedule during the contract period, including the addition and/or deletion of routine pick-up sites. Usually one-week notification is given to the courier if an adjustment is to occur.
 - d. Specimens must be received at the RISHL no later than 2:30 PM on the day retrieved.
 - e. The courier is responsible for creating the route in order to be most cost-effective for limiting return trips to the RISHL.

2. On-demand:

- a. On occasion, the RISHL may request a pick-up from a client in an emergency/stat capacity or the RISHL may request supplies to be delivered to a client in an emergency/stat capacity (i.e., within two hours). Since this is a time sensitive situation, courier must be able to fulfill this request as quickly as possible. The RISHL will attempt to give a minimum of 90 minutes notice via phone call to vendor; however, on rare occasions, there may be no advance notice. These situations occur during normal M-F business hours, not after-hours or on weekends.
- b. During the flu season (estimated November through February), the courier will pick-up containers/supplies from the RISHL and deliver to the influenza sentinel testing sites AND pick up specimens on an as-needed basis from the approximately 15 sentinel testing sites (list to be provided). Total number of stops, including the initial supply pick-up and delivery, are estimated at 100 annually. (These influenza sentinel sites are usually not the same as the pre-determined, routine sites.) The RISHL will notify courier and request pick-up from the site as needed. The RISHL will also schedule pick-up of containers/supplies to be returned to the sentinel sites. Influenza sentinel testing sites will vary according to season and the anticipated scope of an outbreak.

TRANSPORT REQUIREMENTS:

To reduce the risk of receiving specimens that are unacceptable for testing, specimens must be transported in insulated containers (e.g coolers) with an operable thermometer to record the temperature within the container. The courier is expected to provide these items. Sites will put their specimens in a large sealed bag, but specimens can be consolidated into larger coolers.

Specimen temperature during transport must not exceed 80°F or drop below 60°F (16°- 27°C). To help maintain cooler temperature, ice packs enclosed within a Ziploc bag may be utilized. Blocks of ice or ice cubes are not acceptable as these will melt and compromise specimen integrity. Courier will pick up specimens at sites that are mainly ambient or refrigerated. Frozen specimens are infrequent. Dry ice is not required. If specimen is frozen, courier will pick up specimen and deliver immediately to the RISHL.

Once specimens arrive at the RISHL, the courier will be required to sign the Courier Log with time of delivery, temperature of cooler, and initials.

The courier service will need to return the containers from the RISHL to the individual pick-up sites within a reasonable time period for re-use. It is expected that the containers will be returned at the next scheduled stop at that location. There is no need to provide an additional vehicle for this purpose.

Test kits and other items will be picked up initially prior to starting route. This may be a few times per month. Containers and requisitions can be picked up the day before a scheduled stop from the RISHL when delivering specimens. There should be no need to make a special stop to pick up these items.

VENDOR REQUIREMENTS:

The courier will be required to adhere to all current local and federal shipping regulations. All shipments are considered Category B.

The selected vendor shall insure training of courier personnel on topics, including but not limited to, universal precautions, blood borne pathogens and Health Insurance Portability and Accountability Act (HIPAA). The vendor shall also provide documentation of such training to the RISHL upon request.

BIDS:

Vendor should quote a rate for each category as listed above; i.e., per **pre-determined** pick-up and drop off location and for **on-demand** (including influenza) pickup and drop off. It is estimated that there may be up to 3,800 pre-determined, routine stops to healthcare providers per year and 100 on-demand stops to healthcare providers per year. A “stop” is defined as a pickup or drop off at a single location. Vendor is expected to determine optimized route(s) in order to limit return trips to the RISHL and determine number of drivers needed.

PROPOSAL SUBMISSION:

Interested vendors must submit proposals to provide the goods/services covered by this RFQ on or before the date and time listed on the cover page of this solicitation. Responses received after this date and time, as registered by the official time clock in the reception area of the Division of Purchases, shall not be accepted.

Proposals should be mailed or hand-delivered in a sealed envelope marked “**RFQ #7602772**” to:

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

NOTE: In accordance with the Rhode Island Department of Health (RIDOH) Confidentiality Policy and the R.I.G.L 38-1, the RISHL recognizes 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 the RISHL 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 RIDOH.

COURIER LOCATION LIST					
Location	Monday	Tuesday	Wednesday	Thursday	Friday
CCAP - Everett Wilcox Health Center 226 Buttonwoods Ave Warwick, RI 02886 P: (401) 732-9090	X	X	X	X	X
CCAP - Family Health Services 191 MacArthur Blvd Coventry, RI 02816 P: (401) 828-5335	X	X	X	X	X
CCAP - Family Health Services 1090 Cranston St Cranston, RI 02920 P: (401) 943-1981	X	X	X	X	X
Chad Nevala 120 Dudley St Providence, RI 02905 P: (401) 273-9555				X	
East Bay Family Health Care 100 Bullocks Point Rd Riverside, RI 02915 P: (401) 437-1008	X	X	X		X
East Bay Family Health Care 6 John H. Chafee Blvd Newport, RI 02840 P: (401) 848-2160	X	X	X	X	X
East Bay Medical Center 2 Old County Rd Barrington, RI 02806 P: (401) 246-1195	X	X	X	X	X
PCHC - Capitol Hill Health Center 40 Candace St Providence, RI 02908 P: (401) 444-0550	X	X	X	X	X
PCHC - Central Health Center 239 Cranston St Providence, RI 02907 P: (401) 444-0580	X	X	X	X	X
PCHC - Chafee Health Center 1 Warren Way Providence, RI 02905 P: (401) 444-0530	X	X	X	X	X
PCHC - Crossroads Health Center 160 Broad St Providence, RI 02903 P: (401) 861-2403			X		
PCHC - North Main Street 530 North Main St Providence, RI 02904 P: (401) 415-9500		X	X		X
PCHC - Olneyville Health Center 100 Curtis St Providence, RI 02909 P: (401) 444-0540	X	X	X	X	X
PCHC - Prairie Ave Health Center 355 Prairie Ave Providence, RI 02905 (401) 444-0570	X	X	X	X	X

Location	Monday	Tuesday	Wednesday	Thursday	Friday
PCHC - Randall Square 1 Randall Sq, Suite 205 Providence, RI 02904 P: (401) 274-6339	X	X	X	X	X
Planned Parenthood 175 Broad St Providence, RI 02903 P: (401) 421-9620	X	X	X	X	X
South County Hospital 100 Kenyon Ave Wakefield, RI 02879 P: (401) 782-8020	X	X	X	X	X
Thundermist Health Center of South County 1 River St Wakefield, RI 02879 P: (401) 782-0855	X	X	X	X	X
Tri-County Community Action - Johnston 1126 Hartford Ave Johnston, RI 02919 P: (401) 351-2750	X	X	X	X	X
Tri-County Community Action - North Providence 33 Maple Ave North Providence, RI 02911 P: (401) 404-3160	X	X	X	X	X
Well One - North Kingstown 308 Callahan Rd North Kingstown, RI 02852 P: (401) 295-9706		X	X	X	X
Well One - Pascoag 36 Bridge Way Pascoag, RI 02859 P: (401) 567-0800	X		X		X
Westerly Hospital 25 Wells St Westerly, RI 02891 P: (401) 596-6000	X	X	X	X	X



Request for Quote

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

BUYER: Venditelli, Anthony M Jr
 PHONE #: 401-574-8108

CREATION DATE : 10-FEB-20
BID NUMBER: 7602772
TITLE: RFQ - STATEWIDE COURIER SERVICE – RIDOH LABORATORY
BLANKET START : 31-MAR-20
BLANKET END : 30-MAR-21
BID CLOSING DATE AND TIME:10-MAR-2020 11:00:00

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DOA CONTROLLER
ONE CAPITOL HILL, 4TH FLOOR
SMITH ST
PROVIDENCE, RI 02908
US

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DOH HEALTH LABORATORIES
50 ORMS STREET
PROVIDENCE, RI 02904
US

Requisition Number: 1635618

Note to Bidders: QUESTIONS concerning this solicitation must be received by the Division of Purchases at Anthony.Venditelli@purchasing.ri.gov no later than February 19, 2020 at 11:00 AM Eastern Time (ET). Questions should be submitted in a Microsoft Word attachment. Please reference the RFQ #7602772 on all correspondence. Questions received, if any, will be posted on the Division of Purchases' website as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

Line	Description	Quantity	Unit	Unit Price	Total
1	3/31/2020 - 3/30/2021 STATEWIDE COURIER SERVICE TO PICK-UP AND DELIVER CLINICAL SPECIMENS TO THE STATE HEALTH LAB (PRE-DETERMINED)	3,800.00	Each		
2	3/31/2020 - 3/30/2021 STATEWIDE COURIER SERVICE TO PICK-UP AND DELIVER CLINICAL SPECIMENS TO THE STATE HEALTH LAB (ON-DEMAND)	100.00	Each		
3	3/31/2021 - 3/30/2022 STATEWIDE COURIER SERVICE TO PICK-UP AND DELIVER CLINICAL SPECIMENS TO THE STATE HEALTH LAB (PRE-DETERMINED)	3,800.00	Each		
4	3/31/2021 - 3/30/2022 STATEWIDE COURIER SERVICE TO PICK-UP AND DELIVER CLINICAL SPECIMENS TO THE STATE HEALTH LAB (ON-DEMAND)	100.00	Each		
5	3/31/2022 - 3/30/2023 STATEWIDE COURIER SERVICE TO PICK-UP AND DELIVER CLINICAL SPECIMENS TO THE STATE HEALTH LAB (PRE-DETERMINED)	3,800.00	Each		
6	3/31/2022 - 3/30/2023 STATEWIDE COURIER SERVICE TO PICK-UP AND DELIVER CLINICAL SPECIMENS TO THE STATE HEALTH LAB (ON-DEMAND)	100.00	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

Contract Terms and Conditions

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Terms and Conditions

BID STANDARD TERMS AND CONDITIONS

TERMS AND CONDITIONS FOR THIS BID

DELIVERY PER AGENCY

DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY.

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.

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.

PURCHASE AGREEMENT BID

BIDDING (a) A single price shall be quoted for each item against which a proposal is submitted. This price will be the maximum in effect during the agreement period. Any price decline at the manufacturer's level shall be reflected in a reduction of the agreement price to the State. (b) Quantities, if any, are estimated only. The agreement shall cover the actual quantities ordering during the period. Deliveries will be billed at the single, firm, awarded unit price quoted regardless of the quantities ordered. (c) Bid price is net F.O.B. destination and shall include inside delivery at no extra cost. (d) Bids for single items and/or a small

percentage of total items listed, may, at the State's sole option, be rejected as being non-responsive to the intent of this request. ORDERING (a) The User Agency(s) will submit individual orders for the various items and various quantities as may be required during the agreement period. (b) Exception - Regardless of any agreement resulting from this bid, the State reserves the right to solicit prices separately for any extra large requirements for delivery to specific destinations.

Mailing Address for Bid Proposals issued by the State of Rhode Island, Division of Purchases:

All Bid Proposals must be submitted to the following address:

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

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.