



**State of Rhode Island
Department of Administration / Division of Purchases
One Capitol Hill, Providence, Rhode Island 02908-5855
Tel: (401) 574-8100 Fax: (401) 574-8387**

**Solicitation Information
2/26/2020**

ADDENDUM #3

RFQ #7602772

TITLE: STATEWIDE COURIER SERVICE – RIDOH LABORATORY

Bid Closing Date & Time: Tuesday, March 10, 2020 @ 11:00 AM Eastern Time (ET)

Notice to Vendors

Attached are vendor questions with State responses. No further questions will be answered.

**Anthony Venditelli
Buyer I**

Interested parties should monitor this website, on a regular basis, for any additional information that may be posted.

**Vendor Questions with State Responses for RFQ #7602772 –
STATEWIDE COURIER SERVICE – RIDOH LABORATORY**

Question 1: With regards to subject, **we would like to know the availability times for the locations identified in subject.** This information will enable us to design the most cost-effective route(s) for specimen delivery to the Rhode Island State Laboratory. If deemed appropriate and necessary, we will call each facility to determine best time for specimen pickup.

Answer to question 1: Current location list was attached to RFP – this was revised, please see Addenda #7602772A2. The vendor will determine pick up times in conjunction with the facility. Please see Addenda #760277A1 for Providence Community Health Center site listing that provides location hours of operation and contact information.

Question 2: We would also like to know **if it is necessary to start these route(s) at the 50 Orms Street facility each day for pickup of supplies to the various facilities.** From what I gathered, supplies can be picked up at the delivery point and time for re-delivery the following visit and/or day.

Answer to question 2: That is correct. They can be picked up the day prior during the specimen drop off at RISHL.

Question 3: Any indicators of specimen volumes / quantities from these facilities will also be very helpful.

Answer to question 3: Unable to determine. Specimen volumes / quantities will vary by day.

Question 4: Please verify this requires 2 coolers, one for refrigerated and another for ambient temp?

Answer to question 4: One cooler would be enough for both refrigerated and ambient temperature specimen types due to proximity of all clients to the RISHL.

Question 5: Would the average route volume equal a 40- or 80-gallon cooler each?

Answer to question 5: Determined by vendor

Question 6: What time of the morning is the preferred start time? Do the stops dictate pick up times?

Answer to question 6: Start time would be determined by vendor and client's operating hours. Please see Addenda 7602772A1 for hours of operations of the Providence Community Health Centers and Addenda 7602771A2 for a revised listing of days for routine pick up locations.

Question 7: Who is the current contract holder?

Answer to question 7: Current Carrier Corp.

Question 8: What is the value of the current contract annually or per stop?

Answer to question 8: Standards runs are at \$5.80/run. Influenza specimens are \$10/each.

Question 9: We understand that the daily routes can be adjusted to be most cost effective so long as all specimens are returned to RISHL by 2:30pm: Is this correct?

Answer to question 9: Yes, that is correct

Question 10: “On occasion, the RISHL may request a pick-up from a client in an emergency/stat capacity” – Other than the deliveries to / from the influenza sites what is the approximate frequency of stat deliveries during a 1-week period and what usually is picked up?

Answer to question 10: For specimens other than influenza this would be infrequent. Perhaps five time per year.

Question 11: Is the incumbent contractor still Current Carrier Corp?

Answer to question 11: Yes

Question 12: Is the existing per ‘stop’ price still \$5.80 / \$10 for Influenza?

Answer to question 12: Yes

Question 13: How often does the addition or deletion of a pick-up site take place? How much notification is given?

Answer to question 13: Additions and deletions are infrequent. One-week notification is given to the courier.

Question 14: Regarding timing for the emergency / stat pick-ups; it will be attempted that the courier will be given at least 90 minutes notice to make the pick-up and another 2 hours to make the delivery: Is this correct?

Answer to question 14: Yes. However, on rare occasions, dependent of specimen type, vendor may be asked to make delivery sooner than 2 hours.

Question 15: “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.” Given that the courier will be supplying the coolers and depositing the large sealed bags into them why do these containers need to be returned to the pick-up locations?

Answer to question 15: These containers are not the coolers the vendor would be supplying to place the specimen bags into. These are small hard plastic specimen transport containers that RISHL provides to clients for specimens. As an example, these containers are used for Influenza specimens.

Question 16: Can you confirm whether the following Insurance requirements are needed and their respective limits: a) Crime b) Professional Liability (Errors and Omissions) c) Environmental / Pollution Liability d) Working with Children, Elderly or Disabled Persons

Answer to question 16: Insurance requirements for this solicitation are the following:

- **Liability** – combined single limit of \$1,000,000 per occurrence, \$1,000,000 general aggregate and \$1,000,000 products/completed operations aggregate
- **Workers compensation** – \$1,000,000 each accident, \$100,000 disease or policy limit and \$1000,000 each employee
- **Automobile liability** – \$1,000,000 each occurrence combined single limit
- **Professional liability (“errors and omissions”)** – \$2,000,000 per occurrence, \$2,000,000 annual aggregate

Question 17: Regarding the ‘Pre-determined’ picks ups; the Courier Location list notes 101 pick-ups per week which totals 5,050 total yearly picks ups based on 50 weeks. The RFQ notes an estimate of 3,800 routine trips annually; can you please explain the discrepancy?

Answer to question 17: The courier list was updated to reflect “on demand” for several locations, rather than daily or semi-weekly pickups, based on actual data. Please see Addenda 7602772A2. An older list was inadvertently attached to the solicitation.

Question 18: “The courier is responsible for creating the route in order to be most cost effective for limiting return trips to the RISHL.”: Can you please clarify this statement with more details on the ‘return trips’

Answer to question 18: The route should be optimized for cost and efficiency. Vendor is not required to deliver to RISHL after each stop.

Question 19: What ‘return trips’ are required to the RISHL?

Answer to question 19: Delivery of specimens.

Question 20: Couriers required to be uniformed? Or is ID sufficient?

Answer to question 20: ID would be sufficient.

Question 21: Expected number of specimens? Any locations with high volume?

Answer to question 21: Specimen number varies.

Question 22: Size of specimen jobs?

Answer to question 22: If this is specimen 'jars' they are 4" by 6".

Question 23: Frozen specimens are automatically STAT jobs? Will staff call them in as such and any designation to indicate that it is frozen?

Answer to question 23: If RISHL is requesting pickup of a STAT frozen specimen, the vendor will be notified by RISHL prior to pick-up.

Question 24: Do the reusable containers have markers on them to designate which location they belong to?

Answer to question 24: Containers for Westerly Hospital and South County Hospital are labeled as such. Influenza containers are generic and can be delivered to any sentinel site.

Question 25: What times will the specimens be ready for pick up?

Answer to question 25: This would be determined by client and vendor to set pick up times.

Question 26: On-Demand – locations same as the Pre-determined locations?

Answer to question 26: Primarily yes, but there may be a rare occasion where a pick-up required is from a location not currently on the list.

Question 27: When a FROZEN specimen transport is requested, what is the expected method of transportation?

- a. Dry ice supplied by lab
- b. Ice pack to keep cooler cold
- c. Cooler with dry ice will be supplied by lab

Answer to question 27: Frozen specimens are infrequently submitted. The specimen would be packaged at the site using ice packs. Dry ice would not be required.