

**REQUEST
FOR
QUOTATIONS
NO. 2023-E DRUG SCREENING**

The Columbia County Board of County Commissioners (County), located in Lake City, Florida, is requesting written quotations from Companies who serve as a Third Party Administrator (TPA) which manage employment screening programs. Interested TPA's must submit written quotations, on the form provided, via email to the below address no later than 2:00 PM, Tuesday, **February 21, 2023**: bccpurchasing@columbiacountyfla.com

Scope of Services

TPA will utilize industry-accepted modalities and cutoff levels. Results of applicant/employee tests shall be reported by TPA and/or its Medical Review Officer (MRO) to the County within state and federal guidelines.

1. Drug Testing - Drug testing will be conducted through collection sites mutually agreed between the County and TPA who has been vetted by the TPA as a qualified collector. The TPA will initiate pre-employment testing in addition to managing random testing to meet the required random testing rate each year.
2. Collection Sites and Specimen Collection – All DOT specimen collections and alcohol testing will be conducted according to strict DOT procedures. Non-DOT collections/testing will adhere to best practices. TPA will maintain collection sites for County testing at mutually agreed locations that provide for:
 - a) Walk-in collections during normal business hours
 - b) Emergency 24/7 call out service for after hours.
3. Random Selection and Database – County will perform random pool auditing in accordance with County policy and regulatory requirements on a quarterly basis. County to provide TPA with database to be used in the random selection process.
4. Collection/Testing Supplies –TPA will provide all urine specimen collection materials including packaging and transportation to the testing laboratory as well as all alcohol-testing materials.
5. Laboratory – TPA will use a certified laboratory approved by DHHS to analyze the urine specimens in accordance with DOT regulations.
6. Medical Review Officer Services (MRO) – TPA to provide the services of a certified MRO to review drug test results.

7. Results Reporting and Split Specimen Testing – TPA will report all DOT test results to the County in strict accordance with 49 CFR Part 40 promptly. Information will remain secure and confidential and only provided to authorized personnel of the County. TPA will arrange Split Specimen testing in accordance with DOT regulations.
8. Agreement – TPA will provide sample Agreement for County to consider.
9. Term – County will enter into Agreement with TPA for a period of one year beginning March 1, 2023 and subject to renewal annually if mutually agreed.
10. Rates – TPA to provide rates as per the Scheduled Rate Sheet attached. TPA may also include an additional rate sheet for additional services.
11. Billing – TPA will submit monthly billing to County with an itemized statement. County will remit payment within thirty (30) days upon receipt of statement.
12. Quantities – shown on price sheet are estimated annual amounts and may not reflect the actual amount of tests ordered.
13. Questions – For purposes of completing the Price Sheet or the Scope of Services, please send email to: bccpurchasing@columbiacountyfla.com Once under contract, other designated County representatives will provide contact information.

**PRICE SHEET
QUOTATION
for
2023-E Drug Screening**

Estimated Annual Quantity	Item Description	Price per Test	Extended Costs
75	NON-DOT Drug Testing HHS 10-Panel Split Specimen (incl confirmation and MRO services)	\$ _____	\$ _____
10	NON-DOT Saliva Alcohol Testing	\$ _____	\$ _____
10	NON-DOT Blood Alcohol Testing	\$ _____	\$ _____
30	DOT Drug Testing NIDA 5-Panel Split Specimen (incl confirmation and MRO services)	\$ _____	\$ _____
20	DOT Evidential Breath Testing for Alcohol (DOT) (incl confirming testing as required)	\$ _____	\$ _____
10	DOT Saliva Alcohol Testing	\$ _____	\$ _____
		Grand Total	\$ _____

Name of TPA _____
 Address _____

 Phone No. _____
 e-mail _____

Authorized Representative: _____
 Signature of Representative: _____

Date: _____

