

REQUEST FOR QUOTES

(CHAPTER 103D, HRS)

Wastewater Sample and Patient Specimen Transport and Short-Term Storage Services

for

Hawaii Department of Health State Laboratories Division

2725 Waimano Home Road Pearl City, Hawaii 96782

Purpose: For courier services involving the handling, transportation, and short term storage of samples/specimens classified as Category A and Category B by the U.S. Department of Transportation (DOT) Hazardous Materials Regulations, 49 CFR Parts 171-180 from various collection sites and transported to the State of Hawaii's (STATE) Department of Health's State Laboratories Division (SLD) located at 2725 Waimano Home Road, Pearl City, Hawaii 96782

SCOPE OF SERVICES:

The selected contractor will be responsible for the following services:

1. Retrieving samples/specimens from various collection sites and delivering them to the SLD, located at 2725 Waimano Home Road, Pearl City, Hawaii 96782.
2. Coordinating the retrieval time from the collection site and the delivery time to the SLD with the State.
3. Completing logbooks required by the collection site and the State for the purposes of documenting retrieval and delivery of packages.
4. Providing weekly delivery records to the State, either in hard copy or electronic copy.
5. Providing additional courier services requested by the State after hours.
6. Providing courier services for environmental samples and patient specimen packages from additional collection site locations not listed to the SLD.

COLLECTION SITES:

The contractor will be responsible for retrieving packages from the following collection sites:

1. Kaiser Permanente Hospital 2188 Moanalua Road Honolulu, HI 96819
2. Tripler Hospital 1 Jarrett White Road Honolulu, HI 96859
3. Clinical Labs of Hawaii 99-193 Aiea Heights Drive Aiea, HI 96701
4. Diagnostic Laboratory Services 99-859 Iwaiwa Street Aiea, HI 96701
5. Honouliuli Wastewater Treatment Plant 91-1000 Geiger Road Ewa Beach, HI 96706

6. Kailua Wastewater Treatment Plant 95 Kaneohe Bay Drive Kailua, HI 96734
7. Sand Island Wastewater Treatment Plant 1350 Sand Island Parkway Honolulu, HI 96819
8. Wahiawa Wastewater Treatment Plant 111 California Avenue Wahiawa, HI 96786
9. Waianae Wastewater Treatment Plant 86-100 Farrington Highway Waianae, HI 96792
10. Daniel K. Inouye International Airport 300 Rodgers Boulevard Honolulu, HI 96819

Each collection site may provide up to ten (10) packages weighing up to two (2) pounds for each package for delivery to the SLD.

SCHEDULING OF WORK

The standard business hours for delivery for the SLD are defined as Monday thru Friday, 7:45 am to 6:00 pm (6:00 pm is the closing time of the security gate that provides road access to the SLD). The standard business hours exclude State holidays. After-hours work is defined as Monday-Friday after 6:00 pm, State Holidays, and weekends.

TRANSPORTATION REQUIREMENTS

1. The contractor shall provide all transportation necessary to collect and deliver Category A and B samples from designated collection sites to the State Laboratory Division (SLD).
2. The contractor shall ensure that all vehicles used for transport are properly maintained and in good working condition.
3. The contractor shall ensure that all drivers are properly licensed and insured and have passed a background check.
4. All drivers shall have attained legal age and maintain a neat, clean, and professional appearance.
5. Under no circumstances shall any person other than the driver ride in the vehicle or handle packages being transported to the SLD.
6. All transport from the collection sites to the SLD shall be direct with no other non-related business performed by the contractor along the route.
7. Exceptions to the direct route service must be approved by the STATE in advance and for each occurrence.
8. All deliveries scheduled on a standard business day shall arrive at the SLD prior to the closing of the security gate at 6:00 pm unless other arrangements have been made with the SLD.
9. If the contractor fails to make the 6:00 pm deadline, the contractor will be expected to store the container in an appropriate environment until delivery can be made, as

outlined under **STORAGE OF PACKAGE** and **STORAGE TEMPERATURE REQUIREMENTS**. (see below)

INSPECTION AND TRANSPORT OF PACKAGES

1. Collection sites will be responsible for the packaging and labeling of the Category A and B samples in accordance with DOT requirements.
2. The contractor shall inspect packages upon receipt at the collection site to verify that the packaging is intact and labeled.
3. The contractor shall notify the collection site if a package is not sealed properly and when the package is unacceptable for transport. The contractor shall also contact the STATE of any issues that may result in the prevention of delivery or delay in meeting the delivery time.
4. The contractor shall transport packages in a manner to ensure that the integrity of the package and the contents are not compromised during transport.
5. The contractor shall notify the STATE of any incident that may have compromised the package integrity or contents.
6. The contractor shall notify the STATE of any issues during transport that will delay delivery of the package and meeting the scheduled delivery time.

STORAGE OF PACKAGE

1. The contractor shall store a package when the contractor is unable to meet the 6:00 pm delivery time at the security gate during standard business hours or when instructed by the STATE for retrievals performed after hours.
2. If the contractor is required to store packages, all deliveries to the SLD will occur the next calendar day as arranged by the STATE.

STORAGE TEMPERATURE REQUIREMENTS

1. The contractor must have a refrigerator suitable to store environmental samples and patient specimens in the temperature range as outlined under item 7b below.
2. While in storage, the contractor shall maintain the package/contents in a temperature-controlled environment that does not exceed (becomes warmer) than 8 degrees Celsius (46 degrees Fahrenheit) and does not become colder than 2 degrees Celsius (35 degrees Fahrenheit).
3. The contractor will be responsible for securing the storage location and securing the refrigerator and provide access records to the STATE immediately upon request.
4. The contractor will have a system to continuously monitor storage temperatures and provide the STATE with temperature logs immediately upon request.
5. The contractor will have an alarm system linked to the storage refrigerator and a backup system to ensure temperature compliance for at least 24 hours.
6. The contractor shall immediately notify the STATE when the refrigerator is unable to maintain the required storage temperatures.
7. The contractor shall provide access to the storage location and to the storage refrigerator to the STATE upon the STATE's request

OTHER REQUIREMENTS AND INFORMATION

1. The contractor shall have a supervisor located on the island of Oahu.
2. The contractor must meet the training requirements under the Code of Federal Regulations 49 CFR 172.704 and must be able to provide training and competency documentation upon request by the STATE.
3. The contractor shall verify that employees who are assigned the task of handling and transporting the samples have been trained and have demonstrated competency in the handling and transporting of Category A and Category B samples as defined by the DOT, and shall provide copies of training and competency documentation upon request by the state.
4. The contractor shall verify that employees who are assigned the task of handling and transportation have a valid and active Hawaii State Driver's License, and shall provide proof upon request by the state.
5. The contractor shall comply with required FEMA Disaster Provision requirements identified in "Exhibit A" attached hereto and made a part thereof.
6. The contractor shall comply with required disclosures for Federal Awardee Performance and Integrity Information System (FAPIS) requirements identified in "Exhibit B" attached hereto and made a part thereof.

BID

The total bid amount shall **NOT** exceed \$ 49,999.00 and shall be the all-inclusive cost to the STATE, including all applicable taxes and fees, for providing the services specified. The STATE is not responsible for and shall not pay overtime pay resulting from the Contractor's scheduling of staff.

The quote shall include all administrative and personnel costs and any increase in costs for benefits required by law that are automatically increased as a result of increased wages, such as Federal old age benefits, workers' compensation, temporary disability insurance, unemployment insurance, and prepaid public health insurance.

Only a single award will be made to the lowest responsive and responsible offeror. While it is the intention of the State Laboratories to award all the work described in this solicitation, one or more of the line items may be removed if award would exceed available budget. Award is subject to the availability of State Funds.

Quote Due Date:

2:00 p.m., May 19, 2023

Bids received after the time and date fixed for opening will not be considered.

ELECTRONIC SUBMISSION OF OFFER

The offer shall be submitted and received electronically through the HlePRO. This electronically submitted offer shall be considered the original. Any original offers received outside of the HlePRO, including faxed, hand delivered, or e-mailed offers, shall not be

accepted or considered for award. Any offer received after the due date and time shall be rejected.

HlePRO Special Instructions. Offeror shall review all special instructions located on the HlePRO solicitation. Offerors are responsible for ensuring that all necessary files are included in their response upon submission on HlePRO by the due date and time.

Offerors are advised to not wait until the last minute to submit their offer on HlePRO. Offerors should allow ample time to review their submittals on HlePRO, including all attachments, prior to the due date and time. Submission must be completed and submitted by due date and time. If submission is not completed and submitted by the due date and time, HlePRO will not accept the offer.

The submission of an offer shall constitute an incontrovertible representation by the Offeror of compliance with every requirement of the solicitation, and that the solicitation documents are sufficient in scope and detail to indicate and convey reasonable understanding of all terms and conditions of performance of the work.

There is no cost for vendors to register or to submit quotes or bids. However, upon award, the awarded vendor must pay NIC Hawaii 0.75% of the original awarded amount, capped at \$5,000, within 30 days. When the vendor receives a notice of award in HlePRO, HlePRO will automatically generate an invoice to the vendor. The vendor will have 30 days to pay NIC Hawaii. Online payments are available in the application at:

<https://hiepro.ehawaii.gov/payment.html>

FORMAT INSTRUCTIONS FOR SUBMITTING OFFER ON HlePRO

1. Format. Offers shall be submitted as attachments on HlePRO.
2. Proprietary/Confidential Information. Proprietary information, if any, shall be contained in a separate file that is clearly identified as proprietary/confidential information.

MODIFICATION PRIOR TO SUBMITTAL DEADLINE OR WITHDRAWAL OF OFFERS

1. The Offeror may modify or withdraw an offer before the due date and time.
2. Any change, addition, deletion of attachment(s) of an offer may be made prior to the deadline for submittal of offers in the electronic system.

TERM OF CONTRACT

The Contractor shall enter into the STATE's Contract for courier services involving the handling, transportation, and short-term storage of samples/specimens classified as Category A and Category B by the U.S. Department of Transportation (DOT) Hazardous Materials Regulations, 49 CFR Parts 171-180 from various collection sites and transported to the State Laboratories Division (SLD) located at 2725 Waimano Home Road, Pearl City Hawaii for a twelve (12) month period commencing from the official date on the Notice to

Proceed but no earlier than July 1, 2023.

PAYMENTS

Contractor shall invoice the STATE monthly. Send the invoice within 15 days of the end of each month to:

Attn: Dayna Ornellas
State Laboratories Division
2725 Waimano Home Rd
Pearl City, HI 96782

Each invoice must clearly state the description of services provided and include applicable taxes and fees. Include a log of deliveries with each invoice.

Payments are made within 30 days from receipt of invoice.

CAMPAIGN CONTRIBUTIONS

CAMPAIGN CONTRIBUTIONS BY STATE AND COUNTY CONTRACTORS PROHIBITED
If awarded a contract in response to this solicitation, offeror agrees to comply with HRS §11-355, which states that campaign contributions are prohibited from a State and county government contractor during the term of the contract if the contractor is paid with funds appropriated by the legislative body between the execution of the contract through the completion of the contract.

LIABILITY INSURANCE

The Contractor shall obtain, maintain, and keep in force throughout the period of this Contract the following types of insurance:

1. General liability insurance issued by an insurance company in the amount of at least ONE MILLION AND NO/100 DOLLARS (\$1,000,000.00) for bodily injury and property damage liability arising out of each occurrence and TWO MILLION AND NO/100 DOLLARS (\$2,000,000.00) aggregate.
2. Automobile insurance issued by an insurance company in an amount of at least ONE MILLION AND NO/100 DOLLARS (\$1,000,000.00) per occurrence. The insurance shall be obtained from a company authorized by the law to issue such insurance in the State of Hawaii (or meet Section 431: 8-301, Hawaii Revised Statutes, if utilizing an insurance company not licensed by the State of Hawaii).

For both the general liability and automobile liability insurance, the insurance coverage shall be primary and shall cover the insured for all work to be performed under the Contract, including changes, and all work performed incidental thereto or directly or indirectly connected therewith. The CONTRACTOR shall maintain in effect this liability insurance until the STATE certifies that the CONTRACTOR's work under the Contract has been completed satisfactorily.

Prior to or upon execution of this Contract, the CONTRACTOR shall obtain a certificate of insurance verifying the existence of the necessary insurance coverage in the amounts stated above.

Each insurance policy required by this Contract shall contain the following clauses:

1. The State of Hawaii, Department of Health is added as an additional insured with respect to operations performed for the State of Hawaii, Department of Health.
2. It is agreed that any insurance maintained by the State of Hawaii will apply in excess of, and not contribute with, insurance provided by this policy.

The certificate of insurance shall indicate these provisions are included in the policy.

The CONTRACTOR will immediately provide written notice to the contracting department or agency should any of the insurance policies evidenced on its Certificate of Insurance form be cancelled, limited in scope, or not renewed upon expiration.

If the scheduled expiration date of the insurance policy is earlier than the expiration date of the time of performance under this Contract, the CONTRACTOR, upon renewal of the policy, shall promptly cause to be provided to the STATE an updated certificate of insurance.

COMPLIANCE

“Offeror is advised that in order to be awarded a contract under this solicitation, the vendor/contractor/service provider will be required to be compliant with all laws governing entities doing business in the State including the following chapters and pursuant to HRS §103D-310(c):

1. Chapter 237, tax clearance;
2. Chapter 383, unemployment insurance;
3. Chapter 386, workers’ compensation;
4. Chapter 392, temporary disability insurance;
5. Chapter 393, prepaid health care; and
6. Section 103D-310(c), Certificate of Good Standing (COGS) for entities doing business in the State.

The State will verify compliance on Hawaii Compliance Express (HCE) for awards \$2,500 or greater. The HCE is an electronic system that allows vendors/contractors/ services providers doing business with the state to quickly and easily demonstrate compliance with applicable laws. It is an online system that replaces the necessity of obtaining paper compliance certificates from the Department of Taxation; Federal Internal Revenue Service; Department of Labor and Industrial Relations; and Department of Commerce and Consumer Affairs. Vendors/contractors/service providers should register with (HCE) prior to submitting an offer at <https://vendors.ehawaii.gov>. The annual registration fee is \$12.00 and the ‘Certificate of Vendor Compliance’ is accepted for both contracting and final payment.”