



**State of West Virginia
Department of Administration
Purchasing Division**

NOTICE

Due to the size of this bid, it was impractical to scan every page for online viewing. We have made an attempt to scan and publish all pertinent bid information. However, it is important to note that some pages were necessarily omitted.

If you would like to review the bid in its entirety, please contact the buyer. Thank you.

April 24, 2009

Mr. John Abbott
State of West Virginia
Department of Administration, Purchasing Division
2019 Washington Street East
Charleston, WV 25305

RE: RFQ No. DJS010269

Dear Mr. Abbott:

Redwood Toxicology Laboratory, Inc. (RTL) is pleased to present this proposal for Drug Testing Services to the State of West Virginia Department of Juvenile Services. RTL, located in Santa Rosa, California, is a federally certified laboratory specializing in low-cost, rapid turnaround drug testing. RTL is the largest single-location toxicology laboratory in the nation and screens over 70,000 urine and oral fluid specimens per week. This experience provides an excellent foundation for understanding the purpose and objectives of the State.

As outlined in this proposal, RTL has the experience, support staff, competitive pricing and accuracy record to provide high quality drug testing services. RTL is dedicated to offering competitive pricing without compromising testing quality or customer care. In addition to our laboratory testing services, we offer a comprehensive suite of on-site drug screening devices. Samples are enclosed for the State's review. These devices are affordable and easy to use.

We look forward to the opportunity to work with the Division of Juvenile Services. If you have any questions regarding this proposal, please do not hesitate to contact me via telephone at (800) 255-2159, extension 4359 or by e-mail at mtardel@redwoodtoxicology.com.

Sincerely,



Mary Tardel
Bid & Contract Specialist



State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

Request for Quotation

RFQ NUMBER
DJS010269

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
**JOHN ABBOTT
 304-558-2544**

**RFQ COPY
 TYPE NAME/ADDRESS HERE**

Redwood Toxicology Laboratory, Inc.
 3650 Westwind Boulevard
 Santa Rosa, CA 95403

DIVISION OF JUVENILE SERVICES

**VARIOUS LOCALES AS
 INDICATED BY ORDER**

DATE PRINTED 04/09/2009	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
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BID OPENING DATE: **04/28/2009** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		961-48	\$7.50 / Specimen	2,500 specimens
<p>DRUG TESTING SERVICES</p> <p>OPEN-END CONTRACT TO PROVIDE DRUG TESTING SERVICES FOR THE WEST VIRGINIA DIVISION OF JUVENILE SERVICES, PER THE SPECIFICATIONS.</p> <p>EXHIBIT 3</p> <p>LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE ON AND EXTENDS FOR A PERIOD OF ONE (1) YEAR OR UNTIL SUCH "REASONABLE TIME" THEREAFTER AS IS NECESSARY TO OBTAIN A NEW CONTRACT OR RENEW THE ORIGINAL CONTRACT. THE "REASONABLE TIME" PERIOD SHALL NOT EXCEED TWELVE (12) MONTHS. DURING THIS "REASONABLE TIME" THE VENDOR MAY TERMINATE THIS CONTRACT FOR ANY REASON UPON GIVING THE DIRECTOR OF PURCHASING 30 DAYS WRITTEN NOTICE.</p> <p>UNLESS SPECIFIC PROVISIONS ARE STIPULATED ELSEWHERE IN THIS CONTRACT DOCUMENT, THE TERMS, CONDITIONS AND PRICING SET HEREIN ARE FIRM FOR THE LIFE OF THE CONTRACT.</p> <p>RENEWAL: THIS CONTRACT MAY BE RENEWED UPON THE MUTUAL WRITTEN CONSENT OF THE SPENDING UNIT AND VENDOR, SUBMITTED TO THE DIRECTOR OF PURCHASING THIRTY (30) DAYS PRIOR TO THE EXPIRATION DATE. SUCH RENEWAL SHALL BE IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT AND SHALL BE LIMITED TO TWO (2) ONE (1) YEAR PERIODS.</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE: TELEPHONE: (800) 255-2159 ext. 4359 DATE: April 24, 2009

TITLE: General Manager FEIN: 68-0332937 ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



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<p>CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE COMMODITIES AND/OR SERVICES SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM TO THE SPECIFICATIONS OF THE BID AND CONTRACT HEREIN.</p> <p>OPEN MARKET CLAUSE: THE DIRECTOR OF PURCHASING MAY AUTHORIZE A SPENDING UNIT TO PURCHASE ON THE OPEN MARKET, WITHOUT THE FILING OF A REQUISITION OR COST ESTIMATE, ITEMS SPECIFIED ON THIS CONTRACT FOR IMMEDIATE DELIVERY IN EMERGENCIES DUE TO UNFORESEEN CAUSES (INCLUDING BUT NOT LIMITED TO DELAYS IN TRANSPORTATION OR AN UNANTICIPATED INCREASE IN THE VOLUME OF WORK.)</p> <p>QUANTITIES: QUANTITIES LISTED IN THE REQUISITION ARE APPROXIMATIONS ONLY, BASED ON ESTIMATES SUPPLIED BY THE STATE SPENDING UNIT. IT IS UNDERSTOOD AND AGREED THAT THE CONTRACT SHALL COVER THE QUANTITIES ACTUALLY ORDERED FOR DELIVERY DURING THE TERM OF THE CONTRACT, WHETHER MORE OR LESS THAN THE QUANTITIES SHOWN.</p> <p>ORDERING PROCEDURE: SPENDING UNIT(S) SHALL ISSUE A WRITTEN STATE CONTRACT ORDER (FORM NUMBER WV-39) TO THE VENDOR FOR COMMODITIES COVERED BY THIS CONTRACT. THE ORIGINAL COPY OF THE WV-39 SHALL BE MAILED TO THE VENDOR AS AUTHORIZATION FOR SHIPMENT, A SECOND COPY MAILED TO THE PURCHASING DIVISION, AND A THIRD COPY RETAINED BY THE SPENDING UNIT.</p> <p>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THIS CONTRACT IS AUTOMATICALLY NULL AND VOID, AND IS TERMINATED WITHOUT FURTHER ORDER.</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE 	TELEPHONE (800) 255-2159 ext. 4359	DATE April 24, 2009
TITLE General Manager	FEIN 68-0332937	ADDRESS CHANGES TO BE NOTED ABOVE

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SHIP TO

DIVISION OF JUVENILE SERVICES
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04/09/2009				

BID OPENING DATE: **04/28/2009** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID: (707) 636-2809 ----- CONTACT PERSON (PLEASE PRINT CLEARLY): Mary Tardel, Bid & Contract Specialist -----						
***** THIS IS THE END OF RFQ DJS010269 ***** TOTAL:						<u>\$18,750.00</u>

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE 	TELEPHONE (800) 255-2159 ext. 4359	DATE April 24, 2009
TITLE General Manager	FEIN 68-0332937	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

The Division of Juvenile Services is soliciting bids for a vendor to provide Drug Testing Services for our Youth Reporting Facilities (5) across the state. We are requesting that the vendor also provide the collection materials, Chain of Custody Form and a postage paid envelope to submit samples to the laboratory.

Redwood Toxicology Laboratory, Inc. (RTL) is pleased to present this proposal for Drug Testing Services to the State of West Virginia Department of Juvenile Services. RTL, located in Santa Rosa, California, is a federally certified laboratory specializing in low-cost, rapid turnaround drug testing. RTL is the largest single-location toxicology laboratory in the nation and screens over 70,000 urine and oral fluid specimens per week. This experience provides an excellent foundation for understanding the purpose and objectives of the State.

RTL is licensed and accredited by the following federal and state agencies:

- Department of Health and Human Services (federal) CLIA '88 #057D0707588
- California Department of Health Services Clinical Laboratory License #05D0707588
- DEA License -Analytical Laboratory #RR0340113
- Florida Clinical Laboratory License #800010995
- Maryland Medical Laboratory Permit #880
- Pennsylvania Clinical Laboratory Permit #025348

Copies of RTL's laboratory licenses are included in the Attachments section of the bid response binder under the Overview and Licensure tab.

RTL provides all necessary specimen collection and shipping supplies to its clients at no additional cost. For urine testing, these supplies include:

- Urine specimen collection containers: Depending on the agency's needs, RTL can supply any of the following collection containers: 60 mL bottles with lids, or 90mL bottles with lids
- Specimen baggies with absorbent material
- Preprinted Chain of Custody forms/labels
- Security seals
- Temperature strips
- Pre-paid FedEx / UPS lab packs (when sending five or more specimens) or pre-paid U.S. mailer boxes (when sending fewer than 5 specimens at a time)

The Division of Juvenile Services is requesting that the test be an II Panel Screen meeting the following guidelines:

11 Panel (C) Immunoassay screen/re-screen with semi-quantitative values reported on any positive drug result with specimen validity tests. The cutoff levels will be:

Alcohol	02g%
Amphetamines	1000 ng/ml
Barbiturates	200 ng/ml
Benzodiazepines	200 ng/ml
Cannabinoids	50 ng/ml
Cocaine	300 ng/ml
Opiates	300ng/ml
Methadone	150ng/ml
Oxycodone	300 ng/ml
PCP	25ng/ml
Propoxyphene	150ng/ml

Validity Test includes:

Creatinine	>20mg/dl
Specific Gravity	>1.003
pH	3.1 - 10.9

Per bid specifications, RTL will provide urine drug screening services to include all drugs listed above at the required cut off levels, as well as adulteration screening to include Creatinine, Specific Gravity and pH.

Specimens that yield an EIA response below the specified cut-off are reported as negative. Any specimen that shows an EIA response at or above the specified cut-off is considered "presumptive positive" for a particular drug or drug class. All presumptive positive specimens are subsequently confirmed by a second method prior to reporting positive results. Analytical methods of confirmation include thin layer chromatography (TLC), radioimmunoassay (RIA), gas chromatography (GC), or gas chromatography/mass spectrometry (GC/MS). The subsequent confirmatory procedures are performed on a second independent portion of the original urine specimen. Please see the chart on the following page for cut off levels by drug and methodology.

Urine Drugs of Abuse Testing - Methodologies and Detection Times

Drug	EIA Screen	TLC Confirmation	RIA Confirmation	GC/MS Confirmation
Amphetamines				
<i>Amphetamine</i>	1000 ng/mL	425 ng/mL		200 ng/mL
<i>Methamphetamine</i>	1000 ng/mL	200 ng/mL		150 ng/mL
Barbiturates	200 ng/mL	400 ng/mL		100 ng/mL
Benzodiazepines	200 ng/mL		200 ng/mL	100 ng/mL
Cocaine- benzoylecgonine	300 ng/mL		150 ng/mL	50 ng/mL
Marijuana Metabolite (9-THC-COOH)	20 or 50 ng/mL*		25 ng/mL	5 ng/mL
Methadone	300 ng/mL	500 ng/mL		100 ng/mL
Opiates				
<i>Total Morphine</i>	300 ng/mL	410 ng/mL		150 ng/mL
<i>Codeine</i>	300 ng/mL	250 ng/mL		100 ng/mL
<i>Hydrocodone</i>		1000 ng/mL		100 ng/mL
<i>Oxycodone</i>		1000 ng/mL	250 ng/mL	100 ng/mL
PCP	25 ng/mL	500 ng/mL		5 ng/mL
Propoxyphene	300 ng/mL	500 ng/mL		300 ng/mL
Alcohol (GC-FID)	.04 gm/dL			.02 gm/dL

* Agency has the ability to choose cut off level

Results will be reporting options which will include the following options:

- A. E-Mail notification that results are available for viewing online to an Email address or addresses (to meet HIPA requirements)**
- B. E-Mail notification of actual results to a secure E-Mail address or addresses.**

Results reporting options include:

- Results available *securely* over the internet at <http://www.webtoxicology.com>
- Results communicated by fax (for agencies that do not require HIPAA compliance)
- Daily summary of multiple specimen results on one page
- Hard copies of reports sent by mail as requested

Internet reporting is available through RTL's proprietary and secure web-based internet reporting website: www.webtoxicology.com. This reporting option is easy to use and fully supported by RTL's Information Technology (IT) Department. Internet access may be arranged at time of account set-up or at any time during the life of the contract. Please see our Webtoxicology Manual under the Reporting Options tab.

RTL's Webtoxicology site includes the following features:

- Print management enhancements
 - Keep track of printed and unprinted results
 - Works like web e-mail; new results are now shown in bold
- User management control
 - Create new users / modify, activate and inactivate existing users
 - Change password
 - Automatic password retrieval
- Improved specimen search feature
 - Search by requisition number, accession, collector, identification, agency, collection date range, report date range, overall result (positive, negative, dilute)
- Improved reporting options
 - Additional report parameters
 - Export reports to Adobe Acrobat (PDF) and Microsoft Excel formats

Further, instant e-mail notification of available lab results is offered. The sign-up process is fast, easy and provides a convenient reminder when results are ready for review.

Results for urine specimen that screen 'negative' will be reported by RTL to the State within twenty-four (24) hours after receipt of the specimen at the lab. Results that screen a presumptive positive and are subsequently tested by RIA or TLC will be reported to the State within twenty-four (24) to forty eight (48) hours after receipt of specimen at the lab. RTL will provide GC/MS confirmation services on positive specimens at the State's request. Confirmed positive results via GC/MS for urine specimens will be reported to authorized personnel within forty-eight (48) hours after receiving the request. Results for EtG tests will be reported within thirty-six (36) to seventy-two (72) hours after receipt of specimen at the lab. Toxicology results will be reported to authorized State personnel only.

The Division of Juvenile Services will be testing at multiple locations around the state and will be submitting on average 1 - 3 tests per site per day. The cost of the shipping must be included in the price of the test. Vendor will provide all collection supplies, shipping envelopes, and pay all shipping costs for the quoted price.

At the time of contract award, RTL will work closely with purchasing and/or each facility to determine what supplies best meet the State's needs. The first shipment will then be sent out. After that, supply fulfillment is available through three mediums: call RTL toll free, use our on-line supply form, or send us an email. It's that easy. Below is the contact information for RTL's supply department:

Phone: (800) 255-2159 ext. 4324 or 4327

On-line order form: www.redwoodtoxicology.com/supply_form

Email requests: supplies@redwoodtoxicology.com.

It is RTL's standard policy to provide a three-month supply of specimen collection and shipping materials. Standing orders are also available. In such a case, RTL will provide a three month supply automatically based on the client's average monthly use. For example, if an average of 200 specimens are tested each month, RTL will automatically supply enough collection supplies for three months. This would translate into a shipment of 600 supply kits. If the State cannot accommodate a large number of supplies at one time due to storage constraints, RTL will arrange for smaller bi-monthly or once monthly shipments. This is easily arranged at any time during the life of the account.

As stated previously, RTL provides all necessary specimen collection and shipping supplies to its clients at no additional cost. For urine testing, these supplies include:

- Urine specimen collection containers: Depending on the agency's needs, RTL can supply any of the following collection containers: 60 mL bottles with lids, or 90mL bottles with lids
- Specimen baggies with absorbent material
- Preprinted Chain of Custody forms/labels
- Security seals
- Temperature strips
- Pre-paid FedEx lab packs (when sending five or more specimens) or pre-paid U.S. mailer boxes (when sending fewer than five specimens at a time)

RTL will provide these supplies at no additional charge for ground service delivery.

Next day air service is included in the quoted price when five (5) or more specimens are sent to the laboratory via FedEx or UPS at any one time. Fewer than five (5) specimens sent via FedEx or UPS overnight service will incur a \$7.00 shipping and handling charge. Prepaid U.S. Postal Service mailers are provided to Department agencies for shipment of fewer than five (5) specimens to the laboratory.

Per Test Price Total

\$7.50 per specimen X 2,500 = \$18,750.00

Additionally, RTL offers the Department GC/MS confirmation service for \$15.00 per drug. This service is available upon request by the Department.