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**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

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August 03, 2017

TO: Executive Departments/Agencies
Department of Education
(Limited to CDL and BU 10 Drug and Breath Alcohol Testing Programs)
University of Hawaii
Public Charter School Commission and Schools
Judiciary

FROM: For Sarah Allen, Administrator *Mara Smith*

SUBJECT: **Change No. 1**
SPO Price List Contract No. 17-05
**CDL AND NON-CDL DRUG AND BREATH ALCOHOL TESTING FOR
STATE EMPLOYEES- STATEWIDE**
IFB-17-003-SW; IFB-17-009-SW
Expires: February 16, 2018

The following changes are made to the price list contract:

1. The Diagnostic Laboratory Services Drug Collection Sites for Oahu and the neighbor islands are updated.
2. The Diagnostic Laboratory Services Neighbor Island "After Hours" Lab Services is updated.
3. The Public Charter School Commission and Schools is added as a participating jurisdiction.

The current price list contract incorporating Change No. 1 is available on the SPO website: <http://spo.hawaii.gov>. Click on *Price & Vendor List Contracts* on the home page.

If you have any questions, please contact Lori Cervantes at (808) 587-3355 or lori.m.cervantes@hawaii.gov.

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**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

SPO Price List Contract No. 17-05
Includes Change No. 1
Effective: 08/03/2017

**CDL AND NON-CDL DRUG AND BREATH ALCOHOL TESTING FOR
EMPLOYEES-STATEWIDE**

(IFB-17-003-SW; IFB-17-009-SW)
February 17, 2017 to February 16, 2018

GENERAL INFORMATION. This price list is to provide drug and breath alcohol collection and testing which meet the requirements found in the Omnibus Transportation Employee Testing Act of 1991, the Federal Department of Transportation 49 CFR Part 40, and the Department of Health and Human Services Rules promulgated, thereunder, as amended and memorandum of agreement with employee associations.

PARTICIPATING JURISDICTIONS listed below have signed a cooperative purchasing agreement with the SPO and are authorized to utilize this price list contract:

Executive Departments/Agencies
Department of Education
(Limited to CDL and BU 10 Drug and Breath Alcohol Testing Programs)
University of Hawaii
Public Charter School Commission and Schools
Judiciary

The participating jurisdictions are not required but may purchase from this price list contract, and requests for exception from the contract are not required. Participating jurisdictions are allowed to purchase from other contractors; however, HRS chapter 103D and the procurement rules will apply to purchases by using the applicable method of procurement and its procedures, such as small purchases or competitive sealed bidding. The decision to use this contract or to solicit pricing from other sources will be at the discretion of the agency.

POINT OF CONTACT. Questions regarding the services listed, ordering, pricing, status and testing requirements should be directed to Lily Chu, Department of Human Resources Development, Safety Office, at 587-1067.

Procurement questions or concerns may be directed as follows:

Jurisdiction	Name	Phone	Fax	E-Mail
Executive	Lori Cervantes	587-3355	586-0570	lori.m.cervantes@hawaii.gov
DOE	Procurement Staff	675-0130	675-0133	DOEProcure@notes.k12.hi.us
UH	Matthew Chow	956-2765	956-2096	chowmatt@hawaii.edu
	Karlee Hisashima	956-2122	956-2093	karlee@hawaii.edu

Jurisdiction	Name	Phone	Fax	E-Mail
Public Charter School Commission and Schools	Amy Cheung	586-3780	586-3776	amy.cheung@spcsc.hawaii.gov
Judiciary	Tritia Cruz	538-5805	538-5802	tritia.l.cruz@hawaii.gov

CONTRACTORS. Diagnostic Laboratory Services, Inc. (DLS) is the Contractor authorized to provide CDL and Non-CDL Drug and Breath Alcohol Collection and Testing Services. Straub Clinic & Hospital (Straub) is the Contractor authorized to provide Medical Review Officer Services.

MOLOKAI AND LANAI employees requiring services may report to Maui or Oahu collection sites or request on-site collection by the laboratory vendor, at the discretion of the Director and/or Designated Employer Representative (DER) having jurisdiction over the employees.

UNIT PRICES include all costs for labor, equipment, supplies, transportation, applicable taxes and any costs to provide the services to provide the services ordered by the State at the rates specified, except the General Excise Tax (GET), currently 4.5% for all sales made on Oahu and 4% for all sales made of the Islands of Hawaii, Maui, Kauai, Molokai, and Lanai.

ORDERS shall be issued on an as needed basis during the contract period. The contractor shall honor all orders received during the contract period and deliver according to the contract terms and within the required delivery time.

COLLECTION SITES. See attached listing.

DRUG TEST RESULTS. Diagnostic Laboratory Services, Inc. will submit written notification of drug test results within seventy-two (72) hours or in a timely manner from the time the specimen is received in the laboratory. All reports shall be enclosed in envelopes, sealed and addressed to the Medical Review Officer (Straub Clinic & Hospital).

MEDICAL REVIEW OFFICER (MRO). The MRO will receive, review, and interpret the test results, make all reasonable effort to notify employees (or if unable to contact the employee, the DER) with positive test results, maintain all necessary records, and send test results to the DER, in accordance with DOT regulations.

COST FOR PRE-EMPLOYMENT TESTING shall be done by the applicant or as determined by the Director of DER.

COST FOR CONFIRMATION TESTS, if testing done by other than the Contractor listed, shall be borne by the employee requesting the confirmation test be done other than the contractor.

FORMS. The contractor(s) shall use forms prescribed by 49CFR Part 40 or as mutually agreed upon by the contractor and the DHRD director.

VENDOR CODES for annotation on purchase orders are obtainable from the *Alphabetical Vendor Edit Table Report* available at your department's fiscal office. Agencies are cautioned that the remittance address on an invoice may be different from the address of the vendor code annotated on the purchase order. Therefore, when processing an invoice for payment, be sure that the correct vendor code is used.

PURCHASING CARD (pCard). The State of Hawaii Purchasing Card (pCard) is required to be used by the Executive departments/agencies, for orders totaling less than \$2,500. For purchases \$2,500 or more, agencies may use the pCard, subject to its credit limit, or issue a purchase order.

PURCHASE ORDERS may be issued for purchases \$2,500 or more; and for Contractors who either do not accept the pCard, set minimum order requirements before accepting the pCard for payment, or charge its customers a transaction fee for the usage.

SPO PRICE LIST NO. 17-05 must be typed on purchase orders or contracts issued against this vendor list contract.

COMPLIANCE PURSUANT TO HRS §103D-310(c). Prior to awarding this contract, the SPO verified compliance of the Contractor(s) named in the SPO Price List Contract No. 17-05. *No further compliance verification is required prior to issuing a contract, purchase order, or pCard payment when utilizing this contract.*

PAYMENTS are to be made to the Contractor(s) remittance address. HRS §103-10 provides that the State shall have thirty (30) calendar days after receipt of invoice or satisfactory completion of contract to make payment. Payments may also be made via pCard.

VENDOR AND PRODUCT EVALUATION form SPO-012, for the purpose of addressing concerns on this price list contract, is available to agencies at the SPO website: <http://spo.hawaii.gov>. Click on *Forms* on the home page.

PRICE OR VENDOR LIST CONTRACT AVAILABLE ON THE INTERNET at the SPO website: <http://spo.hawaii.gov>. Click on *SPO Price List and Vendor List Contracts* on the home page.



CDL and Non-CDL Drug and Breath Alcohol Collections Testing and Services

REMITTANCE ADDRESS

Diagnostic Laboratory Services, Inc.
99-589 Iwaiwa Street
Aiea, HI 96701

Phone: (808) 589-5260

Fax: (808) 589-5264

STRAUB

Medical Review Officer Services

REMITTANCE ADDRESS

Straub Clinic & Hospital (Straub)
Sheraton Waikiki Hotel, Manor Wing Shop No. 1
2255 Kalakaua Avenue
Honolulu, HI 96815

Phone: (808) 971-6000 or (808) 931-6718

Fax: (808) 971-6005

CDL AND NON-CDL DRUG AND BREATH ALCOHOL TESTING

PRICING SHEET

GROUP A – Substance Abuse Tests (Basic Fee)

1. Laboratory Test and collection for urine specimen(s) to include Screening Test and Confirmatory Test for Amphetamines, Cocaine Metabolites, Marijuana Metabolites, Opiate Metabolites, Phencyclidine, MDMA, and screening for 6-Acetylmorphine (6-AM) as specified in Specifications herein. Specimen Collection Service performed, Sunday through Saturday, at a Contractor’s designated collection site during normal operational hours or at all times at a 24-hour facility. Collections shall be pursuant to 49 CFR Part 40.

a. CDL Federal Certified Laboratory (5 panel, MDMA, 6-AM)	per tests	<u>\$34.00</u>	<u>DLS</u>
b. Non-CDL State Certified Laboratory (5 panel)	per tests	<u>\$30.50</u>	<u>DLS</u>

*Each test includes a screening test and a confirmatory test when required, counted as one (1) test. Therefore, both tests will count as one (1) test and will be billed as one (1) test by the Contractor.

Note: The provision for “Testing for Other Drugs” 3.7 on page 17 of the Special Provisions shall apply when Federal regulations require testing of other drug(s) in addition to drugs listed above.

GROUP B – Specimen Testing Collection Services (Site Supplemental Fee)

2. Specimen Collection Service performed at Employer worksites, Monday through Friday, 7:00 a.m. through 5:00 p.m. Collections shall be pursuant to 49 CFR Part 40.

	per test	<u>\$15.00</u>	<u>DLS</u>
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3. Specimen Collection Service performed at Employer worksites, other than Monday through Friday, 7:00 a.m. through 5:00 p.m. Collections shall be pursuant to 49 CFR Part 40.

	per test	<u>\$20.00</u>	<u>DLS</u>
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4. Technician Hourly Rate at Employer worksite. (Insufficient specimens and collection delays due to facility operational requirements at Hawaii State Hospital or airline schedule at remote site, such as Kalaupapa.)

	per hour	<u>\$33.00</u>	<u>DLS</u>
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GROUP C – Specimen Testing Collection Services (Direct Observation)

5. Technician or other laboratory staff performing specimen collection services under Direct Observation procedures.

	per obs.	<u>\$65.00</u>	<u>DLS</u>
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GROUP D – Breath Alcohol Testing (Basic Fee)

6. Breath Alcohol Test performed at Contractor’s site, Sunday through Saturday, at designated collection site during normal operational hours or at all times at a 24-hour facility. Evidential Breath Testing Device (EBT) shall be pursuant to 49 CFR Part 40.

per test \$21.00 DLS

*Annual estimated number of tests includes screening test and confirmatory test counted as one (1) test. Therefore, one (1) screening test and one (1) confirmatory test performed for an employee will count as one (1) test and will be billed as one (1) test by the Contractor.

GROUP E – Breath Alcohol Testing Services (Site Supplemental Fee)

7. Breath Alcohol Test performed at Employer worksites, Monday through Friday, 7:00 a.m. through 5:00 p.m. EBT shall be pursuant to 49 CFR Part 40.

per test \$36.00 DLS

8. Breath Alcohol Test performed at Employer worksites, other than Monday through Friday, 7:00 a.m. through 5:00 p.m. EBT shall be pursuant to 49 CFR Part 40.

per test \$41.00 DLS

9. Technician Hourly Rate at Employer worksite. (Insufficient specimens and collection delays due to facility operational requirements at Hawaii State Hospital or airline schedule at remote site, such as Kalaupapa.)

per hour \$33.00 DLS

GROUP F – Expert Testimony

10. Expert Testimony by Ph.D. or M.D. as specified in Specifications herein.

30 days no charge DLS

11. Expert Testimony by Technologist, as specified in Specifications herein.

30 days no charge DLS

*A day is equal to eight (8) hours of work per day, which shall include preparation, travel time and actual testimony.

GROUP G – Random Selection Process

12. Services to establish and maintain a scientific random selection process for random testing pools as required by agency jurisdiction with no more than 300 employees for random selection.

no charge DLS

13. Services to establish and maintain a scientific random selection process for random testing pools as required by agency jurisdiction with over 300 employees for random selection.

no charge DLS

GROUP H – Medical Review Officer (MRO) Services

14. MRO Services per test result \$10.25 Straub

DIAGNOSTIC LABORATORY SERVICES DRUG COLLECTION SITES - O'AHU

ALA MOANA

Ala Moana Building
1441 Kapiolani Blvd., Suite 506
Honolulu, HI 96814
Phone: (808) 945-3124
Fax: (808) 973-4639
Hours: M-F 7:00 am - 12:00 pm

KALIHI (A)

2110 N. King Street, Suite 2
Honolulu, HI 96819
Phone: (808) 832-6468
Fax: (808) 832-6465
Hours: M-F 6:00 am - 4:00 pm

QPOB III (A)

Queens Physician Office Bldg. III
550 S. Beretania St., #101
Honolulu, HI 96813
Phone: (808) 537-3100
Fax: (808) 537-3155
Hours: M-F 6:00 am - 5:00 pm
Saturday 6:00 am - 12:00 pm

KAHALA

4400 Kalaniana'ole Hwy., #8
Honolulu, HI 96821
Phone: (808) 733-2410
Fax: (808) 733-2412
Hours: M-F 6:00 am - 4:00 pm

KANEOHE

Kaneohe Bay Shopping Center
46-047 Kamehameha Hwy., #12
Kaneohe, HI 96744
Phone: (808) 247-6888
Fax: (808) 247-7433
Hours: M-F 5:00 am - 12:00 pm

MILILANI

Mililani Family Clinic
95-1249 Meheula Parkway Suite 133
Mililani, HI 96789
Phone: (808) 623-9211
Fax: (808) 623-3040
Hours: M-F 5:00 am - 4:00 pm

KAHEKA

Kaheka Professional Center
1481 S. King Street, Rm. 104
Honolulu, HI 96814
Phone: (808) 973-3805
Fax: (808) 973-4637
Hours: M-F 6:00 am - 5:00 pm

KAPOLEI (A)

Market Place at Kapolei Shop. Ctr.
590 Farrington Highway
Kapolei, HI 96707
Phone: (808) 693-9905
Fax: (808) 693-9984
Hours: M-F 6:00 am - 3:00 pm

WAIPAHU (A)

94-235 Hanawai Circle
Waipahu, HI 96797
Phone: (808) 671-4261
Fax: (808) 676-3603
Hours: M-F 7:30 am - 4:30 pm

KAILUA (A)

Kailua Professional Center
30 Aulike Street, #105
Kailua, HI 96734
Phone: (808) 266-1222
Fax: (808) 266-1226
Hours: M-F 7:00 am - 5:00 pm

WATERFRONT

500 Ala Moana Blvd
Bldg. 6, Suite H
Honolulu, HI 96813
Phone: (808) 485-6501
Fax: (808) 545-4648
Hours: M,T,Thur,F 8:00 am - 4:30 pm
Wed 8:00 am - 12:00 pm

AFTER HOURS

COLLECTIONS ONLY (A)

Queens Medical Center
1301 Punchbowl Street
Nalani Wing, 4th Floor Lab
Honolulu, HI 96813
Phone: (808) 356-7700
Fax: (808) 532-2330
Hours: AFTER HOURS SITE ONLY
M-F Between 5:00 pm & 6:00 am
Sat 12:00 pm - Mon 6:00 am
24 hrs on Holidays

EMPLOYER / DONOR INSTRUCTIONS

Donor must provide:

- 1) An official photo ID with a unique number
- 2) Preprinted lab form for urine and/or breath alcohol
- 3) Be prepared to provide a urine specimen

***You must phone site in advance if an observed collection is required**

(A) Designates Breath Alcohol Site

DIAGNOSTIC LABORATORY SERVICES DRUG COLLECTION SITES - Neighbor Islands

HAWAII

HILO (A)

Kinoole Medical
1248 Kinoole Street, Suite 102
Hilo, HI 96720
Phone: (808) 935-9290
Fax: (808) 969-6910
Hours: M-F 6:00 am - 5:00 pm

KONA (A)

75-170 Hualalai Road
Suite B200-201
Kailua-Kona, HI 96740
Phone: (808) 329-1625
Fax: (808) 329-1620
Hours: M-F 7:00 am - 4:00 pm

WAIMEA (A)

Hale Ola Pono Health Center
65-1267 Kawaihae Road
Kamuela, HI 96743
Ph: (808) 885-9020
Fax: (808) 885-0494
Hours: M-F 7:30 am - 12:00 Noon
1:30 pm - 3:00 pm

KAUAI

LIHUE (A)

Kuhio Medical Clinic
3-3295 Kuhio Highway
Lihue, HI 96766
Phone: (808) 245-7130
Fax: (808) 246-1848
Hours: M-F 7:00 am - 1:30 pm

KALAHEO

2-2494 A Kaunualii Highway
Kalaheo, HI 96741
Phone: (808) 332-0283
Fax: (808) 332-0619
Hours: M-F 8:00 am - 11:00 am

MAUI

KAHULUI (A)

200 Kalepa Place, #202
Kahului, HI 96732
Phone: (808) 877-8033
Fax: (808) 877-3381
Hours: M-F 7:00 am - 4:30 pm

WAILUKU

99 Market Street, #207
Wailuku, HI 96793
Phone: (808) 244-1399
Fax: (808) 242-5872
Hours: M-F 7:00 am - 12:00 pm
1:00 pm - 4:30 pm

MOLOKAI

KAUNAKAKAI

Molokai General Hospital
Kaunakakai, HI 96748
Ph: (808) 553-3142
Fax (808) 553-3158
Hours: M-F 2:00 pm - 4:00 pm
Do not send more than 2 donors
at the same time

EMPLOYER / DONOR INSTRUCTIONS

Donor must provide:

- 1) An official photo ID with a unique number
- 2) Preprinted lab form for urine and/or breath alcohol
- 3) Be prepared to provide a urine specimen

(A) Designates Breath Alcohol Site

You must phone site in advance if an observed collection is required

Neighbor Island “After Hours” Lab Services

Diagnostic Laboratory Services provides “after hours” specimen collection and breath alcohol testing services via a voice pager/cell phone process.

1. The DER or their designated associate can page / call the DLS technician. If a message is left, the DLS technician should call back within 30 minutes.

The information that will be discussed include: name of company manager, cell phone number, location and types of tests needed.

2. Observed specimen collections may not be available after hours. Let the DLS tech know if an observed collection is required, and they will determine whether they can provide a service that requires the same gender or whether your company will need to provide an observer.
3. For safety reasons, the company employee **must be escorted** by a supervisor and meet the lab tech at the agreed on location. If the test is cancelled for “no-show” or any other reason, the “after hours” tech time fees will be charged.
4. The **Employer must bring the drug test forms** for the tests needed:
 - Federal Custody and Control form and/or
 - Breath Alcohol test form or
 - Non DOT / Forensic Custody and Control form
5. The “after hours” fee, will be charged from the time the technician is called with a minimum 1 hour charge. After hours fees begin from the time the technician is called and ends when they return. This fee is also charged for services rendered on Saturdays at a DLS site.

Please limit access of the following information to authorized personnel only.

Diagnostic Labs “After Hours” Contact Personnel

Island	Tech	Pager No.	Cell Ph.
Hilo	Craig Manzano Chris Nagata Paul Maeda	-----	808-936-5344 808-339-2830 808-896-1090
Kona	Dennise Alviento Bernadette Canda-Alvarez	-----	808-756-0161
Kauai	Sharon McDonough, <i>Jessica Alayvilla,</i> <i>May Rose Fernandez,</i> Jojo Fabro, Kasey Ozaki. Test must be performed at employer’s job site. DLS Lihue is unavailable after hours.	-----	808-722-9954
Maui	Lisa Takakura	808-873-1097	808-281-2831