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**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

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February 14, 2020

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 *Bonnie A. Kahakui*

SUBJECT: **Change No. 4**
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: August 14, 2020

The following changes are made to the price list contract:

1. The contract term is extended to August 14, 2020, or until a new contract is in place.
2. Page 4, **UNIT PRICES** is updated.
3. The Diagnostic Laboratory Services Drug Collection Sites are updated.

The current price list contract incorporating Change No. 4 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. 4
Effective: 02/14/2020

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

(IFB-17-003-SW; IFB-17-009-SW)
February 17, 2017 to August 14, 2020

GENERAL INFORMATION. This price list is to provide drug and breath alcohol collection and testing which meets 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 exceptions 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.

POINTS 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	Karlee Hisashima	956-8687	956-2093	karlee@hawaii.edu

Jurisdiction	Name	Phone	Fax	E-Mail
Public Charter School Commission and Schools	Danny Vasconcellos	586-375	586-3776	danny.vasconcellos@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 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 ordered by the State at the rates specified, except the General Excise Tax (GET).

The State GET and County Surcharge shall not exceed the following rate if the contractor elects to pass the charges to its customers.

County	County Surcharge Tax Rate	State GET	Max Pass-On Tax Rate	Expiration of Surcharge Tax Rate
C&C of Honolulu	0.50%	4.0%	4.7120%	12/31/2030
Hawaii	0.25%	4.0%	4.4386%	12/31/2020
County of Maui (including Molokai & Lanai)	0.0%	4.0%	4.1666%	No county surcharge
Kauai	0.50%	4.0%	4.7120%	12/31/2030

The GET or use tax and county surcharge may be added to the invoice as a separate line item and shall not exceed the current max pass-on tax rate.

County surcharges on State General Excise (GE) Tax or Use Tax may be visibly passed on but are not required. For more information on county surcharges and the max pass-on tax rate, please visit the Department of Taxation's website at <http://tax.hawaii.gov/geninfo/countysurcharge>.

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.

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 is 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 the 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 drugs (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 a 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. \$65.00 DLS

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 sites, 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)

2153 N. King Street, Suite 100B
 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

****New Pearlridge location****

PEARLRIDGE

98-211 Pali Momi St., #200B
 Aiea, HI 96701
 Phone: (808) 485-6538
 Fax: (808) 483-2046
 Hours: M-F 5:00 am - 3:00 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-F 7:00 am - 12:45 pm
 1:45 pm - 4:00 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

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**

*NO "Pre-Employment" testing 12 am - 6 am

(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 5:30 am - 4:30 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

**AFTER HOURS
COLLECTIONS ONLY**

North Hawaii Community Hospital
65-1123 Mamalahoa Hwy., Suite 116
Kamuela, HI 96743
Ph: (808) 881-4470
Fax: (808) 885-0494
Hours: *AFTER HOURS SITE ONLY
M-F Between 3:00 pm & 7:00 am
Sat/Sun/Holidays: 24 Hours
*NO "Pre-Employment" testing 11 pm - 7:00 am

(A) Designates Breath Alcohol Site

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**

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