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City of Milwaukee

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200 E WELLS STREET
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United States

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Bill To: CITY WIDE VENDOR CONTRACTS
CITY OF MILWAUKEE
FOR VARIOUS CITY AGENCIES
AT VARIOUS CITY LOCATIONS
MILWAUKEE WI
United States

Line	Item	Description	Mfg ID	Mfg Item ID	Quantity	UOM	Need Date
1		VSC FOR MEDICAL TESTING			1.0000	VEN	

Freight Terms: NOT APPL **Ship Via:** NONE

REQUEST FOR PROPOSAL (RFP) TO AWARD A VENDOR SERVICE CONTRACT FOR MEDICAL TESTING ON AN AS NEEDED BASIS OF PERSONNEL FROM THE FIRE & POLICE COMMISSION, THE FIRE DEPARTMENT, THE POLICE DEPARTMENT, DEPARTMENT OF EMPLOYEE RELATIONS AND THE DEPARTMENT OF PUBLIC WORKS IN ACCORDANCE WITH SCOPE OF SERVICES FOR MEDICAL TESTING DATED JUNE 12, 2009, ATTACHMENT A - RULE V SECTION 7, RULE VII SECTION 2 AND RULE XII SECTION 6 OF THE RULES OF THE BOARD OF CIVIL SERVICE COMMISSIONERS, ATTACHMENT B - DEPARTMENT OF EMPLOYEE RELATIONS POLICY ON MEDICAL EXAMINATIONS (5-4-1997), ATTACHMENT C - RULE VII SECTION 7 (a-c), RULE XI SECTION 2 (a), RULE XII SECTION 3, AND RULE XIII SECTION 2 OF THE RULES OF THE BOARD OF FIRE AND POLICE COMMISSIONERS, ATTACHMENT D - ADA POLICY, AND RFP 2268 - GENERAL RFP REQUIREMENTS DATED JUNE 12, 2009 FOR A PERIOD OF THREE (3) YEARS FROM DATE OF AWARD WITH THE OPTION TO EXTEND FOR TWO ADDITIONAL ONE YEAR PERIODS UPON MUTUAL CONSENT.

2		VSC FOR URINALYSIS DRUG TESTING			1.0000	VEN	
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Freight Terms: NOT APPL **Ship Via:** NONE

REQUEST FOR PROPOSAL (RFP) TO AWARD A VENDOR SERVICE CONTRACT FOR URINALYSIS DRUG TESTING ON AN AS NEEDED BASIS FOR PERSONNEL FROM THE FIRE AND POLICE COMMISSION, THE FIRE DEPARTMENT, THE POLICE DEPARTMENT AND THE DEPARTMENT OF EMPLOYEE RELATIONS IN ACCORDANCE WITH SCOPE OF SERVICES FOR URINALYSIS DRUG TESTING DATED JUNE 12, 2009, ATTACHMENT A - PRE-EMPLOYMENT DRUG TESTING POLICY (JUNE 12, 2009), ATTACHMENT B - RULE XI SECTION 2, RULE XII SECTION 3, AND RULE XIII SECTION 2 OF THE RULES OF THE BOARD OF FIRE AND POLICE COMMISSIONERS, ATTACHMENT C - MILWAUKEE FIRE DEPARTMENT DRUG TESTING POLICIES AND PROCEDURES, ATTACHMENT D - MILWAUKEE POLICE DEPARTMENT DRUG TESTING POLICY, ATTACHMENT E 1 AND E 2 - LABOR AGREEMENTS BETWEEN CITY OF MILWAUKEE AND THE FIRE AND POLICE DEPARTMENTS, AND RFP 2268 - GENERAL RFP REQUIREMENTS DATED JUNE 12, 2009 FOR A PERIOD OF THREE (3) YEARS FROM DATE OF AWARD WITH THE OPTION TO EXTEND FOR TWO ADDITIONAL ONE YEAR PERIODS UPON MUTUAL CONSENT.

3		VSC FOR OPTIONAL TESTING OF HAIR FOR DRUG USE			1.0000	VEN	
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Freight Terms: NOT APPL **Ship Via:** NONE

VENDOR SERVICE CONTRACT FOR OPTIONAL DRUG USE TESTING UTILIZING HAIR SAMPLES. THE CITY OF MILWAUKEE POLICE DEPARTMENT IS SEEKING THE SERVICES OF A LABORATORY (HEREINAFTER "LAB") CAPABLE OF PROVIDING THE TESTING OF HAIR SAMPLES UTILIZING TESTING STANDARDS FOR THE DETECTION OF COCAINE, MARIJUANA, PCP, OPIATES INCLUDING CODEINE, MORPHINE, OXYCODONE, HYDROCODONE, HYDROMORPHONE AND AMPHETAMINES INCLUDING MATHAMPHETAMINE, MDMA (ESSAYS), AND MDEA. TESTING WILL BE PERFORMED ON AN AS NEEDED BASIS IN ACCORDANCE WITH SCOPE OF SERVICES FOR HAIR TESTING STANDARDS DATED MAY 4, 2009 AND RFP 2268 - GENERAL RFP REQUIREMENTS DATED JUNE 12, 2009. THE TIME PERIOD FOR PROVIDING THESE SERVICES, IF THEY ARE AWARDED, SHALL BE DESIGNATED AT A LATER DATE. THE CONTRACT FOR THESE SERVICES WILL BE AWARDED IN THE FORM OF AN AMENDMENT TO THE CONTRACT THAT IS AWARDED FOR DRUG URINALYSIS TESTING OR THE CONTRACT THAT IS AWARDED IN TOTAL FOR MEDICAL TESTING, URINALYSIS DRUG TESTING, DOT DRUG TESTING AND SUBSTANCE ABUSE SERVICES. SUCH AN AWARD IS ANTICIPATED TO BE MADE WITHIN A TWELVE (12) MONTH PERIOD FOLLOWING THE AWARD OF THE INDIVIDUAL CONTRACT FOR DRUG URINALYSIS TESTING OR THE CONTRACT THAT IS AWARDED IN TOTAL FOR MEDICAL TESTING, URINALYSIS DRUG TESTING, DOT DRUG TESTING, AND SUBSTANCE ABUSE TESTING.

INVOICES FOR THE HAIR TESTING SERVICES SHALL BE SENT TO THE DESIGNATED PRIME CONTRACTOR WHO IN TURN WILL INVOICE THE REQUESTING CITY OF MILWAUKEE DEPARTMENT.

4		VSC FOR DOT DRUG URINALYSIS TESTING			1.0000	VEN	
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Line	Item	Description	Mfg ID	Mfg Item ID	Quantity	UOM	Need Date
		REQUEST FOR PROPOSAL (RFP) TO AWARD A VENDOR SERVICE CONTRACT FOR DOT DRUG URINALYSIS TESTING ON AN AS NEEDED BASIS IN ACCORDANCE WITH SCOPE OF SERVICES FOR DEPARTMENT OF TRANSPORTATION DRUG URINALYSIS TEST FOR CITY OF MILWAUKEE DEPARTMENT OF PUBLIC WORKS DATED JUNE 12, 2009 AND RFP 2268 - GENERAL RFP REQUIREMENTS DATED JUNE 12, 2009 FOR A PERIOD OF THREE YEARS FROM DATED OF AWARD WITH OPTION TO EXTEND FOR TWO ADDITIONAL ONE YEAR PERIODS UPON MUTUAL CONSENT.					

THE FOLLOWING APPLIES TO ALL LINE ITEMS CONTAINED IN THIS RFP:

AWARD SHALL BE MADE BY LINE ITEM (VSC FOR MEDICAL TESTING, VSC FOR URINALYSIS DRUG TESTING, VSC FOR DOT DRUG TESTING AND SUBSTANCE ABUSE SERVICES) OR IN TOTAL (ONE (1) VSC FOR ALL LINE ITEMS CONSISTING OF MEDICAL TESTING, URINALYSIS DRUG TESTING, DOT DRUG TESTING AND SUBSTANCE ABUSE SERVICES) TO THE HIGHEST RANKED PROPOSER IN ACCORDANCE WITH THE FOLLOWING CRITERIA:

COMPLIANCE WITH PROPOSAL SUBMISSION REQUIREMENTS - PASS/FAIL

QUALIFICATION AND EXPERIENCE - 35 POINTS

ABILITY TO MEET THE RFP SERVICE REQUIREMENTS - 30 POINTS

CONVENIENCE OF LOCATION (S) - 10 POINTS

COST FOR SERVICES PERFORMED - 25 POINTS

NOTES:

- ALL COPIES OF THE COST PROPOSAL DOCUMENTATION FOR MEDICAL TESTING, URINALYSIS DRUG TESTING, HAIR TESTING, DOT DRUG TESTING AND SUBSTANCE ABUSE SERVICES SHALL CONSIST OF THE ONE (1) ORIGINAL, THE NINE (9) COPIES AND THE ONE (1) ELECTRONIC COPY WHICH SHALL BE SUBMITTED IN A SINGLE, CLEARLY MARKED, SEALED ENVELOPE. THE ENVELOPE SHALL BE LABELED WITH THE RFP #, THE DESCRIPTION OF THE SERVICE (I.E. "COST PROPOSAL FOR MEDICAL TESTING", "COST PROPOSAL FOR URINALYSIS DRUG TESTING", "COST PROPOSAL FOR HAIR TESTING", "COST PROPOSAL FOR DOT DRUG TESTING", OR "COST PROPOSAL FOR SUBSTANCE ABUSE SERVICES").

- ALL COPIES OF THE RESPONSE TO THE INDIVIDUAL RFP'S AND COST PROPOSALS FOR MEDICAL TESTING, URINALYSIS DRUG TESTING, HAIR TESTING, DOT DRUG TESTING, AND SUBSTANCE ABUSE TESTING ARE TO BE SHIPPED IN SEPARATE CONTAINERS. EACH CONTAINER SHOULD BE LABELED WITH THE RFP #, THE DESCRIPTION OF SERVICE (i.e. "PROPOSAL FOR MEDICAL TESTING", "PROPOSAL FOR URINALYSIS DRUG TESTING", "PROPOSAL FOR HAIR TESTING", "PROPOSAL FOR DOT DRUG TESTING", AND "PROPOSAL FOR SUBSTANCE ABUSE TESTING", THE CLOSING DATE OF THE PROPOSAL, AND THE NAME OF THE PROPOSER.

- THE LAB THAT IS CHOSEN TO PERFORM THE HAIR TESTING SHALL PERFORM THE SERVICES AS A SUBCONTRACTOR TO THE SUCCESSFUL PROPOSER AWARDED THE INDIVIDUAL OR TOTAL AWARD CONTRACT URINALYSIS DRUG TESTING DETAILED IN THIS RFP. THE SUCCESSFUL PROPOSER FOR URINALYSIS DRUG TESTING WILL BE THE PRIME CONTRACTOR AND SHALL BE RESPONSIBLE FOR PROVIDING THE HAIR COLLECTION ACTIVITIES REQUIRED BY THE LAB. THE LAB SHALL BE RESPONSIBLE FOR TESTING THE HAIR SAMPLES IN ACCORDANCE WITH THE SCOPE FOR HAIR TESTING STANDARDS DATED MAY 4, 2009, AND SHALL PROVIDE THE RESULTS OF THE TESTING TO THE REQUESTING DEPARTMENT AND THE PRIME CONTRACTOR.

NO POINTS WILL BE ASSIGNED TO THE LAB PROVIDING A PROPOSAL FOR THE OPTIONAL DRUG USE HAIR TESTING. THEREFORE, THE PROPOSAL THAT IS SUBMITTED WILL HAVE NO BEARING ON WHICH PROPOSER IS FOUND TO BE THE HIGHEST RANKED PROPOSER FOR ALL OF THE OTHER SERVICES DESCRIBED HEREIN.

- THE CITY RESERVES THE RIGHT TO AWARD BY LINE ITEM OR IN TOTAL (LINE ITEMS 1, 2, 4, AND 5 TO THE HIGHEST RANKED PROPOSER(S), WHICHEVER IS IN THE BEST INTERESTS OF THE CITY.

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		THIS RFP REQUIRES AN EMERGING BUSINESS ENTERPRISE (EBE) PARTICIPATION OF EIGHTEEN (18%) FOR THE MEDICAL TESTING, URINALYSIS DRUG TESTING, DOT DRUG TESTING, AND SUBSTANCE ABUSE SERVICES IN ACCORDANCE WITH THE CITY OF MILWAUKEE ORDINANCE CHAPTER 360.					

THE PROPOSALS FOR DRUG USE HAIR TESTING DOES NOT HAVE A REQUIREMENT FOR EBE PARTICIPATION.

NOTE: READ THE TOTAL EMERGING BUSINESS ENTERPRISE PROVISIONS IN THE RFP PACKAGE VERY CAREFULLY. EBE FORMS A AND B MUST BE SIGNED, NOTARIZED AND INCLUDED WITH EACH OF YOUR PROPOSAL RESPONSES FOR MEDICAL TESTING, URINALYSIS DRUG TESTING AND DOT DRUG URINALYSIS TESTING..

EBE PARTICIPATION IS AN ELEMENT OF PROPOSAL RESPONSIVENESS. FAILURE TO MEET THE SPECIFIED EBE REQUIREMENTS AND/OR TO SUBMIT EBE FIRMS A AND B WITH EACH OF THE PROPOSAL RESPONSES WILL RENDER THE PROPOSAL UNRESPONSIVE, AND THE DOA-BUSINESS OPERATIONS DIVISION MAY THEN RECOMMEND AWARD TO THE NEXT APPARENT HIGHEST RANKING PROPOSER. [REF: SEC. III C (3)].

FOR FURTHER INFORMATION REGARDING EBE PARTICIPATION, CONTACT THE EMERGING BUSINESS ENTERPRISE MANAGER, OSSIE KENDRIX AT 414-286-5552 OR THE MAIN OFFICE NUMBER AT 414-286-5553.

PROPOSERS SHOULD NOTE THAT THE CITY'S LIVING WAGE PROVISION APPLIES TO THIS PROCUREMENT. THIS REQUIRES THAT ALL INDIVIDUALS WHO WORK ON THIS CONTRACT BE PAID A MINIMUM OF \$8.80 PER HOUR. PROPOSERS MUST COMPLETE AND SUBMIT WITH EACH OF THEIR PROPOSALS THE "AFFIDAVIT OF COMPLIANCE-LIVING WAGE PROVISION" FORM. PLEASE NOTE THAT THIS INFORMATION IS MATERIAL TO THE RFP. FAILURE TO SUBMIT THIS INFORMATION WITH YOUR PROPOSAL WILL RESULT IN YOUR PROPOSAL BEING REJECTED.

*** SIGNATURE REQUIRED ***

IT IS ONLY NECESSARY FOR YOU TO SIGN THE COVER LETTER, THE FIRST PAGE OF THE INVITATION TO BID, THE BINDING SIGNATURE PAGE FOR RFP'S, EBE FORMS A & B, THE AFFIDAVIT OF COMPLIANCE - LIVING WAGE PROVISION, THE COST PROPOSAL DOCUMENT, AND THE DESIGNATION OF CONFIDENTIAL AND PROPRIETARY INFORMATION DOCUMENT.

YOUR SIGNATURE WILL SIGNIFY YOUR AGREEMENT TO ALL PRICING, TERMS AND CONDITIONS STATED HEREIN AND THE FOLLOWING CITY OF MILWAUKEE DOCUMENTS:

1. TERMS AND CONDITIONS FOR RFP'S FOUND IN THE BID INFORMATION SECTION OF THE PROCUREMENTS SERVICES SECTIONS WEBPAGE.
2. TERMS AND CONDITIONS FOR SERVICE CONTRACTS FOUND IN THE BID INFORMATION SECTION OF THE PROCUREMENT SERVICES SECTIONS WEBPAGE.
3. INSURANCE REQUIREMENTS FOUND IN THE FORMS SECTION OF THE PROCUREMENT SERVICES SECTIONS WEBPAGE. THE BLANK COPY OF THE AFFIDAVIT OF NO INTEREST MUST BE COMPLETED BY THE SUCCESSFUL PROPOSER'S INSURANCE AGENT.
4. EBE FORMS A AND B FOUND WITH THE PROPOSAL ON THE PROCUREMENT SERVICES SECTIONS WEBPAGE. EBE FORMS A AND B MUST BE SUBMITTED WITH THE PROPOSAL OR THE PROPOSAL WILL BE REJECTED.
5. THE LIVING WAGE DOCUMENTS FOUND IN THE FORMS SECTION OF THE PROCUREMENT SERVICES SECTIONS WEBPAGE. THE AFFIDAVIT OF COMPLIANCE - LIVING WAGE PROVISION MUST BE SUBMITTED WITH THE PROPOSAL OR THE PROPOSAL WILL BE REJECTED.

PROPOSERS ARE ALSO REQUIRED TO COMPLETE AND RETURN ALL OF THE INVITATION TO BID PAGES WITH THEIR PROPOSAL SUBMITTAL. THE SCOPES OF SERVICES DO NOT HAVE TO BE INCLUDED WITH THE PROPOSAL SUBMITTAL.

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- ONLY THE SUCCESSFUL PROPOSER WILL BE REQUIRED TO PROVIDE THE CITY WITH AN ORIGINAL COPY OF THEIR FIRMS INSURANCE CERTIFICATE ACCOMPANIED BY AN ORIGINAL COPY OF OUR REQUIRED AFFIDAVIT OF NO INTEREST.

THE INSURANCE CERTIFICATE AND AFFIDAVIT OF NO INTEREST MUST BE RECEIVED BY THE DOA, BUSINESS OPERATIONS DIVISION, PROCUREMENT SERVICES SECTION NO LATER THAN TEN (10) CALENDAR DAYS AFTER RECEIVING NOTIFICATION OF AWARD. FAILURE TO PROVIDE THE INSURANCE DOCUMENTS WITHIN THE TEN (10) CALENDAR DAY DEADLINE MAY RESULT IN THE WITHDRAWAL OF THE AWARD.

DURING THE TERM OF THE CONTRACT, THE SUCCESSFUL PROPOSER WILL BE TOTALLY RESPONSIBLE FOR MAINTAINING PROPER INSURANCE COVERAGE, AND FOR PROVIDING THE DOA, BUSINESS OPERATIONS DIVISION, PROCUREMENT SERVICES SECTION WITH ORIGINAL COPIES OF THEIR UPDATED INSURANCE CERTIFICATES ACCOMPANIED BY AN ORIGINAL COPY OF OUR REQUIRED AFFIDAVIT OF NO INTEREST PRIOR TO THE EXPIRATION DATE OF THE PREVIOUSLY SUBMITTED CERTIFICATE AND AFFIDAVIT. FAILURE TO KEEP THE PROPER INSURANCE COVERAGE IN FORCE DURING THE DURATION OF THE CONTRACT CAN RESULT IN INVOICE PAYMENT DELAYS AND / OR CONTRACT CANCELLATION.

- ALL PROPOSERS ARE REQUIRED TO COMPLETE, SIGN, AND SUBMIT EBE FORMS A AND B WITH THEIR PROPOSAL. EBE FORM B MUST BE NOTARIZED. FAILURE TO SUBMIT EBE FORMS A AND B WITH THE PROPOSAL WILL RESULT IN PROPOSAL REJECTION.

- ALL PROPOSERS ARE REQUIRED TO COMPLETE, SIGN, AND SUBMIT THE AFFIDAVIT OF COMPLIANCE - LIVING WAGE PROVISION WITH THEIR PROPOSAL. THIS AFFIDAVIT MUST BE NOTARIZED. FAILURE TO SUBMIT THIS AFFIDAVIT WITH THE PROPOSAL WILL RESULT IN PROPOSAL REJECTION.

- ALL OF THE ABOVE REFERENCED TERMS AND CONDITIONS, AND FORMS ARE HEREIN REFERENCED AND INCORPORATED AS PART OF ANY CONTRACT THAT IS AWARDED FROM THIS RFP.

- IF YOU HAVE TROUBLE DOWNLOADING ANY OF THE TERMS AND CONDITIONS OR FORMS, COPIES CAN BE OBTAINED BY CALLING OUR OFFICE AT 1-414-286-3501.

IMPORTANT

- CONTRACTORS MAY SUBMIT PROPOSALS FOR ONE OR MORE OF THE REQUIRED VENDOR SERVICE CONTRACTS LISTED IN THIS RFP.

- IN ORDER TO BE CONSIDERED FOR A TOTAL AWARD, CONTRACTORS MUST SUBMIT A PROPOSAL FOR EACH OF THE VENDOR SERVICE CONTRACTS LISTED IN THIS RFP.

PROPOSERS ARE SPECIFICALLY DIRECTED NOT TO CONTACT ANY CITY OF MILWAUKEE STAFF AND/OR DEPARTMENT DESIGNEES FOR QUESTIONS, MEETINGS, CONFERENCES, OR TECHNICAL DISCUSSIONS THAT ARE RELATED TO THIS RFP.

THE ONLY PERSON TO BE CONTACTED FOR QUESTIONS, MEETING, CONFERENCES, OR TECHNICAL DISCUSSIONS IS MICHAEL DRZEWIECKI. CONTACT IS TO BE MADE EITHER VIA EMAIL (PREFERRED) AT MDRZEW@MILWAUKEE.GOV OR BY FAX AT 1-414-286-5976.

UNAUTHORIZED CONTACT OF ANY CITY DEPARTMENT EMPLOYEE WILL BE IS A CAUSE FOR REJECTION OF THE PROPOSAL.

ALL ADDITIONAL INFORMATION OR CLARIFICATIONS THAT ARE PROVIDED TO ONE PROPOSER WILL BE PROVIDED TO ALL PROPOSERS IN THE FORM OF AN ADDENDUM POSTED TO THE CITY'S WEB SITE (BIDS PENDING PAGE).

PROPOSERS ARE CAUTIONED NOT TO CHANGE ANY OF THE TERMS OR CONDITIONS IN THE PROPOSAL AND/OR SCOPE OF SERVICES WITHOUT THE WRITTEN APPROVAL OF THE DOA-PROCUREMENT SERVICES SECTION. ANY UNAUTHORIZED CHANGES WILL CONSTITUTE A COUNTEROFFER AND WILL SUBJECT THE PROPOSAL TO REJECTION.

*** PROPOSAL ADDENDUM ***

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ANSWERS TO QUESTIONS AND ANY CHANGES MADE AS A RESULT OF A WRITTEN REQUEST WILL BE ISSUED VIA A PROPOSAL ADDENDUM, AND, IF NECESSARY, AN EXTENSION WILL BE MADE TO THE PROPOSAL CLOSING DATE. ALL ADDENDA FOR THIS RFP WILL BE POSTED TO THE CITY OF MILWAUKEE PROCUREMENT SERVICES WEBSITE: WWW.CITY.MILWAUKEE.GOV (BIDS PENDING PAGE).

PROPOSERS ARE RESPONSIBLE FOR CHECKING THIS WEBSITE FOR ANY FUTURE ADDENDA, ETC., PRIOR TO THE PROPOSAL CLOSING DATE. ALL ADDENDA MUST BE SIGNED AND RETURNED, UNLESS OTHERWISE NOTED, BY THE PROPOSAL CLOSING DATE AND TIME. PROPOSERS WHO DO NOT RETURN THE ADDENDA MAY HAVE THEIR PROPOSAL REJECTED. IF YOU ARE UNABLE TO ACCESS THE INTERNET OR TO DOWNLOAD ANY OF THE DOCUMENTS REFERENCED IN THIS RFP, CONTACT DOA-PROCUREMENT SERVICES AT 414-286-3501 TO OBTAIN A HARD COPY.

5	VSC FOR SUBSTANCE ABUSE SERVICES	1.0000	VEN
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Freight Terms: NOT APPL **Ship Via:** NONE

REQUEST FOR PROPOSAL (RFP) TO AWARD A VENDOR SERVICE CONTRACT FOR SUBSTANCE ABUSE SERVICES ON AN AS NEEDED BASIS IN ACCORDANCE WITH SCOPE OF SERVICE FOR SUBSTANCE ABUSE SERVICES DATED JUNE 16, 2009 AND RFP 2268 - GENERAL RFP REQUIREMENTS DATED JUNE 12, 2009 FOR THE CITY OF MILWAUKEE DEPARTMENT OF EMPLOYEE RELATIONS FOR A PERIOD OF THREE (3) YEARS FROM DATE OF AWARD WITH THE OPTION TO EXTEND FOR TWO ADDITIONAL ONE YEAR PERIODS UPON MUTUAL CONSENT.

"SLAVERY DISCLOSURE AFFIDAVIT"

NOTE: EFFECTIVE DECEMBER 28, 2005, THE CITY OF MILWAUKEE ADOPTED AN ORDINANCE RELATIVE TO THE DISCLOSURE OF PARTICIPATION IN OR PROFITS DERIVED FROM SLAVERY BY CONTRACTORS. ALL CONTRACTORS AWARDED A CONTRACT ON BEHALF OF THE CITY OF MILWAUKEE, WHETHER OR NOT SUBJECT TO A COMPETITIVE BID, SHALL COMPLETE AN AFFIDAVIT PRIOR TO ENTERING INTO THE CONTRACT VERIFYING THAT THE CONTRACTOR HAS SEARCHED ANY AND ALL RECORDS OF THE COMPANY OR ANY PREDECESSOR COMPANY REGARDING RECORDS OF INVESTMENTS OR PROFITS FROM SLAVERY OR SLAVEHOLDER INSURANCE POLICIES DURING THE SLAVERY ERA. THE NAMES OF ANY ENSLAVED PERSONS OR SLAVEHOLDERS DESCRIBED IN THOSE RECORDS MUST BE DISCLOSED IN THE AFFIDAVIT.

THE CITY SHALL MAKE THE INFORMATION CONTAINED IN THE AFFIDAVIT AVAILABLE TO THE PUBLIC. ANY CONTRACT BETWEEN THE CITY AND A CONTRACTOR WHICH FAILS TO PROVIDE THE REQUISITE AFFIDAVIT OR WHICH INCLUDES MATERIAL FALSE INFORMATION ON SUCH AFFIDAVIT SHALL BE RENDERED NULL AND VOID. TO REFERENCE MILWAUKEE CODE OF ORDINANCES 310-14, PLEASE SEE:

<http://CC-CODENEW.MILWAUKEE.GOV/CODE/VOLUME3/CH310.PDF>

"ETHICAL PURCHASING REQUIREMENTS"

EFFECTIVE JANUARY 8, 2008, THE SUCCESSFUL PROPOSER FOR ALL PROCUREMENTS MUST COMPLY WITH CITY OF MILWAUKEE ORDINANCE 310-17 WHICH CAN BE FOUND AT:

<http://cctv25.milwaukee.gov/code/volume3/ch310.pdf>

AND THE HOURLY NON-POVERTY WAGE TABLE WHICH CAN BE FOUND ON THE PROCUREMENT SERVICES SECTIONS WEB SITE AT:

<http://city.milwaukee.gov/display/router.asp?docid+327>

IT IS YOUR RESPONSIBILITY AS A PROPOSER TO FAMILIARIZE YOURSELF WITH THIS ORDINANCE PRIOR TO SUBMITTING YOUR PROPOSAL. PROPOSERS ARE ALSO URGED TO MAKE ALL SUBCONTRACTORS AWARE OF THIS ORDINANCE AND TO ENCOURAGE ANY AND ALL SUBCONTRACTORS TO COMPLY WITH IT AS WELL.

WILL YOU COMPLY WITH THIS REQUIREMENT? (CHECK BELOW)

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____ YES ____ NO

FAILURE TO COMPLY WITH THIS REQUIREMENT MAY RESULT IN PROPOSAL REJECTION.

The City strives to make timely payment on all invoices. Payment to the vendor will be deemed timely if the payment is mailed, delivered, or transferred within 60 calendar days after receipt of a properly completed invoice or receipt and acceptance of the property or service under the order or contract, whichever is later. If the City does not make payment by the 60th calendar day, the City shall pay simple interest beginning with the 31st calendar day at the rate of one percent per month (unless the City disputes the amount of the invoice). Reference Common Council File No. 900859 adopted October 16, 1990, Provisions of State Statute 66.285 and 66.286.

If this Request for Proposal has subcontractor requirements, the prime contractor must pay the subcontractor(s) within ten (10) working days of the contractor's receipt of payment from the City of Milwaukee, or ten days from receipt of a properly submitted and approved invoice from the subcontractor, whichever is later. If the contractor fails to make timely payment to a subcontractor, the contractor shall pay simple interest at the rate of one percent (1%) per month, beginning with the 11th calendar day.

Proposers are requested to state their best cash discount on the line below for payment made within thirty (30) days following receipt and acceptance of this service. Cash discounts offered by the Proposers, ONLY if payment terms are thirty (30) days or more, may be considered in determining the cost of your proposal. However, if the Proposer who is awarded this contract has quoted a more favorable discount for earlier payment, and the City pays within that earlier timeframe, the Proposer will be held to that quoted discount.

_____ % _____ days

Sealed Proposals, the original and the specified required number of copies, for furnishing services, work, material, labor, or material and labor combined as specified above will be received in the Office of the Business Operations Division, Procurement Services Section, Room 601, City Hall, 200 E. Wells Street, Milwaukee, Wisconsin 53202 no later than 2:00 p.m. of the closing date specified in the upper right-hand corner of page one of this RFP. Your envelope/shipping container must be plainly marked in the lower left-hand corner of the envelope as follows:

RFP #: 0000002268

RFP DESCRIPTION:

- VSC FOR MEDICAL TESTING
- VSC FOR URINALYSIS DRUG TESTING
- VSC FOR HAIR TESTING
- VSC FOR DOT DRUG TESTING
- VSC FOR SUBSTANCE ABUSE SERVICES

CLOSING DATE AND TIME: JULY 23, 2009 AT 2:00 PM

PROPOSERS NAME

Any proposal received in an envelope/shipping container not properly and clearly marked as specified above will result in the proposal being rejected. Ten (10) copies of the proposal, ten (10) copies of the cost proposal, and one (1) electronic copy of the proposal and cost proposal must be submitted with each proposal submittal.

Proposers are to submit nine (9) 3-ring binder bound hard copies of the "PROPOSAL" (one (1) clearly marked "ORIGINAL")

This is NOT AN ORDER

All returned quotes and related documents must be identified with our request for quote Number.

Authorized Signature

Invitation to Bid

City of Milwaukee

CITY OF MILWAUKEE
200 E WELLS STREET
MILWAUKEE WI 53202
United States

CIMIL

Vendor: 0001030455
WEBPAGE DOWNLOAD
[http://www.milwaukee.gov/citygov/](http://www.milwaukee.gov/citygov/doa/sp/sp.shtml)
[doa/sp/sp.shtml](http://www.milwaukee.gov/citygov/doa/sp/sp.shtml)
MILWAUKEE WI 53202

Bid ID	Date	Buyer	Page
CIMIL-0000002268	05/01/2009	Michael Drzewiecki	7
Payment Terms	DateTime Bid Open	Closing	
PROMPT PAY	06/18/2009 01:00 PM	07/23/2009 02:00 PM	

Ship To: See Detail Below

Bill To: CITY WIDE VENDOR CONTRACTS
CITY OF MILWAUKEE
FOR VARIOUS CITY AGENCIES
AT VARIOUS CITY LOCATIONS
MILWAUKEE WI
United States

Line	Item	Description	Mfg ID	Mfg Item ID	Quantity	UOM	Need Date
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and eight (8) clearly marked "COPIES" and one (1) clearly marked unbound "COPY" shall be submitted for each of the drug testing service and the Substance Abuse Services listed in this RFP. In addition, proposers shall provide one (1) electronic copy of their PROPOSAL.

Proposers are to submit ten (10) hard copies of the "COST PROPOSAL" (one (1) clearly marked original, nine (9) clearly marked copies and one (1) electronic copy shall also be submitted for each drug testing service and the Substance Abuse Service listed in this RFP. The cost proposal documents shall be submitted in a single, clearly marked, sealed envelope.

The documents included with the original copy of the "PROPOSAL" and the original copy of the "COST PROPOSAL" must be signed (manually) to be considered. (NO FACSIMILES)

Proposals received after the date and time specified above will be rejected and returned at the proposer's expense.

NOTE: All proposals, the original and required number of copies specified above, must be time stamped in Room 601, City Hall, by 2:00 p.m. on the closing date. Proposal opening will be in Room 301C of City Hall at 2:30 p.m. The names of firms submitting proposals will be publicly read and that will be the only information available at that time.

PROPOSALS WILL BE MADE AVAILABLE FOR REVIEW ONLY AFTER ALL INTERVIEWS HAVE BEEN CONDUCTED AND A CONTRACT HAS BEEN FULLY EXECUTED.

IMPORTANT!

Your proposal is an offer to perform or supply the service or materials described above in accordance with the terms and conditions set forth in the RFP and all documents referenced in the RFP.

Your proposal must meet the plan(s) or scope of services set forth herein. Proposals must be submitted on the forms provided with attachments as applicable.

PERFORMANCE BOND REQUIRED: \$ N/A

ATTACHMENTS:

- 1) Request for Proposal
- 2) Scope of Services for Medical Testing (6/12/2009)
- 3) Scope of Services for Urinalysis Drug Testing (6/12/2009)
- 4) Scope of Service for Hair Analysis / Testing Standards (5/4/2009)
- 5) Scope of Services for DOT Drug Urinalysis Testing (6/12/2009)
- 6) Scope of Services for Substance Abuse Services (6/16/2009)
- 7) RFP 2268 - General RFP Requirements (6/12/2009)
- 8) EBE Form A
- 9) EBE Form B
- 10) Living Wage Forms
- 11) Designation of Confidential & Proprietary Information
- 12) EBE Cover Letter and Provisions
- 13) Proposers Document Submission Checklist - Medical Testing
- 13) Proposers Document Submission Checklist - Urinalysis Drug Testing
- 14) Proposers Document Submission Checklist - Hair Analysis / Testing
- 15) Proposers Document Submission Checklist - DOT Drug Testing
- 16) Proposer's Document Submission Checklist - Substance Abuse Services
- 17) Cost Proposal RFP 2268 - for Medical Testing

The undersigned Proposer, by its authorized person signing below, proposes to furnish the services, work, material, labor, or material and labor combined described above at the prices named above in accordance with the plans and the terms and conditions as set forth in the RFP, the Standard Terms and Conditions, the CITY contract, and if its Proposal is accepted, the Proposer agrees to all provisions set forth herein will become binding as part of a contract upon the fulfillment of all conditions precedent set forth herein. Proposer further assures that, if the Proposer's performance

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is contingent upon the acts of another party, the Proposer has the necessary commitment to complete the contract.

PERFORMANCE OR DELIVERY: Time is of the essence for all terms of the Contract. Performance or Delivery is as specified within the RFP.

GUARANTEED PERFORMANCE OR DELIVERY: Failure of the Contractor to adhere to the performance or delivery schedule as specified, shall render the Contractor liable for the difference between the "open market" and the contract price.

In signing and submitting this proposal, the Proposer assures the City of Milwaukee that the Request for Proposal, the Proposal, the Standard Terms and Conditions, the City Contract and all other documents referenced in the RFP have been read and understood, and that the furnishing of the subject service work, material, labor, or material and labor combined, is under Proposer control subject to the terms and conditions outlined in the above documents. If the Proposer's performance is contingent upon the acts of another party, the responder assures that they have the necessary commitments to complete the contract which may be awarded to them.

CONTRACTOR agrees that they will comply with all applicable requirements of the AMERICANS with DISABILITY ACT of 1990, 42 U.S.C. 12101, et seq.

IMPORTANT! ALL DOCUMENTS CONTAINED IN THE ORIGINAL COPY OF THE PROPOSAL AND THE ORIGINAL COPY OF THE COST PROPOSAL MUST BE MANUALLY SIGNED. NO FACSIMILIES.

NOTE: ALL SERVICES SHALL BE PROVIDED F.O.B. DESTINATION.

PLEASE READ ALL INSTRUCTIONS CAREFULLY.

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Authorized Signature

CITY OF MILWAUKEE
Department of Administration
Business Operations Division
Procurement Services Section

BINDING SIGNATURES FOR REQUESTS FOR PROPOSAL

Upon award and acceptance of this bid by the City of Milwaukee, the undersigned bidder, by its authorized persons signing below, agrees that all provisions set forth herein will become binding as a formal contract upon the fulfillment of all conditions precedent set forth herein.

This agreement constitutes the entire agreement between the parties relating to the subject matter of this agreement. All prior understandings, agreements, correspondence and discussions of the parties are merged into and made a part of this agreement.

CONTRACTOR (To be signed by two persons authorized to legally bind your firm to this contract)

Bidder's Firm _____

Address _____

City/State _____ Zip _____

Telephone _____

Fax number _____

E-mail _____

Federal ID # _____

BY: _____
(manual signature required)

NAME _____
(typed or printed)

TITLE _____

DATE _____

BY: _____
(manual signature required)

NAME _____
(typed or printed)

TITLE _____

DATE _____

Witnesses: Two Witnesses to Bidder's Authorized Signature

BY: _____
(manual signature required)

NAME _____
(typed or printed)

BY: _____
(manual signature required)

NAME _____
(typed or printed)

This section must be fully completed and witnessed in order to process your bid.

FOR OFFICIAL CITY USE ONLY

CITY OF MILWAUKEE, a municipal corporation

BY _____
City of Milwaukee Purchasing Director

DATE _____

Countersigned:

BY _____
City Comptroller

DATE _____