



NEW YORK CITY DEPARTMENT OF CORRECTION

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Contracts and Procurement

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May 4, 2016

ADDENDUM No. 1

RE: PIN: 072201633CIB – FORENSIC LABORATORY TESTING

Dear Prospective Bidders:

Pursuant to Section 3-02(i) of the Procurement Policy Board (PPB) Rules, the Department of Correction (DOC) is issuing an addendum to address questions submitted by Vendors.

Response to questions asked by Vendors:

Q1: Can you please confirm the latest date that the VENDEX Questionnaires' should be submitted?

A: VENDEX Questionnaires are required to be submitted by the awarded vendor to the Mayor's Office Contract Services only upon request by the Department.

Q2: Please confirm if an Employment Report is required even if the Bidder does not have any New York based employees?

A: An Employment Report is required even if the awarded vendor does not have any New York based employees.

Q3: Please confirm that the contract resulting from this Invitation for Bids is not subject to M/WBE?

A: Yes, this contract is not subject to M/WBE.

Q4: Can you please give examples of the type of substances for toxicology analysis that have been tested for? In addition to the approximate amount of cases per year that would require expediting?

A: Example of types of substances that have been tested for, would be rat poison and cleaning fluids. The estimated number of tests are listed in the bid sheet.

Q5: Is it also acceptable to provide test results via secured Web-Portal?

A: This is acceptable.

Q6: "Toxicology" typically refers to testing for toxins and drugs in biological matrices (urine, blood, etc.) Identification of substances in materials will be performed in most forensic laboratories as an identification of controlled substances and pharmaceutical preparations. Please confirm that the desired testing for drugs,

chemicals, controlled substances, and illicit narcotics is to be performed on materials and not detected in blood and/or urine samples?

A: Yes, it is confirmed that the desired testing for non-native substances such as cleaning fluids and rat poison is to be performed on materials and not detected in blood and/or urine samples under the scope of this contract. Please replace the word "Toxicology" with "Unknown Substance" in this bid.

Q7: Can you please clarify if the sample reserve is referring to the actual item (i.e. Whole shirt), or if it's referring to the extract that was taken from the shirt?

A: The sample reserve is referring to the extract of an item.

Q8: Would it be acceptable to return the actual physical items that the testing was performed on and keep the extract?

A: Yes it would be acceptable to return the actual physical item. The actual item shall be sent back to the originating Agency. The sample reserve and the test results are to be retained by the Vendor.

Q9: Would you clarify if an Affidavit need to be included with all results? Or only when requested by the Department?

A: An Affidavit is required with every test that is performed. The estimated number of test is specified in the bid sheet.

Q10: Can you provide an estimate on how many Affidavits would be required based on the volume provided? 535 cases per year?

A: Please refer to Answer No. 9.

Q11: Will vendors be allowed to submit a supplemental fee schedule; or Bid Sheet addendum for services not specified on the original Bid Sheet?

A: Bidders should provide the best pricing according to the requested Bid Sheet. No further supplemental fee schedule will be allowed.

Q12: Please clarify how many hard copies of the bid are required for this Procurement?

A: One hard copy of the bid with the completed Section B is required to be submitted for bidding purposes.

Q13: If vendors offer different pricing for the designated Serology and Controlled Substances testing services, how should that information be reflected in the single box designated for "Unit Price Per Test" which is indicated on the Bid Sheet?

A: The awarded vendor is to be paid by the unit price listed on the bid sheet. The description on the invoice can be different, but falls under the category of each item specified.

END OF QUESTIONS

CLARIFICATIONS

1. The following clause has been changed on "Page C-3", "Section C: Serology Substance Analysis".

From: Identification of presence of urine, feces, saliva, semen, blood, and other non native substances on clothing or other items.

To: Identification of presence of urine, feces, saliva, semen, blood, DNA and other non native substances on clothing or other items.

2. The following clause has been changed on "Page C-4", "Section D: Sample Results, 1d."

From: Expedited cases for toxicology analysis: No more than five (5) working days from the receipt of evidentiary items.

To: Expedited cases for toxicology analysis: Preliminary results shall be given within five (5) working days from the receipt of evidentiary items and final report to be delivered no more than fourteen (14) days.

3. The following clause has been deleted on "Page C-6", "Section F: 4."

"Only actual time spent on testifying or in preparation thereof shall be paid."

4. The following clause has been changed on "Page C-7", "Section VIII (D)"

From: The bidder and its subcontractor(s) shall possess and maintain appropriate accreditations for serology analysis and toxicology analysis by the American Society of Crime Laboratory Directors/Laboratory Accreditation Board, CAP/College of American Pathologists, CTS/Collaborative Testing Services and have been approved by the New York State Department of Health.

To: The bidder and its subcontractor(s) shall possess and maintain appropriate accreditations for serology analysis and toxicology analysis by the American Society of Crime Laboratory Directors/Laboratory Accreditation Board, CAP/College of American Pathologists, CTS/Collaborative Testing Services, or other accreditation agencies and have been approved by the New York State Department of Health.

5. Attached to this Addendum is a sample of a "Laboratory Report" along with an "Affidavit".

BID DUE DATE

The bid opening date has been extended to "**Friday, May 13, 2016 at 11AM**". Please submit all bid packages to the NYC Department of Correction, 75-20 Astoria Blvd, Suite 160, East Elmhurst, New York 11370- Attention: **Jeanette Cheung, Contract Manager**.

Your bid submission must contain the following:

- Section B completed (pages B-1 to B-13)
- All Addendums with signature

Please submit this addendum with your Bid.

In addition to submitting the bid package, all addendums must be signed and submitted in a separate envelope.


Agency Chief Contracting Officer

I acknowledge receipt of this addendum.

Bidder/Company Name (Print)

Authorized Representative (Print Name)

Authorized Representative (Signature) **Date**

PIN #072201633CIB Addendum No. 1
SAMPLE

LABORATORY REPORT

FORENSIC LAB
ADDRESS
CITY, STATE ZIP

LABORATORY #
LABORATORY REPORT#
CASE NO.
VOUCHER #

VOUCHERED BY:

DATE SUBMITTED:
DATE ASSIGNED:
DATE PREPARED:

INMATE (S):

D.O.B.:

AGE:

B&C/NYSID:

TYPE OF ANALYSIS

DESCRIPTION OF EVIDENCE

EVIDENCE PRESENT AS ITEMIZED ON VOUCHER:

YES

NO

VOUCHER #

VOUCHER BY:

VOUCHER ITEM NO.	LAB ITEM NO.	QUANTITY	DESCRIPTION

RESULTS OF EXAMINATION/ANALYSIS:

REMARKS:

THIS REPORT DOES NOT CONSTITUTE THE ENTIRE CASE FILE. THE CASE FILE MAYBE COMPROMISED OF WORKSHEETS, IMAGES, ANALYTICAL DATA, AND OTHER DOCUMENTS.

THE RESULTS ARE THE OPINIONS/INTERPRETATIONS/CONCLUSIONS OF THE UNDERSIGNED.

I HEREBY CERTIFY THAT I TESTED/EXAMINED/ANALYZED THE ABOVE DESCRIBED ITEM(S), AND THAT THIS REPORT IS AN ORIGINAL MADE BY ME. FALSE STATEMENTS MADE HEREIN ARE PUNISHABLE AS A CLASS "A" MISDEMEANOR PURSUANT TO SECTION §210.45 OF THE NEW YORK STATE PENAL LAW.

TITLE

NAME PRINTED

SIGNATURE

DATE