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March 15, 2022

TO: Executive Departments/Agencies
Department of Education
(Limited to CDL and BU10 Drug and Breath Alcohol Testing Programs)
University of Hawaii
Public Charter School Commission and Schools
Judiciary

FROM: Bonnie Kahakui, Acting Administrator *Bonnie A. Kahakui*

SUBJECT: Change No. 4
SPO Price List Contract No. 21-04
**CDL and Non-CDL Drug and Breath Alcohol Testing and Medical Review
Services for the State Employees Drug and Alcohol Testing Program**
IFB-21-001-SW
Expires: August 14, 2023

The following change is made to the price list contract:

- The contract for Straub Clinic and Hospital is extended to August 14, 2023.

The current price list contract is incorporating Change No. 4 is available on the SPO website: <http://spo.hawaii.gov>. Click on *Price & Vendor Lists Contracts* on the home page.

If you have any questions, please contact Matthew Chow at (808) 586-0577 or matthew.m.chow@hawaii.gov.

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**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

SPO Price List Contract No. 21-04
Replaces SPO Price List Contract 17-05
Includes Change No. 4
Effective: 03/15/2022

THIS SPO PRICE LIST CONTRACT IS FOR AUTHORIZED BUSINESS USE ONLY

**CDL AND NON-CDL DRUG AND BREATH ALCOHOL
TESTING AND MEDICAL REVIEW SERVICES FOR THE
STATE EMPLOYEES DRUG AND ALCOHOL TESTING
PROGRAM**

(IFB-21-001-SW)

August 15, 2020 to August 14, 2023

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 agreement and/or a memorandum of agreement with the SPO and are authorized to utilize this vendor list contract.

Executive Departments/Agencies
Department of Education
(Limited to CDL and BU10 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 vendor 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 apply to purchases using the applicable procurement method 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 participating jurisdiction.

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 lily.b.chu@hawaii.gov or 587-1067.

Procurement questions or concerns may be directed as follows:

Jurisdiction	Name	Phone	Fax	E-mail
Executive	Matthew Chow	586-0577	586-0570	Matthew.m.chow@hawaii.gov
DOE	Procurement Staff	675-0130	675-0133	G-OFS-DOE-Procurement@k12.hi.us
UH	Karlee Hisashima	956-8687	956-2093	karlee@hawaii.edu
Public Charter School Commission and Schools	Danny Vasconcellos	586-3775	586-3776	danny.vasconcellos@spsc.hawaii.gov
Judiciary	Tritia Cruz	538-5805	538-5802	tritia.l.cruz@courts.hawaii.gov

USE OF THIS LIST CONTRACT BY NONPROFIT ORGANIZATIONS. Pursuant to HRS §103D-804, nonprofit organizations with current purchase of service contracts (HRS chapter 103F) have been invited to participate in the SPO price and vendor list contracts.

A listing of these nonprofit organizations is available at the SPO website: <http://spo.hawaii.gov>. Click on *For Vendors > Non-Profits > Cooperative Purchasing Program > View the list of qualifying nonprofits eligible to participate in cooperative purchasing.*

If a nonprofit would like to purchase from an SPO price or vendor list contract, the nonprofit must obtain approval from each Contractor (participation must be mutually agreed upon, for example). A Contractor may choose to deny participation by a nonprofit. However, if a nonprofit and Contractor mutually agree to this arrangement, it is understood that the nonprofit will retain its right to purchase from other than an SPO price list contract vendor(s).

AUTHORIZED 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 dba Straub Medical Center 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 Diagnostic Laboratory Services, 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).

COLLECTION SITES for Diagnostic Laboratory Services are listed on pages 9-10.

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 at 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* 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.

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. 21-04. *No further compliance verification is required prior to issuing a contract, purchase order, or pCard payment when utilizing this contract.*

PURCHASING CARD (pCard). The State of Hawaii Purchasing Card (pCard) is required to be used by the Executive department/agencies, excluding the DOE, HHSC, OHA, and UH, for orders totaling less than \$2,500. For purchases of \$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 of \$2,500 or more and for vendors who either do not accept the pCard, set minimum order requirements before accepting the pCard for payment or who charge its customers a transaction fee for the usage.

SPO PRICE LIST CONTRACT NO. 21-04 shall be typed on purchase orders and pCard purchases issued against this price list contract.

STATE GENERAL EXCISE TAX (GET) AND COUNTY SURCHARGE shall not exceed the following rates if the seller elects to pass on the charges to its customers. The GET is not applied to shipping or delivery charges.

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	0.50%	4.0%	4.7120%	12/31/2030
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(s) for each island.

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>.

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, Evaluation: Vendor or Product, to address concerns on this vendor 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 *Price & Vendor List Contracts* on the home page.

STRAUB

(expires 08/14/2022)

Medical Review Officer Services

REMITTANCE ADDRESS

Straub Clinic & Hospital
Sheraton Waikiki Hotel, Manor Wing
Shop No. 1
2255 Kalakaua Avenue

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

Fax: (808) 971-6005

	Description	Pricing
GROUP H – SUBSTANCE ABUSE TESTS (BASIC FEE)		
14	MRO Services as specified in Section 3 Specifications for MRO Services	\$10.25

