

# **REQUEST FOR PROPOSAL**

## **OLDHAM COUNTY SCHOOLS OCCUPATIONAL MEDICINE FOR STAFF & STUDENTS DRUG TESTING**

**OLDHAM COUNTY BOARD OF EDUCATION  
6165 W HWY 146  
Crestwood, KY 40014**

**Hand-deliver or mail by NOON no later than May 2, 2025 to:**

**In the Office of:      Superintendent  
Oldham County Board of Education  
6165 W HWY 146  
Crestwood, KY 40014  
502-241-3500**

**- REQUEST FOR PROPOSAL -**

**OLDHAM COUNTY BOARD OF EDUCATION  
EQUAL OPPORTUNITY EMPLOYER  
CRESTWOOD, KY 40014**

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**OLDHAM COUNTY SCHOOLS  
OCCUPATIONAL HEALTH SERVICES FOR STAFF & STUDENTS DRUG TESTING**

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The Oldham County Board of Education is seeking proposals for Employee Occupational Health Services and Random Drug Testing of Students for the 2025-2026 school year, beginning July 1, 2025, through June 30, 2026. You are invited to submit a proposal, subject to the terms and conditions of this Request for Proposal. Please read all specifications and instructions carefully. General conditions, specifications and proposal forms are included herein. Failure to comply with these instructions and specifications may result in your proposal not being considered.

Written proposals will be received until **NOON, May 2, 2025**, at the Oldham County Board of Education, 6165 W HWY 146, Crestwood, KY 40014, Attention: Superintendent Office. The Board of Education cannot assume responsibility for any delay as a result of failure of the U.S. Postal Service or other delivery services to deliver proposals.

Proposals may not be withdrawn for a period of 60 days after they are received by the Board's agent. These services are not required to be formally bid. KRS 424.260 and 702 KAR 3:135 do not apply to this Request for Proposal. Therefore, we may accept or reject any proposal or waive any formalities in any proposals where such acceptance, rejection or waiver is considered to be in the best interest of the School District.

**GENERAL INSTRUCTIONS AND CONDITIONS**

**A. PROPOSAL FORM**

The form provided with this Request for Proposal must be used in order to submit a proposal.

**B. FACSIMILE PROPOSALS**

We will not accept proposals sent via facsimile. All proposals, to be considered, must be sent by the date designated on this cover, via hand-delivery or U.S. Mail.

**C. SPECIFICATIONS**

Specifications are attached and made a part of this proposal. All materials or services furnished must be in conformity with the specifications and will be subject to inspection and approval of the Superintendent or designee. The Board may reject any item which may fail to comply with the specifications.

It is important that each person submitting a proposal follow the instructions on the proposal form carefully and complete all blanks and spaces where information concerning any items is required.

**D. VENDOR'S QUALIFICATIONS**

The vendor's qualifications will be considered. The Board will determine the ability of any vendor to perform the work, and any vendor shall, upon request, furnish such information as may be necessary to determine the vendor's qualifications.

#### E. AGREEMENT

The successful vendor must be willing to enter into a written agreement, mutually agreeable to both parties, for services to be rendered. Oldham County Schools is seeking a 2-year agreement with an option of 2 additional years. Sixty days before the end of the 2-year contract, the Superintendent or designee will review the performance of the vendor to determine the viability of executing the two one-year renewal options. Vendor will be notified of this decision before the end of the 2-year contract term. The Oldham County Schools also reserves the right to cancel the contract at any time, with or without reason, with a 60-day written notice

#### F. TAXES

Vendor shall include any tax amounts in their proposal price.

#### G. NON-DISCRIMINATION

During the performance of this Contract, the Vendor agrees to not discriminate against any employee, applicant or subcontractor because of age, color, creed, handicap condition, marital or parental status, national origin, race, religion, veteran status, or political opinion or affiliation.

The Vendor shall in all solicitations and/or advertisements for employees placed by or on behalf of Vendor, state that all qualified applicants shall receive consideration for employment without regard to age, color, creed, handicap condition, marital or parental status, national origin, race, religion, sex, veteran status, or political opinion or affiliation.

#### H. PRICES

1. All prices quoted by the various bidders must be firm for the time period for which the Request for Proposal covers.
2. All prices and quotations must be in ink or typewritten. No pencil figures will be permitted. Mistakes are to be crossed out and corrections inserted adjacent thereto and initialed by the person signing the proposal.
3. Proposals that have clerical errors or irregularities are subject to correction only with the approval of the Superintendent of Schools. Unit prices should be listed, extended, and totaled. Should errors exist in the extended price, the unit price will prevail.

#### I. AWARDING OF AGREEMENT

An agreement will be awarded to the vendor with the best overall proposal considering price, scope of services, manner of rendering services, ability to provide all services deemed necessary by the Board, and references, all of which will be determined from information submitted in the proposal only.

#### J. PAYMENTS

Payment for services rendered will be issued within 30 days of receipt by the Board of a detailed, itemized statement.

#### K. APPLICABLE LAW AND COMPLIANCE.

The successful Vendor(s) shall at all times comply with, and observe, all federal and state laws, local laws, ordinances, and regulations which are in effect during the period of this contract and which in any manner affect the work, including, but not limited to, the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99)

## **SPECIFICATIONS FOR RANDOM STUDENT TESTING**

1. The successful testing vendor approved by the Board must provide a computerized method by which to randomly select the students to be tested for each random test performed. The selection will be conducted by a person from the testing vendor and supervised by two employees assigned by the Board.
2. The successful testing vendor must work closely with the Superintendent or his designee to develop, maintain and administer collection procedures for urine specimens. These procedures shall be accepted in the testing industry as appropriate procedures to minimize intrusion or embarrassment to students, ensure proper identification of students and urine specimens, reduce the likelihood of adulteration of urine specimens, and maintain complete confidentiality of test results.
3. The testing vendor must provide on-site testing capabilities with a minimum of 24-hour notice. A longer notification period will be utilized when the Superintendent or his designee deems it possible. The location of all testing shall be at the high school of the students being tested.
4. The testing vendor must provide a random set-up and collection process that must include all necessary forms, such as chain of custody documentation, that shall be completed by the student prior to giving a urine specimen.
5. The testing vendor must provide each student present for the collection process a receptacle for the collection of urine. Students will be providing the samples in private with same sex monitors.
6. A representative of the testing vendor must utilize a temperature strip to test the temperature of the urine specimen.
7. All scientific analyses of the collected specimens must be conducted by a professional testing laboratory that is certified in the industry. Each specimen shall be tested by the testing laboratory using a highly accurate immunoassay technique (EMIT). Initial positive results must be confirmed by gas chromatography/mass spectrometry (GC/MS).
8. The testing laboratory must preserve a portion of the urine specimen given by each student for a minimum of six (6) months.
9. The testing laboratory shall not provide any test results verbally. All results must be reported in writing to appropriate parties as determined by the Superintendent or his designee. The results shall list the student number for whom the test results are being reported, the type of test indicated on the custody and control form, the date and location of the test collection, the identity of the person(s) or entity performing the collection and analysis of the specimens and reporting the test results, and the verified results of the controlled substance test, and if positive, the identity of the controlled substance(s) for which the test was verified positive. Test results must be forwarded to the Superintendent's designee in a manner to ensure that the Principal cannot determine that any test was a presumptive, positive test unable to be confirmed by GC/MS.
10. Negative results must be provided to the appropriate persons designated by the school district no later than 48 hours after a student gives a urine specimen. Positive test results must be provided and confirmed no later than 72 hours after a student gives a urine specimen.
11. It is estimated that the vendor will perform a minimum of approximately 800 drug screens during the 2025-2026 school year..

**OLDHAM COUNTY BOARD OF EDUCATION  
PROPOSAL FORM – RANDOM DRUG TESTING OF STUDENTS**

**PRICE**

**List price of each item below or list “No Bid”**

9 Panel Drug Screen (performed at SAMSH certified lab)	<b>\$28</b>
Confirmation Testing by GC/MS	<b>n/a</b>
Collection Fee	<b>n/a</b>
Off-site (office location) collection fee	<b>\$50/hr for onsite fee</b>
Random set-up and selection process	<b>n/a</b>

**OTHER FACTORS**

Name of forensic lab used for drug testing: **CRL**

Certification held by forensic lab above: **CLIA certified**

Hours of operation: **The La Grange clinic is open from 8-4:30 pm Monday-Thursday and 8-4:00 pm on Friday.**

Test Result delivery time: **3-5 business days depending on results**

Measures taken to maintain confidentiality: **Baptist Health Occupational Medicine utilizes a portal system called Pure OHS and all staff follows HIPA guidelines.**

How long is the remaining portion of urine retained: **We do not retain urine.**

Location of off-site collection facility: **The La Grange clinic is located at 1006 New Moody Ln. 2<sup>nd</sup> Floor Lagrange, KY 40031.**

Company and contacts with 3 clients for whom you are performing tests:

**I do not believe this is applicable. We are currently providing Oldham County Schools with Occupational Medicine Services.**

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**OLDHAM COUNTY BOARD OF EDUCATION  
PROPOSAL FORM –OCCUPATIONAL HEALTH SERVICES FOR STAFF**

**PRICE**

**List price of each item below or list “No Bid”**

Workers Compensation	<b>based on fee schedule</b>
DOT PHYSICAL	<b>\$65</b>
DOT Drug Screen	<b>\$43</b>
Audiogram	<b>\$50</b>
Non-DOT Physical	<b>\$65</b>
Non-DOT Drug Screen	<b>\$43</b>
TB Skin Test	<b>\$25</b>
TB Assessment	<b>\$32.50</b>
Breath Alcohol	<b>\$23.25</b>
Hepatitis B Injections (series of 3 injections)	<b>\$104 per injection</b>
Hepatitis B Titer	<b>\$35</b>
Chest X-Ray (2-view)	<b>\$70</b>
Flu Shots	<b>\$40</b>

**OTHER FACTORS**

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Test Result delivery time: **3-5 business days depending on results**

Measures taken to maintain confidentiality: **Baptist Health Occupational Medicine utilizes a portal system called Pure OHS and all staff follows HIPA guidelines.**

Location of facility in regards to OCBE: **The La Grange clinic is located at 1006 New Moody Ln. 2<sup>nd</sup> Floor Lagrange, KY 40031.**

Company and contacts with 3 clients for whom you are performing tests:


**I do not believe this is applicable. We are currently providing Oldham County Schools with Occupational Medicine Services.**

X - Vendor of Occupational Health Services agrees to release test results to a designated representative of the Oldham County Board of Education provided that the employee signs an Authorization for the Use and Disclosure of Health Information form to release information to the employer.

Name of Vendor **Baptist Health Medical Group, Inc. dba Baptist Health Occupational Medicine**

Address of Vendor **1901 Campus Place Louisville, KY 40299**

Phone number **502-222-3302**

Representative Signature  Alex Kerns, VP of Operations, Baptist Health Medical Group

Date 4/23/25