

REQUEST FOR PROPOSAL

Scope of Work:

The Makah Tribe Human Resources Department is requesting proposals for on-site monthly random urinalysis collections for the 2017 calendar year. The contractor will administer all monthly random drug testing under the discretion of the Makah Tribe's Drug Free Workplace Act of 2002 as well as quarterly random drug and alcohol testing under Department of Transportation regulations. The number of random urinalysis tests varies per month as the actual number of employees varies per month, but is equivalent to 8% of the employee random pool.

Bid Submissions Must Include:

- 1) Contractor Name
- 2) Mailing Address
- 3) Telephone Number
- 4) Employer Identification Number or Social Security Number
- 5) Makah Enrollment Number, if applicable
- 6) Cost per collection of urinalysis test as well as any travel fees
- 7) Names and certificates of certified professional collectors (with proficiency in DOT urinalysis/BAT collection and 49 CFR Part 40 Procedures)
- 8) Business license, if applicable
- 9) Liability insurance, if applicable

Requirements:

Successful bidders will be required to enter into a contract with the Makah Tribal Council (MTC) and expected to follow Makah Employment and Contracting Rights Act of 2004 (MECRA) fee schedule. Any contract over \$500 will be subjected to a one-time \$50.00 fee, with the exception of Makah Tribal members and any contract under \$500 will be subjected to a one-time fee of \$5.00, with the exception of Makah Tribal Members.

Please submit clearly marked **Drug Free Workplace Monthly Random Collector** bids either in person, mail or email by **5:00pm on November 30, 2016** to:

Laurette Venske – AP/Contracts
Administrative Services Department
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Neah Bay, WA 98357
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