

REQUEST FOR PROPOSAL

Kitsap Regional Library

Health and Testing Services – Medical Exams and Drug/Alcohol Testing

**Submittal Deadline:
May 4, 2026; no later than 3:00 p.m.**

Kitsap Regional Library (the Library) is seeking qualified vendor(s) to provide drug and alcohol testing, fitness-for-duty, and DOT exams in support of safety, medical surveillance, to meet compliance, safety, and operational sustainability needs.

Submit bids and direct questions to:

Contact: Chandra Talerico, HR Director, Kitsap Regional Library
ctalerico@krl.org or (360) 475-9166

Kitsap Regional Library reserves the right to reject any or all submittals, to waive any informalities or irregularities in the submittal, and to accept the submittal(s) deemed best for the Library.

The complete Request For Proposal document is available at <https://www.krl.org/rfp> or by contacting Tammy Jeffries at (360) 405-9158.

1.0 Introduction

1.1 Purpose

Kitsap Regional Library is requesting bids for vendor contracts, who can support safety and health services to meet safety and compliance standards for our operations.

The Library operates nine (9) library locations across Kitsap County Washington and employees in a variety of positions to include driver's of large non-CDE commercial vehicles; custodial staff; facility and maintenance; librarians, library associates, and assistances who support our patrons directly and indirectly through the management of our collection; as well as other support services.

To ensure safety standards, policy adherence, and legal compliance (as applicable) the Library may need medical testing and examinations to support a myriad of needs as defined in the objective below.

1.2 Objectives

We are seeking vendor(s) who complete the following services and requirements:

- Support Kitsap County (i.e. all library locations) with ad hoc testing and examinations timely.
- Conduct drug/alcohol testing that is compliant with relevant governing bodies for reasonable suspicion and post-accident and/or on-the-job injury.
- Conduct exams and complete a Medical Examiners Certificate for DOT driver qualification file.
- Conduct fitness-for-duty exams for return to work or following a workplace concern (i.e. – demonstrating a direct threat) or for safety sensitive positions.
- Conduct Medical Surveillance testing (e.g., Hearing Conservation in accordance with 29 CFR 1010.95) as applicable for identified job classifications.
- Conduct Worker's Compensation Medical Exams in accordance with RCW 51.36.070

1.3 Overview of Selection Process

The selection of the vendor(s) for these services will proceed in the following manner:

- The Library shall receive bids no later than May 4, 2026
- Bids will be selected based on the ability to meet testing objectives and cost.

1.4 Vendor Contract Terms

The new contract for these services will include a copy of the vendor's proposal/quote, the terms outlined below and elsewhere in this RFP, and additional terms provided by the vendor and agreed upon by the Library.

- Start/End Date: Upon successful completion of an agreed contract for one (1) year of date of contract execution.
- Term: Seeking one (1) year contract with the option to automatically extend in year increments.
- Cancellation: This contract may be canceled or not renewed due to changes in needs for this service.
- Price Updates: If the market supports a price reduction after the initial term, the Library will exercise price reduction options, if any are available, as an amendment to the original contract. Similarly, the Library recognizes that market conditions, inflation, and other factors beyond the vendor's control could increase the pricing of services. As such, reasonable changes may occur during annual renewal. However, those changes need to be communicated in advance to support further consideration of service.

2.0 Scope of Work

2.1 Standards and Guidance

All testing and examinations shall be in compliance with relevant state and federal laws:

- DOT Regulation 49 CFR Part 391
- OSHA Field Safety and Health Management System Manual
- Drug-Free Workplace Act of 1988¹
- RCW 49.17 – Washington Industrial Safety and Health Act
- WAC 296
- RCW 51.36.070
- RCW 49.44.240
- RCW 49.60 – Washington Law Against Discrimination
- Rules for implementation found in WAC 162-12-140 and WAC 162-22-090

This list may not be exhaustive and subject to change with revisions to law. The vendors are expected to identify minimum compliance requirements in their responsibilities, as it pertains to performance of examinations and testing solutions.

¹ The library is not a federal grantee at the time of this proposal; however, we have historically and it is referenced such that if compliance were to become necessary our vendors are aware of the compliance obligations.

3.0 Contract Services

3.1 Solutions:

- Drug and Alcohol testing within 2-hours post-accident or on-the-job injury (when testing is not performed at the medical facility, if the employee is being medically evaluated). The Library has employees who work nights and weekends, and as such services need to be available at all hours.
- Complete evaluation and DOT Medical Examiners Certificate for individuals meeting examination requirements (i.e. driving vehicles greater than 10,001 lbs and meets interstate commerce requirements)
- Provide medical evaluations based on job duties, prescribed in the employees position/job description, regarding the ability to perform the functions of the job.
- Provide Independent evaluations in support of Worker's Compensation Exams.
- Support medical surveillance program for occupational safety standards (e.g., hearing conservation monitoring program)

4.0 Bidding Process, Evaluation, & Contact Info:

4.1 Bidding Process Information:

1. The bidding period may be extended at the library's discretion if necessary to conduct a competitive bidding process.
2. The library reserves the right to request additional information and/or a Best And Final Offer (BAFO) during this bidding process as responses are compared and evaluated.
3. The library reserves the right to reject all proposals and to not pursue this project at this time.
4. Responders are required to read and understand all information contained within this entire RFP package. Submitting a bid constitutes complete understanding and compliance with the terms and conditions in this RFP.
5. Bids should Include:
 - A. Qualifications and Credentials
 - B. Capacity Information:
 - I. Provide closest providers and distance to our nine (9) branch locations. If the service is mobile, the maximum distance a provider is from the respective locations.
 - II. If the services are mobile, provide the number of available units within the service area.
 - III. Provide a description of how the service handles capacity issues (mobile service deployed; after-hours needs if service hours are not 24-hour/7 days a week)

C. Pricing

- I. Briefly discuss the proposed pricing structure for the listed services. If your pricing is a fixed subscription model, do you have an ad hoc pricing option based on services provided.

4.2 Evaluation Criteria for selecting the winning bid(s):

The proposal will be judged on the following criteria:

30 Points - Price

30 Points - Ability to meet all service requirements

30 Points - Credentials and Certifications

10 Points – Completeness, quality, and reliability of the proposal

Disqualifying Factors:

This RFP process has the following disqualifying factors and bids that do not meet these requirements will not be evaluated:

- Vendors who sub-contract services in part or whole to other vendors, to include solicitors seeking commissions for identifying contract sales as a third party.
- Generic or auto generated bids that were not specifically created as a response to this RFP will not be considered.

4.3 Contact, Submittal, & Misc. Information:

The bid deadline is April 20, 2026, at 5pm Pacific Time. Any responses received after 5:00pm on the due date of this solicitation will be considered non-responsive and will not be included in the scoring process.

Questions regarding the RFP should be submitted in writing to Chandra Talerico at ctalerico@krl.org. Answers will be posted on the library's website within five (5) business days after the question was received.

Bids should be submitted electronically to Chandra Talerico, ctalerico@krl.org before the bid deadline.

All RFP documents, including instructions, bid formats, Q&A, updates, etc. will be uploaded to the library's website at: <http://www.krl.org/rfp>.

To confirm library branch addresses, please see: <https://www.krl.org/locations>.