



REQUEST FOR BID (RFB)

DISPOSAL:
REGULATED MEDICAL WASTE

**EASTERN VIRGINIA MEDICAL SCHOOL
MATERIALS MANAGEMENT**

RFB #: EVMS MEDWASTE20-103

April 6, 2020

REQUEST FOR BID (RFB)

RFP Number: EVMS MEDWASTE20-103
(INTERNAL REFERENCE ONLY: BV20-9)

Issue Date: April 6, 2020

Project Title: Regulated Medical Waste Disposal

Issuing Department: Department of Materials Management

Location where services will be rendered: Eastern Virginia Medical School
On/Off Campus Locations

Anticipated Dates of Initial Contract Term: From: July 1, 2020
To: June 30, 2023
With two (2) one-year renewal options:
July 1, 2023 to June 30, 2024
July 1, 2024 to June 30, 2025

Due Date (Bids will be received until): April 24, 2020 at 4:00 PM EST

Additional RFP Information: Addenda and Amendments to this solicitation will be posted on the following EVMS website:

http://www.evms.edu/about_evms/administrative_offices/materials_management/solicitations/

Please direct all inquiries for information in writing, to the Materials Management Contract Specialist, at the following email address:
Michele Jean @ jeanma@evms.edu

NO QUESTIONS WILL BE ANSWERED BY PHONE

EVMS will post all questions and responses on:
http://www.evms.edu/about_evms/administrative_offices/materials_management/solicitations/ to ensure that responses to questions are available to all responsible bidders. However, it is the sole responsibility of the bidder to periodically check the before mentioned website for any response(s) to question(s).

In addition, while the solicitation is open, and once the solicitation has closed, bidders shall not contact EVMS staff directly to ask questions about the solicitation. **This restriction on Offeror communication with EVMS staff is to ensure fairness in the competitive process.**

BIDS MAY BE MAILED, SENT BY OVERNIGHT OR EXPRESS COURIER, OR HAND-DELIVERED TO:

Mail, Overnight or Express Courier

Eastern Virginia Medical School
Materials Management
Attn: RFB No: EVMS MEDWASTE20-103
714 Woodis Avenue
Norfolk, VA 23510

Hand Delivery

Eastern Virginia Medical School
Materials Management
Subject: RFB No: EVMS MEDWASTE20-103
711 Southampton Avenue
Norfolk, VA 23510

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1.0 PURPOSE:

The purpose of this Request for Bid (RFB) is to provide information to responsible bidders (referred throughout this RFB as “Offeror(s)” and/or “Contractor(s)”), to establish a term contract for the period of July 1, 2020 to June 30, 2023, renewable for up to (2) additional years, to provide pick up, transport and the incineration of regulated medical waste services to Eastern Virginia Medical School.

2.0 BACKGROUND

Eastern Virginia Medical School (EVMS) was born of necessity in 1973, the result of a community-led effort to improve health care in a region then plagued with a severe shortage of physicians. Patients often had to leave the area in search of specialized care. Today, the region enjoys modern medical facilities and a full-range of medical specialties. As community leaders foresaw, EVMS was a catalyst for change, playing a key role in the region’s medical renaissance through its commitment to education, research and patient care.

Education

EVMS offers a variety of graduate and doctoral degrees in the medical and health professions. Interest in all programs continues to grow. In the most recent year, EVMS received nearly 8,000 applications for 450 openings. The school now has 6,800 graduates who practice throughout Hampton Roads, across Virginia and around the globe. EVMS also provides specialty training for some 300 medical residents annually and offers Continuing Medical Education to thousands of health-care professionals practicing in the region.

Research

EVMS is the largest biomedical research institution in southeastern Virginia. More than 100 EVMS faculty members are engaged in basic and clinical research focused in areas where the community has pressing needs. Innovative research has brought EVMS to the forefront of groundbreaking discoveries — from the pioneering of in vitro fertilization in America, to the recognition of new cancer detection and treatment methods and innovative therapies for individuals suffering from the debilitating side effects of diabetes. We continually strive to enhance our research enterprise in order to improve the health of the people of Hampton Roads and beyond.

Patient Care

What once was one of the nation’s most medically underserved communities is today a destination for people from around the country seeking the best available care. For the 1,500 people each day who receive high-quality, patient-centered care at more than 20 convenient EVMS Medical Group locations across the region, it equates to the best possible care, delivered with a healthy dose of compassion.

3.0 STATEMENT OF NEEDS

- Offeror shall provide disposal of medical waste for the locations listed on Attachment C.
- Offeror shall provide all equipment and materials for the packaging, labeling, marking, pick-up, loading, manifesting, transporting, treatment and disposing of regulated medical waste to include

18" x 18" x 24" boxes, red medical waste bags, lids, manifests, transport vehicles, and all necessary equipment.

- Offeror shall indicate if non-hazardous chemotherapeutic, and anatomical waste will be accepted and if they can be intermingled with the balance of the regulated medical waste stream.
- Offeror shall provide all collection containers and liners as part of the service at no additional cost.
- All equipment will be clearly identified/labeled/marked.
- All waste will be contained as required by the Virginia Department of Environmental Quality and the U.S. Department of Transportation (sharps in sharps containers, liquids properly contained and all waste bagged).
- Waste shall be removed from pick-up locations in a professional manner without risk of contamination to any areas of the Medical School.
- Offeror shall bear the cost of spills and re-packaging any waste at the disposal site.
- Radioactive, explosive, toxic or hazardous waste as defined by the Virginia Hazardous Waste Management Regulations will not be included.
- Pricing in Attachment C will be per box, per pick up. There will be no additional charges including freight charges, fuel charges, or any other surcharge.
- Pricing must be firm for the duration of the agreement 7/01/2020 through 6/30/2023 including any option years (7/01/2023 - 6/30/2024 and 7/01/2024 – 6/30/2025).
- Offeror shall provide a listing of all waste which will be accepted and which will not be accepted.
- The offeror shall provide on-call service in the event emergency service is required.
- Offeror shall provide EVMS with paperwork documenting the number containers removed during each pick-up.
- Title, risk of loss and all other incidents of ownership of the medical waste shall be assumed by the offeror at the time of pick-up from EVMS.
- The offeror shall be licensed with all state and federal regulations for medical waste disposal, handling, and transporting.
- Offeror shall meet US Department of Transportation regulations for waste transport
- Offeror's drivers shall comply with Department of Transportation licensing regulations. Drivers must possess valid CDL licenses with HAZMAT endorsements.
- Offeror shall possess a valid medical waste transportation registration number from the Department of Environmental Quality.
- Offeror will ensure that all required insurance are current and shall provide copies of all such licenses or insurance certificates.
- During visits to the sites, Offeror may be privy to protected and confidential information, as such must sign an EVMS HIPAA BAA.

4.0 **REQUIREMENTS:**

- List all terms and conditions including cancellation of services (EVMS' terms and conditions will govern).
- Provide information on your company's history, experience, expertise and background.
- Describe how your company ensures compliance with all Local, State and Federal laws and regulations, including all required liability insurance.

- Offeror shall outline the step-by-step approach, process of picking up to final destination for disposal and security plan.
- Provide at least three (3) references from other clients to include company, contact name, title, phone number, email address, and how long doing business with that company.
- Describe any and all certifications/licensures and include copies of the certifications/licensures within the proposal.
- Provide a copy of your company’s Certificate of Insurance (COI).
- Indicate if your company is considered a: Small Business(SB), Small Disadvantaged Business(SDB), Women Owned Business (WOB), HUBZone business (HUBZone), Veteran Owned Business (VOB), Service Disabled Veteran Owned Business (SDVOB), Minority Owned Business (MOB). If you identify as one of these classifications, authorized documentation must be provided.

5.0 PRICING SCHEDULE

Attachment C identifies the locations where services are currently provided. Offeror shall fill-in the table in Attachment C to provide the proposed cost including all applicable components.

6.0 METHOD OF PAYMENT:

1. The Offeror shall enroll in and acknowledges that payment will be made by payment card, also known as ePayables. Once an invoice is approved for payment, an electronic remittance advice shall be sent to the Offeror by email or facsimile, instead of a check. Payments can be retrieved with EVMS’s designated account number that will be assigned to the Offeror. Terms begin after receipt of proper invoice or material/service, whichever is later.
2. Offeror cannot charge fees to accept ePayables.
3. A .5% administrative fee may be charged for check payments and default payment terms of Net 30, or others outside of ePayables.

Submit invoices to the following address:

Eastern Virginia Medical School
 Attn: Accounts Payable
 PO Box 2020
 Norfolk, VA 23501-2020
 Email: apinvoices@evms.edu

7.0 PROPOSAL EVALUATION

Numerical Weights Assigned to Specific Criteria:

	Point Value
1. Cost	60
2. Qualifications and experience in providing the service	30
3. Small, Women, and Minority Vendors (SWaM)	10
Total:	100

8.0 TERMS AND CONDITIONS

EVMS Terms and Conditions will govern. The complete Terms and Conditions can be found here:

https://www.evms.edu/about_evms/administrative_offices/materials_management/po_terms_and_conditions/

9.0 ATTACHMENTS:

- Attachment A – RFB Certification
- Attachment B – Entity Data Sheet
- Attachment C – Pricing Schedule

Attachment A

Offeror RFB Certification

RFB Number: _____

Issue Date: _____

Project Title: _____

Name of Entity: _____

Street Address: _____

State/ Zip Code: _____

Federal Employer Identification Number (FEIN): _____

Foreign Identification Number (FIN), if applicable: _____

Data Universal Numbering System # (DUNS): _____

By signing below, I hereby certify that:

1. I have the authority to submit the attached Proposal and am the authorized signatory for the entity listed above;
2. The terms and conditions of this RFB are accepted by the entity listed above and all good/services will be provided in accordance with the attached Proposal; and,
3. All information provided in the attached Proposal is true and correct to the best of my knowledge, information and belief.

Signature By: _____

Date: _____

Name: _____

Title: _____

Phone: _____

Fax: _____

E-mail: _____

Attachment B

Entity Data Sheet

Please complete the following information:

1. **Entity Name:** _____

2. **Signatory Name:
& Title** _____

3. **Address:** _____

4. **Primary Negotiation
Point of Contact**

Name: _____

Title: _____

Email Address: _____

Telephone Number: _____

5. Is the entity registered in System for Award Management (SAM), formerly known as the Central Contractor Registration (CCR)? Registration in SAM is required under 2 CFR 25 unless the entity is exempt under 2 CFR 25.110.

Yes _____ No _____ Expiration Date: _____

6. **Entity
DUNS Number:** _____

7. **Entity Employer Identification Number(EIN):** _____

8. **Commercial and Government Entity Code, if applicable (CAGE):** _____

9. **Past Work Experience:** *(Past work experience in general and as it pertains to the Proposal submitted in response to an RFP or an RFQ.)*

10. **Key Personnel:**(List Names and Titles and attach resumes).

11. **Professional references:** Please include length of time Offeror has been providing this type of service and what year the service was provided).

12. **Small Business Status (Check all that apply):** Offeror must be registered with an authorizing agency, such as the Small Business Administration or Department of Small Business and Supplier Diversity. A copy of the certificate(s) must be provided.

- ___ Small Disadvantaged Owned Business (SDB)
- ___ Woman Owned Small Business (WOSB)
- ___ Veteran Owned Small Business (VOSB)
- ___ Minority Owned Small Business (MOSB)
- ___ HubZone Small Business (HSB)
- ___ Service Disabled Small Business (SDVOSB)
- ___ Small Business (SB)
- ___ Not Applicable (NA)

**Attachment C
Pricing Schedule**

*Pricing effective July 1, 2020 through June 30, 2023
Including option years: 7/1/2023 – 6/30/2024 and 7/1/2024 – 6/30/2025*

Item	U/M	Proposed Cost	Miscellaneous Charges
Regulated Medical Waste 18"x18"x24" box	box		
Pathological & Chemical Waste	pound		
96 Gallon Cart	cart		

Current Service Locations

EVMS Department	Location
Occupational Health	Andrews Hall - 5th Floor
Dermatology	Andrews Hall - Room 208
Physical Medicine & Rehabilitation	Andrews Hall – Room 320
Ghent Family Medicine	Andrews Hall – Room 400
Strelitz Diabetes	E.V. Williams Hall
General Surgery	Hofheimer Hall - Room 610
OB/Gyn & Uro/Gyn	Hofheimer Hall - 3rd Floor
Diabetes	Hofheimer Hall - 5th Floor
Ghent Family Medicine	Hofheimer Hall - Room 233
Shared Clinical	Hofheimer Hall - Room 445
Reproductive Medicine	Jones Institute - 1st Floor
Andrology	Jones Institute - 2nd Floor
Embryology	Jones Institute - 3rd Floor
Simulation	Lester Hall – 2 nd Floor
Pathology	Lewis Hall
Environmental Health	Lewis Hall - Room 2132
Dermatology	Lewis Hall - Room 2155
Radiation Oncology	Lewis Hall - Room 2173
Physiology	Lewis Hall – Room 2012
<i>*OB/GYN</i>	<i>880 Kempsville Rd, Suite 290, Norfolk</i>
<i>*Portsmouth Family Medicine</i>	<i>3640 High St., Suite B, Portsmouth</i>
<i>*Cosmetic Plastic Surgery</i>	<i>1950 Glenn Mitchell Dr., Virginia Beach</i>
<i>*Maternal Fetal Medicine</i>	<i>2075 Glenn Mitchell Drive, Suite 500, Virginia Beach</i>
<i>*Otolaryngology (ENT)</i>	<i>2075 Glenn Mitchell Drive, Suite 300, Virginia Beach</i>
<i>*Reproductive Medicine</i>	<i>729 Thimble Shoal Blvd, Newport News</i>
<i>*Maternal Fetal Medicine</i>	<i>10852 Warwick Blvd, Newport News</i>
<i>*Community Engagement Learning Ctr</i>	<i>2409-A Bowdens Ferry Rd., Norfolk</i>

**Denotes off-campus locations*