



Department of Public Health & Environment On-Call Contract Executive Summary

The purpose of this on-call contract is to establish and maintain a qualified COVID-19 testing contractor to meet the needs of City COVID-19 Community Testing strategies. These services are needed to allow DDPHE to reallocate existing City staff assigned to COVID-19 community testing operations to expanding City COVID-19 vaccination efforts. Community testing at our four fixed sites is expected to continue to be needed through June 2021. In response to changing COVID-19 conditions, this contract allows the City to quickly add or reduce the current number of fixed community testing sites.

Services under this agreement include the staffing and project management of up to six COVID-19 community testing sites. For each Community Testing Site, the contractor will provide one Site Supervisor and/or one Site Lead plus adequate Testing Staff to oversee and operate testing. All Site Supervisors and Site Leads must be appropriately trained as “Key Personnel” qualified to oversee the testing staff, equipment, supplies, and customer service required for the Testing Site. The contractor’s Key Personnel will engage with the relevant City Agency’s Authorized Representative during testing and testing coordination efforts. During each testing day, the contractor will set-up for testing operations, collect COVID-19 specimens per City standards, and pack-up at the end of each day. The contractor’s staff will adhere to safety protocols, HIPPA regulations, and hazardous waste disposal requirements. The contractor will track inventory of City-provided PPE including disposable Tyvek coveralls, disposable gloves, face shields, N95 masks, KN95 masks, surgical masks, gowns, reflective vests, reflective suspenders, and reflective arm bands. The contractor is ultimately responsible for assuring that its employees don the appropriate level of PPE for the work. However, should safety issues be conveyed, and a contractor does not rectify, the City has a right to cancel future work.

The contractor will coordinate safe removal of hazardous materials with City-provided waste contractor. Waste such as PPE used in the testing process must be collected, contained and handled in coordination with the City Agency’s Authorized Representative.

The contractor will coordinate site logistics with appropriate City agencies, including Dept of Public Health and Environment (DPHE).

Contract Description:

The contract has a duration beginning 1/1/21 and ending 6/30/21. The maximum contract amount will be \$4,000,000.

City and County of Denver Department of Public Health and Environment
Division of Environmental Quality

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