



Grace Health Small Purchase Bid Request

Project Title: Medical Waste, Pharmaceutical Waste, and Secure Shredding Services

Posted Date: 01/24/2025

Closed Deadline Date: 02/26/2025

1. Project Overview:

Grace Health, a Federally Qualified Health Center (FQHC), provides healthcare services across multiple locations in southeastern Kentucky. To ensure regulatory compliance and maintain a safe, clean environment, Grace Health seeks qualified vendors to provide **medical waste disposal, pharmaceutical waste management, and secure shredding services**. These services are essential for protecting patient privacy, adhering to legal requirements, and ensuring the safe disposal of potentially hazardous materials.

The selected vendor(s) will be responsible for providing scheduled and on-call waste collection, secure transportation, and environmentally compliant disposal across all Grace Health locations:

- **Hyden:** 21154 Highway 421 Hyden, KY 41749 – 8,000 sq ft
- **Levi & Pharmacy:** 934 South Laurel Road Suite 1 (Clinic); Suite 5 (Pharmacy) London, KY 40744 – 7,650 sq ft
- **Manchester:** 85 HWY 80 Manchester, KY 40962 – 12,750 sq ft
- **Medical Campus:** 14662 N US Highway 25E Corbin, KY 40701 – 78,335 sq ft
- **Mountain View Clinic & Pharmacy:** 272 London Mountain View Drive London, KY 40741 – 12,081 sq ft
- **Pineville Clinic:** 313 Cherry Street Pineville, KY 40977 – 4,000 sq ft
- **University of the Cumberlands Clinic:** 49 West Sycamore Street Williamsburg, KY 40769 – 1,800 sq ft
- **Grace Women's Care:** 1019 Cumberland Falls Hwy Suite D141 Corbin, KY 40701 – 19,133 sq ft
- **Pineville Property:** 301 Tennessee Avenue Pineville, KY 40977 – N/A
- **Pineville Property:** 307 Tennessee Avenue Pineville, KY 40977 – N/A
- **Pineville Property:** 102 S. Laurel Street and Alley Pineville, KY 40977 – N/A
- **Grace Administration:** 1019 Cumberland Falls Hwy Suite B201 Corbin, KY 40701 – 6,498 sq ft
- **Grace A/P & Accounting:** 1019 Cumberland Falls Hwy Suite B202-204 Corbin, KY 40701 – N/A

- **Grace Support Center:** 1019 Cumberland Falls Hwy Suite B101-103 Corbin, KY 40701 – 16,771 sq ft
- **Grace Billing & Compliance:** 1019 Cumberland Falls Hwy Suite B111 Corbin, KY 40701 – N/A
- **Grace Training Center:** 1019 Cumberland Falls Hwy Suite B110 Corbin, KY 40701 – 1,300 sq ft

This project encompasses scheduled and on-demand services for each location. Vendors should submit standard pricing, with clear breakdowns for each service area (medical waste, pharmaceutical waste, and secure shredding), tailored to the specific needs of each facility.

2. Scope of Work (SOW):

Grace Health invites proposals from vendors experienced in handling medical waste, pharmaceutical waste, and secure document shredding. The scope of work includes regular pickups, proper disposal, and compliance with all federal, state, and local regulations.

Scope of Work Details:

A. Medical Waste Disposal:

- **Waste Collection & Transportation:** Collect and transport medical waste, including biohazardous materials, sharps, and infectious waste, from designated Grace Health locations.
- **Regulatory Compliance:** Adhere to OSHA, EPA, and DOT regulations for handling, labeling, transporting, and disposing of medical waste.
- **Tracking & Documentation:** Provide manifests and tracking documentation for each collection to ensure compliance and maintain records.

B. Pharmaceutical Waste Disposal:

- **Controlled Substance Compliance:** Manage and dispose of pharmaceutical waste, including non-hazardous and hazardous drugs, in accordance with DEA regulations for controlled substances.
- **Segregation & Identification:** Ensure proper segregation of pharmaceutical waste from other medical waste, identifying hazardous materials for compliant disposal.
- **Documentation & Certification:** Provide certificates of destruction and documentation for all pharmaceutical waste disposed of, ensuring a full audit trail for regulatory compliance.

C. Secure Shredding Services (Document Destruction):

- **On-Site & Off-Site Shredding Options:** Offer on-site shredding for sensitive documents at Grace Health locations or secure off-site shredding services, as required.

- **Secure Chain of Custody:** Implement a secure chain of custody for all documents from collection through destruction to ensure confidentiality and compliance with HIPAA requirements.
- **Certification of Destruction:** Provide certificates of destruction for all shredded materials, documenting compliance with HIPAA, FACTA, and other data privacy regulations.

D. Additional Services:

- **Emergency Pickup Services:** Provide on-call services for urgent medical or pharmaceutical waste pickups.
- **Regular Reporting:** Supply Grace Health with monthly or quarterly reports summarizing waste disposal and shredding activities, including volume, type, and compliance details.

E. General Scope of Work Requirements

- **Performance Monitoring Statement:**

Grace Health will actively monitor contractor performance to ensure full compliance with the Scope of Work (SOW) and project requirements. This oversight will involve regular progress reviews, scheduled and unscheduled site visits, and the submission of detailed progress reports by the contractor. Additionally, contractors must promptly address any identified deficiencies or non-compliance issues. This structured monitoring process ensures that all project objectives are met, timelines are adhered to, and work is performed according to federal and Grace Health standards.

- **Data Reporting Requirements:**

The vendor is required to provide all necessary data primarily through detailed and accurate invoicing to support Grace Health's federal financial and programmatic reporting obligations. Invoices must include itemized costs, descriptions of services or goods provided, and any additional data outlined in the project guidelines. All invoicing must adhere to specified formats and submission deadlines. Grace Health reserves the right to review and verify invoice data to ensure compliance with federal reporting requirements.

- **Record Retention and Accessibility:**

The vendor is required to maintain all project-related records, with a primary focus on detailed and accurate invoices, for a minimum of **three (3) years** from the date of submission of the final expenditure report, in accordance with federal and state regulations (45 CFR § 75.361). In the event of any ongoing litigation, claim, or audit, records must be retained until all related issues are fully resolved and final action has been taken. Additionally, records for real property and equipment purchased with federal funds must be retained for three years after final disposition.

All records must be readily accessible for review or audit by Grace Health, HRSA, or authorized representatives to ensure full compliance with federal reporting and accountability requirements.

- **Audit and Compliance:**

Grace Health reserves the right to audit and inspect all vendor records related to the project to ensure full compliance with federal procurement guidelines and applicable regulations. This includes, but is not limited to, reviewing financial records, invoices, performance reports, and any documentation related to the goods or services provided.

Vendors are required to provide timely access to all relevant records upon request by Grace Health, HRSA, or any authorized representatives. Any findings of non-compliance may result in corrective actions, up to and including termination of the agreement or disqualification from future procurement opportunities.

This audit and compliance process is essential to maintaining transparency, accountability, and adherence to all federal and organizational standards.

- **Property Management (if applicable):**

Any equipment, materials, or property procured or provided as part of this project must be managed, maintained, and disposed of in strict accordance with all applicable federal property management regulations. This includes proper inventory tracking, safeguarding of assets, and ensuring that property is used solely for its intended purpose within the scope of the project.

Vendors are responsible for maintaining accurate records of all project-related property and must make these records available for review or audit by Grace Health, HRSA, or authorized representatives upon request.

In the event that property needs to be transferred, replaced, or disposed of, the vendor must follow federal guidelines and obtain prior written approval from Grace Health. Failure to comply with these property management requirements may result in corrective action, financial liability, or termination of the agreement.

3. Proposal Requirements:

- **Standard Pricing Structure:** Provide a detailed cost breakdown for regular and on-call services for each category—medical waste, pharmaceutical waste, and secure shredding. Include any volume-based or location-based price adjustments.
- **Service Schedule:** Propose a schedule for waste pickups, including frequency options for each service type, and outline emergency pickup protocols.
- **Experience & Qualifications:** Include relevant experience with medical, pharmaceutical, and secure shredding services, demonstrating knowledge of regulatory compliance.
- **Licensing & Certifications:** Proof of all relevant licenses, certifications, and compliance with OSHA, DEA, DOT, HIPAA, and other applicable standards.

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- **Inclusive Specifications Clause:** The items and specifications listed in this proposal are representative of Grace Health's current needs and include, but are not limited to, the identified supplies and services. Grace Health reserves the right to consider additional items or services offered by the selected vendor(s) that may enhance operational efficiency, improve patient care, or meet unforeseen requirements. Vendors are encouraged to highlight any other relevant products or services they can provide that align with Grace Health's mission and operational objectives.
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4. Timeline:

- **SOW Start Date:** 03/01/2025
 - **SOW Duration:** No Contract, Annual Price Evaluations
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5. Vendor/Acquisition Requirements:

- **Experience:** Minimum of 5 years in medical and pharmaceutical waste management and document destruction services.
 - **Certifications/Licenses:** Necessary certifications for handling medical and pharmaceutical waste, and compliance with HIPAA standards for document destruction.
 - **Insurance Requirements:** General Liability Insurance, Environmental Liability Insurance (for hazardous waste disposal), and Workers' Compensation Insurance (if applicable).
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6. Submission Instructions:

- **Quote Submission:** Submit a quote via the designated portal by **02/26/2025**, including standard pricing, proposed schedule, and compliance documentation.
 - **Required Documents:** Attach proof of licenses, certifications, insurance, and relevant experience.
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7. Terms and Conditions

A. Award Provisions Statement:

- An Award serves as formal notification of Grace Health's acceptance of the vendor's proposal for the specified project in alignment with Grace Health's HRSA-approved scope of project. This award is contingent upon the vendor's compliance with all outlined requirements and applicable federal procurement regulations. The following provisions apply to this award:

B. Specific Activities or Services to Be Performed or Goods to Be Provided:

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- The vendor is required to fulfill all tasks, services, or goods as detailed in the approved Scope of Work (SOW). All work must be completed in accordance with the agreed-upon timeline and quality standards.

C. Performance Monitoring:

- Grace Health will actively monitor contractor performance through regular progress reviews, site visits, and the submission of required progress reports. The vendor must promptly address any identified deficiencies to ensure compliance with project objectives.

D. Data Reporting Requirements:

- The vendor must provide all necessary data, primarily through detailed and accurate invoicing, to support Grace Health's federal financial and programmatic reporting obligations. Data must be submitted in the required format and by the specified deadlines.

E. Record Retention, Accessibility, and Audit Rights:

- The vendor must maintain all project-related records, especially financial documents and invoices, for a minimum of **three (3) years** from the submission of the final expenditure report, in compliance with **45 CFR § 75.361**.
- All records must be readily accessible for audit or inspection by Grace Health, HRSA, or authorized representatives.
- Grace Health reserves the right to audit vendor records to ensure compliance with federal procurement guidelines.

F. Property Management (if applicable):

- Any equipment, materials, or property procured or provided for this project must be managed according to federal property management regulations. This includes proper inventory control, safeguarding of assets, and prior approval for disposal or transfer.

G. Payment Terms:

- Payments will be processed based on the successful completion of agreed-upon milestones and deliverables as outlined in the award notification. All payments are contingent upon the vendor meeting all performance and compliance requirements.

H. Termination Clause:

- Grace Health reserves the right to terminate this award at any time if performance expectations are not met, if the vendor fails to comply with the agreed-upon terms, or if any federal or organizational policies are violated.

I. Acknowledgment of Award:

Upon receiving this bid award, the vendor agrees to comply with all terms and provisions outlined within. To confirm acceptance of the award, the vendor must sign and return the bid award acknowledgment. Failure to return the signed form within the specified timeframe may result in the award being rescinded.

Failure to adhere to these provisions may result in corrective actions, termination of the award, or disqualification from future procurement opportunities.

8. Contact Information:

For questions, please contact:
Grace Health Procurement Department
Email: vendor@gracehealthky.org
Phone: 606-526-9005