

**AMENDMENT TO CONTRACT
CITY OF LINCOLN
ANNUAL SUPPLY FOR SEXUAL ASSAULT EVIDENCE KITS
QUOTE NO. 3802
THIRD AND FINAL RENEWAL**

This Amendment is hereby entered into by and between Tri-Tech Forensics, 4019 Executive Park Blvd., SE, Southport, NC 28461 (hereinafter "Contractor") and City of Lincoln (hereinafter "City"), for the purpose of amending the Contract dated March 2, 2012, under D. O. No. 07138, (the "Contract"), for the **Annual Supply for Sexual Assault Evidence Kits, Quote No. 3802**, which is made a part hereof by this reference.

WHEREAS, the original term of the Contract is March 2, 2012 through March 1, 2013, with the option to renew for three (3) additional one (1) year terms upon written mutual consent of both parties; and

WHEREAS, the Contract was amended by the City D. O. No. 08722 on February 7, 2013, to renew the Contract for an additional one (1) year term from March 2, 2013 through March 1, 2014; and

WHEREAS, the Contract was amended by the City D. O. No. 10673 on February 7, 2014, to renew the Contract for an additional one (1) year term from March 2, 2014 through March 1, 2015; and

WHEREAS, the parties wish to renew the Contract for an additional one (1) year term beginning March 2, 2015 through March 1, 2016; and

WHEREAS, the estimated expenditures for City Departments for the term of this renewal shall not exceed \$2,000.00 without prior approval by the City of Lincoln.

NOW, THEREFORE, IN CONSIDERATION of the mutual covenants stated herein the parties agree as follows:

- 1) The term of the Contract shall be from March 2, 2015 through March 1, 2016.
- 2) The estimated expenditures for City Departments for the term of this renewal shall not exceed \$2,000.00 without prior approval by the City of Lincoln.
- 3) All other terms of the Contract, not in conflict with this Amendment, shall remain in full force and effect.

The Parties do hereby agree to all the terms and conditions of this Amendment. This Amendment shall be binding upon the parties, their heirs, administrators, executors, legal and personal representatives, successors, and assigns.

IN WITNESS WHEREOF, the Parties do hereby execute this Amendment.

Official City Use Only

<p>Dated this <u>2nd</u> day of <u>March</u> 2015</p> <p style="text-align: center;"> Police Chief</p>

Supplier, please fill in the date and following information and mail back to our office; a faxed copy is not acceptable.

Company Name: (Please Print)	Tri-Tech Forensics, Inc.
By: (Please Sign)	
By: (Please Print)	Eric A. Barton
Title: (Please Print)	Vice-President
Company Address: (Please Print)	4019 Executive Park Blvd. Southport
Company Phone & Fax: (Please Print)	{910} 457-6600 {910} 457-0094 NC 28461
E-Mail Address: (Please Print)	ebarton@tritechusa.com
Date: (Please Print)	February 18, 2015
Contact Person For: "Orders or Service" (Please Print)	Bobby Dameron
Phone Number:	(910) 457-6600

10673

**AMENDMENT TO AGREEMENT
CITY OF LINCOLN
ANNUAL REQUIREMENTS FOR SEXUAL ASSAULT EVIDENCE KITS
QUOTE NO. 3802
SECOND RENEWAL**

This Amendment is hereby entered into on this 27th day of January, 2014 by and between **Tri-Tech Forensics, 4019 Executive Park Blvd., SE, Southport, NC 28461** (hereinafter "Contractor") and **City of Lincoln** (hereinafter "City"), for the purpose of amending an Agreement dated March 2, 2012, under D. O. No. 07138, (the "Agreement"), for **The Annual Requirements for Sexual Assault Evidence Kits, Quote No. 3802**, which is made a part hereof by this reference.

WHEREAS, the original term of the Agreement is March 2, 2012 through March 1, 2013, with the option to renew for three (3) additional one (1) year terms upon written mutual consent of both parties; and

WHEREAS, the Agreement was amended by the City to renew the agreement for an additional one year period from March 2, 2013 through March 1, 2014,

WHEREAS, the parties wish to extend the agreement for an additional one (1) year term beginning March 2, 2014 through March 1, 2015; and

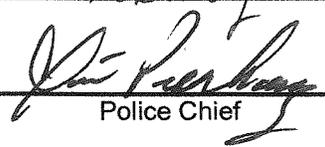
NOW, THEREFORE, IN CONSIDERATION of the mutual covenants stated herein the parties agree as follows:

- 1) The term of the Agreement shall be from March 2, 2014 through March 1, 2015.
- 2) All other terms of the Agreement, not in conflict with this Amendment, shall remain in full force and effect.

The Parties do hereby agree to all the terms and conditions of this Amendment. This Amendment shall be binding upon the parties, their heirs, administrators, executors, legal and personal representatives, successors, and assigns.

IN WITNESS WHEREOF, the Parties do hereby execute this Amendment.

Official City Use Only

Dated this <u>27th</u> day
of <u>February</u> 2014
 <hr style="width: 80%; margin: auto;"/> Police Chief

Supplier, please fill in the date and following information and mail back to our office; a faxed copy is not acceptable.

Company Name: (PLEASE PRINT)	Tri-Tech Forensics, Inc.
By: (PLEASE PRINT)	Eric A. Barton
By: (PLEASE SIGN)	
Title:	Vice-President
Company Address: (PLEASE PRINT)	4019 Executive Park Blvd. Southport, NC 28461
Company Phone & Fax: (PLEASE PRINT)	PH: (910) 457-6600 Fax: (910) 457-0094
E-Mail Address: (PLEASE PRINT)	tritech@tritechusa.com
Date: (PLEASE PRINT)	January 27, 2014

**AMENDMENT TO AGREEMENT
CITY OF LINCOLN
ANNUAL REQUIREMENTS FOR SEXUAL ASSAULT EVIDENCE KITS
QUOTE NO. 3802
FIRST RENEWAL**

This Amendment is hereby entered into on this 22nd day of Jan, 2013 by and between Tri-Tech Forensics, 4019 Executive Park Blvd., SE, Southport, NC 28461 (hereinafter "Contractor") and City of Lincoln (hereinafter "City"), for the purpose of amending an Agreement dated March 2, 2012, under D. O. No. 07138, (the "Agreement"), for The Annual Requirements for Sexual Assault Evidence Kits, Quote No. 3802, which is made a part hereof by this reference.

WHEREAS, the original term of the Agreement is March 2, 2012 thru March 1, 2013, with the option to renew for three (3) additional one (1) year terms upon written mutual consent of both parties; and

WHEREAS, the parties wish to extend the agreement for an additional one (1) year term beginning March 2, 2013 thru March 1, 2014; and

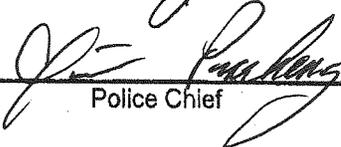
NOW, THEREFORE, IN CONSIDERATION of the mutual covenants stated herein the parties agree as follows:

- 1) The term of the Agreement shall be from March 2, 2013 thru March 1, 2014.
- 2) All other terms of the Agreement, not in conflict with this Amendment, shall remain in full force and effect.

The Parties do hereby agree to all the terms and conditions of this Amendment. This Amendment shall be binding upon the parties, their heirs, administrators, executors, legal and personal representatives, successors, and assigns.

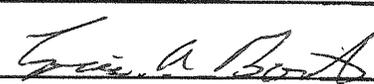
IN WITNESS WHEREOF, the Parties do hereby execute this Amendment.

Official City Use Only

Dated this <u>3</u> day
of <u>February</u> 2013
 _____ Police Chief

Supplier, please fill in the date and following information and mail back to our office; a faxed copy is not acceptable.

Executed this 22nd day of Jan, 2013

Company Name: (PLEASE PRINT)	Tri-Tech Forensics, Inc.
By: (PLEASE PRINT)	Eric A. Barton
By: (PLEASE SIGN)	
Title:	Vice President
Company Address: (PLEASE PRINT)	4019 Executive Park Blvd, Southport, NC 28461
Company Phone & Fax: (PLEASE PRINT)	910-457-6600 / 910-457-0094
E-Mail Address: (PLEASE PRINT)	tritech@tritechusa.com

0 7 1 3 8

120.20.075 KW

CONTRACT DOCUMENTS

**CITY OF LINCOLN
NEBRASKA**

**ANNUAL REQUIREMENTS
FOR
SEXUAL ASSAULT EVIDENCE KITS
QUOTE 3802**

**Tri-Tech Forensics
4019 Executive Park Blvd., SE
Southport, NC 28461
1.800.438.7884**

**CITY OF LINCOLN
CONTRACT AGREEMENT**

THIS CONTRACT, made and entered into this _____ day of _____ 2012, by and between **Tri-Tech Forensics, 4019 Executive Park Blvd., SE., Southport, NC 28461**, hereinafter called "Contractor", and the City of Lincoln, Nebraska, a municipal corporation, hereinafter called "City".

WHEREAS, the City has caused to be prepared, in accordance with law, Specifications, Plans, and other Contract Documents for the Work herein described, and has approved and adopted said documents and has caused to be published an advertisement for and in connection with said Work, to-wit:

For providing Annual Requirements of Sexual Assault Evidence Kits, Quote 3802
and,

WHEREAS, the Contractor, in response to such advertisement, has submitted to the City, in the manner and at the time specified, a sealed Proposal/Supplier Response in accordance with the terms of said advertisement; and,

WHEREAS, the City, in the manner prescribed by law has publicly opened, read aloud, examined, and canvassed the Proposals/Supplier Responses submitted in response to such advertisement, and as a result of such canvass has determined and declared the Contractor to be the lowest responsible bidder for the said Work for the sum or sums named in the Contractor's Proposal/Supplier Responses, a copy thereof being attached to and made a part of this Contract;

NOW, THEREFORE, in consideration of the sums to be paid to the Contractor and the mutual covenants herein contained, the Contractor and the City has agreed and hereby agree as follows:

1. The Contractor agrees to (a) furnish all tools, equipment, supplies, superintendence, transportation, and other accessories, services, and facilities; (b) furnish all materials, supplies, and equipment specified to be incorporated into and form a permanent part of the complete work; (c) provide and perform all necessary labor in a substantial and workmanlike manner and in accordance with the provisions of the Contract Documents; and (d) execute and complete all Work included in and covered by the City's award of this Contract to the Contractor, such award being based on the acceptance by the City of the Contractor's Proposal, or part thereof, as follows:

Agreement to full proposal.

2. The City agrees to pay to the Contractor for the performance of the Work embraced in this Contract, the Contractor agrees to accept as full compensation therefore, the following sums and prices for all Work covered by and included in the Contract award and designated above, payment thereof to be made in the manner provided by the City:

City will pay for products/service, according to the Line Item pricing as listed in Contractors Proposal/Supplier Response, a copy thereof being attached to and made a part of this Contract. The City shall order on an as needed basis for the duration of the contract.

3. Equal Employment Opportunity. In connection with the carrying out of this project, the contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, ancestry, disability, age or marital status. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, national origin, ancestry, disability, age or marital status. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other compensation; and selection for training, including apprenticeship.
4. E-Verify. In accordance with Neb. Rev. Stat. 4-108 through 4-114, the contractor agrees to register with and use a federal immigration verification system, to determine the work eligibility status of new employees performing services within the state of Nebraska. A federal immigration verification system means the electronic verification of the work authorization program of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, 8 U.S.C. 1324 a, otherwise known as the E-Verify Program, or an equivalent federal program designated by the United States Department of Homeland Security or other federal agency authorized to verify the work eligibility status of a newly hired employee pursuant to the Immigration Reform and Control Act of 1986. The Contractor shall not discriminate against any employee or applicant for employment to be employed in the performance of this section pursuant to the requirements of state law and 8 U.S.C.A 1324b. The contractor shall require any subcontractor to comply with the provisions of this section.
5. Termination. This Contract may be terminated by the following:
 - 5.1) Termination for Convenience. Either party may terminate this Contract upon thirty (30) days written notice to the other party for any reason without penalty.
 - 5.2) Termination for Cause. The City may terminate the Contract for cause if the Contractor:
 - 5.2.1) Refuses or fails to supply the proper labor, materials and equipment necessary to provide services and/or commodities.
 - 5.2.2) Disregards Federal, State or local laws, ordinances, regulations, resolutions or orders.
 - 5.2.3) Otherwise commits a substantial breach or default of any provision of the Contract Document. In the event of a substantial breach or default the City will provide the Contractor written notice of said breach or default and allow the Contractor ten (10) days from the date of the written notice to cure such breach or default. If said breach or default is not cured within ten (10) days from the date of notice, then the contract shall terminate.
6. Independent Contractor. It is the express intent of the parties that this contract shall not create an employer-employee relationship. Employees of the Contractor shall not be deemed to be employees of the City and employees of the City shall not be deemed to be employees of the Contractor. The Contractor and the City shall be responsible to their respective employees for all salary and benefits. Neither the Contractor's employees nor the City's employees shall be entitled to any salary, wages, or benefits from the other party, including but not limited to overtime, vacation, retirement benefits, workers' compensation, sick leave or injury leave. Contractor shall also be responsible for maintaining workers' compensation insurance, unemployment insurance for its employees, and for payment of all federal, state, local and any other payroll taxes with respect to its employees' compensation.

7. Contract Term. This Contract shall be effective upon execution by both parties. The term of the Contract shall be a **one (1) year term with the option for three (3) additional terms.**
8. The Contract Documents comprise the Contract, and consist of the following:
1. Contract Agreement
 2. Accepted Proposal/Response
 3. Special Provisions
 4. Specifications
 5. Instructions to Bidders

These Contract Agreements, together with the other Contract Documents herein above mentioned, form this Contract, and they are as fully a part of the Contract as if hereto attached or herein repeated.

The Contractor and the City hereby agree that all the terms and conditions of this Contract shall be binding upon themselves, and their heirs, administrators, executors, legal and personal representatives, successors, and assigns.

IN WITNESS WHEREOF, the Contractor and the City do hereby execute this contract.

EXECUTION BY THE CITY OF LINCOLN, NEBRASKA

ATTEST

City Clerk

Jane E. Roody



CITY OF LINCOLN, NEBRASKA

Police Chief

John P. ...

Approved by Directorial Order

07138

dated March 2, 2012

EXECUTION BY CONTRACTOR

IF A CORPORATION:

ATTEST: Rebecca Bissette

Secretary

Rebecca Bissette

(SEAL)

Tri-Tech Forensics, Inc.

Name of Corporation

4019 Executive Park Blvd. SE

(Address)

By: *Eric A. Barton*
Duly Authorized Official - Eric A. Barton

Vice President

Legal Title of Official

IF OTHER TYPE OF ORGANIZATION:

Name of Organization

Type of Organization

(Address)

By: _____
Member

By: _____
Member

IF AN INDIVIDUAL:

Name

Address

Signature

City of Lincoln/Lancaster County (Lincoln Purchasing) Supplier Response

Bid Information		Contact Information		Ship to Information	
Bid Creator	Shelly Hinze, Buyer	Address	Purchasing\City & County	Address	Police Dept.
Email	rhinze@lincoln.ne.gov		440 S. 8th St.		575 S. 10th St.
Phone	1 (402) 441-8313		Lincoln, NE 68508	Contact	Lincoln, NE 68508
Fax	1 (402) 441-6513	Contact	Shelly Hinze Buyer		
Bid Number	3802	Department		Department	
Title	Annual Supply Sexual Assault Evidence Kits	Building		Building	
Bid Type	Quote	Floor/Room		Floor/Room	
Issue Date	01/26/2012	Telephone	1 (402) 441-7416	Telephone	
Close Date	1/31/2012 3:00:00 PM CST	Fax	1 (402) 441-6513	Fax	
Need by Date		Email	rhinze@lincoln.ne.gov	Email	

Supplier Information

Company Tri-Tech Forensics
 Address 4019 Executive Park Blvd, SE
 Southport, NC 28461
 Contact Eric Barton
 Department
 Building
 Floor/Room
 Telephone 1 (800) 438-7884 0
 Fax 1 (910) 457-0094
 Email cspec@tritechusa.com
 Submitted 1/31/2012 12:37:48 PM CST
 Total \$1,554.80

Signature _____

Supplier Notes

The requested quantity of 130 kits does not meet out required minimum (250 kits)for custom kits. However, Tri-Tech would like to bid our stock sexual assault kit (see attached specifications) Order No. RE-1MS.

Bid Notes

Bid Activities

Bid Messages

Please review the following and respond where necessary

#	Name	Note	Response
1	Specifications	I acknowledge reading and understanding the specifications.	Yes
2	Instructions to Bidders	I acknowledge reading and understanding the Instructions to Bidders.	Yes
3	Pictures	I acknowledge viewing and understanding the pictures above	y
4	Blanket PO/Term Clause of Contract	This bid is for a one (1) year term. If a contract would be issued for one (1) year with the option to renew for three (3) additional one (1) year periods (a) Are your bid prices firm for a one (1) year contract period. YES or NO (b) Are your bid prices subject to escalation/de-escalation YES or NO (c) If (b), state period for which prices will remain firm: through _____	Yes, Yes, 2/1/2013
5	Renewal is an Option	Contract Extension Renewal is an option.	Please Select
6	Terms & Conditions	I acknowledge reading and understanding the Terms and Conditions.	Yes
7	Delivery	State number of delivery days ARO. FOB to the City/County at the location specified with all transportation charges paid.	7
8	Contact	Name of person submitting this bid:	Eric Barton
9	Electronic Signature	Please check here for your electronic signature.	Yes

Line Items

#	Qty	UOM	Description	Response
1	130	EA	Sexual Assault Evidence Kits as per specification. 100 - 130 kits are ordered yearly 25-50 kits are ordered at one time.	\$11.96

Item Notes: Unit price is per each kit.

Supplier Notes: Please see suppliers notes and attached alternate specifications

Response Total: \$1,554.80

SPECIFICATION FOR SEXUAL ASSAULT EVIDENCE KITS

Quote 3802

1. SUPPLEMENTAL INSTRUCTIONS TO BIDDERS

- 1.1 It is the intent of this specification to describe the minimum acceptable requirements for Sexual Assault Evidence Kits.
- 1.2 Bid prices shall include the entire cost of the described items and delivery.
- 1.3 Bidder shall submit bid documents and all supporting material via e-bid.
- 1.4 All inquiries regarding these specifications shall be directed via e-mail or faxed request to Shelly Hinze, Buyer (rhinze@lincoln.ne.gov) Or Fax:(402)441-6513.
 - 1.4.1 These inquiries and/or responses shall be distributed to prospective bidders electronically as an addenda.

2. ACCEPTANCE OF MATERIAL

- 2.1 Order will be made on standard blanket purchase order for the term of one (1) year, with the option to renew for three (3) additional one (1) year terms.
- 2.2 Orders will be placed on an as needed basis throughout the term.
- 2.3 All correspondence, including acknowledgment of receipt of orders, packing lists and invoices, shall carry the purchase order number assigned by City of Lincoln/Lancaster County Purchasing Office.
- 2.4 If asked, the Vendor shall furnish to Lincoln Police Department a sample kit before award is made.

3. DELIVERY

- 3.1 Unit bid prices shall include all delivery costs to the following location:
Lincoln Police Department
575 S. 10th Street
Lincoln, NE 68508

4. SEXUAL ASSAULT EVIDENCE KIT SPECIFICATIONS

4.1. Envelope 1 - Appr. Size 6"x 9 1/8" - Examiner's Form

- 4.1.1 3 -Three (3) part NCR Examiner's Forms (1) 8 1/2" x 11", (2) 8 1/2" x 14" Printed on one side of each page.
- 4.1.2 One (1) Red Integrity Seal
- 4.1.3 Printed on outside of envelope is the envelope number, title and steps to complete step 1 process.

4.2. Envelope 2 - Appr. Size 5 1/2" x 7 1/2" - Debris from Clothing

- 4.2.1 Paper sheet measuring - appr. 22" x 29"
- 4.2.2 One (1) Red Integrity Seal
- 4.2.3 One (1) Red Security Seal
- 4.2.4 Printed on outside of envelope is the envelope number, title and steps to complete step 2 process along with Patient's Name, Date Collected, Time and Collected By.

4.3. Envelope 3 - Appr. Size 5 1/2" x 7 1/2" - Underwear from Patient

- 4.3.1 One (1) Red Integrity Seal - 4" x 3/4"
- 4.3.2 One (1) Red Security Seal
- 4.3.3 Lunch size white paper bag with label stating: Step 3 UNDERWEAR FROM PATIENT, Patient's Name, Date Collected, Time am/pm, Collected by, NOTE: Do not place the underwear bag into a clothing bag. Place the underwear into this bag and seal envelope. Was sample

- collected yes/no, If no why not. Label size is appr. 4' x 3 3/8"
- 4.3.4 Printed on outside of envelope is the envelope number, title and steps to complete step 3 process along with Patient's Name, Date Collected, Time and Collected By.

4.4 Envelope 4 - Appr. Size 5 1/2" x 7 1/2" - Fingernail Swabbing/Clipping

- 4.4.1 Two (2) Fingernail Clippers
- 4.4.2 Two (2) 4 1/4" Cuticle Sticks
- 4.4.3 Two (2) 2 pack Wooden Stick 6" Sterile Cotton Swabs
- 4.4.4 Two (2) Swab Cartons with Important: Air dry swab specimen before placing in carton printed in red ink on one side of carton. Patient's Name, Date, Collected By and Time on one side. Swab Specimen Type: Vaginal, Anal, Oral, Other on other third side of carton.
- 4.4.1 Carton has (2) two pre-punched holes on opposite sides of carton.
- 4.4.5 Two (2) Folded Sheets of White Paper 8 1/2" x 11". Printed on one side of 1/6th of each paper - Left Hand, Right Hand
- 4.4.6 Six (6) Red Integrity Seals
- 4.4.7 One (1) Security Seal
- 4.4.8 Printed on outside of envelope is the envelope number, title and steps to complete process for each hand along with Patient's Name, Date Collected, Time and Collected By.

4.5. Envelope 5 - Appr. Size 5 1/2" x 7 1/2" - Head Hair Combing

- 4.5.1 Folded Sheet of White Paper 8 1/2" x 11" printed on one side of 1/6th of paper HEAD HAIR COMBINGS
- 4.5.2 Black nit comb teeth on both sides
- 4.5.3 One (1) Red Integrity Seal
- 4.5.4 One (1) Security Seal
- 4.5.5 Printed on outside of envelope is the envelope number, title and steps to complete process along with Patient's Name, Date Collected, Time and Collected By.

4.6. Envelope 6 - Appr. Size 5 1/2" x 7 1/2" - Head Hair Samples

- 4.6.1 Folded Sheet of White Paper 8 1/2" x 11" printed on one side of 1/6th of paper HEAD HAIR SAMPLES
- 4.6.2 One (1) Red Integrity Seal
- 4.6.3 One (1) Security Seal
- 4.6.4 Printed on outside of envelope is the envelope number, title and steps to complete process along with Patient's Name, Date Collected, Time and Collected By.

4.7. Envelope 7 - Appr. Size 5 1/2" x 7 1/2" - Pubic Hair Combing

- 4.7.1 Folded Sheet of White Paper 8 1/2" x 11" printed on one side of 1/6th of paper PUBIC HAIR COMBINGS
- 4.7.2 Black nit comb teeth on both sides
- 4.7.3 One (1) Red Integrity Seal
- 4.7.4 One (1) Security Seal
- 4.7.5 Printed on outside of envelope is the envelope number, title and steps to complete process along with Patient's Name, Date Collected, Time and Collected By.

4.8. Envelope 8 - Appr. Size 5 1/2" x 7 1/2" - Pubic Hair Samples

- 4.8.1 Folded Sheet of White Paper 8 ½" x 11" printed on one side of 1/6th of paper PUBIC HAIR SAMPLES.
 - 4.8.2 One (1) Red Integrity Seal
 - 4.8.3 One (1) Security Seal
 - 4.8.4 Printed on outside of envelope is the envelope number, title and steps to complete process along with Patient's Name, Date Collected, Time and Collected By.
- 4.9. Envelope 9 - Appr. Size 5 ½" x 7 ½" - Oral Swab**
- 4.9.1 Two (2) 2 pack Wooden Stick 6" Sterile Cotton Swabs
 - 4.9.2 Four (4) Swab Cartons with Important: Air dry swab specimen before placing in carton printed in red ink on one side of carton. Patient's Name, Date, Collected By and Time on one side. Swab Specimen Type: Vaginal, Anal, Oral , Other on other third side of carton.
 - 4.9.2.1 Carton has (2) two pre-punched holes on opposite sides of carton.
 - 4.9.3 Microscope Slide appr. 3" x 1" with ¾" white writing area on end, enclosed in it own microscope slide holder.
 - 4.9.4 One (1) Security Seal
 - 4.9.5 Printed on outside of envelope is the envelope number, title and steps to complete process along with Patient's Name, Date Collected, Time and Collected By.
- 4.10. Envelope 10 - Appr. Size 5 ½" x 7 ½" - Bite Mark/Licking**
- 4.10.1 Two (2) 2 pack Wooden Stick 6" Sterile Cotton Swabs
 - 4.10.2 Four (4) Swab Cartons with Important: Air dry swab specimen before placing in carton printed in red ink on one side of carton. Patient's Name, Date, Collected By and Time on one side. Swab Specimen Type: Vaginal, Anal, Oral , Other on other third side of carton.
 - 4.10.3 One (1) Red Security Seal
 - 4.10.4 Printed on outside of envelope boxed in is the male and female front, back and side views of the anatomy and the envelope number, title and steps to complete process along with Patient's Name, Date Collected, Time and Collected By.
- 4.11. Envelope 11 - Appr. Size 5 ½" x 7 ½" - Blood Samples**
- 4.11.1 One (1) Lancet
 - 4.11.2 One (1) FTA Micro Blood Card
 - 4.11.3 One (1) Pouch with self adhesive closure
 - 4.11.4 One (1) Desiccant
 - 4.11.5 One (1) Red Security Seal
 - 4.11.6 Printed on outside of envelope is the envelope number, title and steps to complete process along with Patient's Name, Date Collected, Time and Collected By.
- 4.12. Envelope 12 - Appr. Size 5 ½" x 7 ½" - Vaginal Swab**
- 4.12.1 Two (2) 2 pack Wooden Stick 6" Sterile Cotton Swabs
 - 4.12.2 Four (4) Swab Cartons with Important: Air dry swab specimen before placing in carton printed in red ink on one side of carton. Patient's Name, Date, Collected By and Time on one side. Swab Specimen Type: Vaginal, Anal, Oral , Other on other third side of carton.
 - 4.12.2.1 Carton has (2) two pre-punched holes on opposite sides of carton.

- 4.12.3 Two (2) Microscope Slide 3" x 1" with 3/4" white writing area on end, enclosed in it own Double Slide Holder.
- 4.12.4 One (1) Red Security Seal
- 4.12.5 Manilla envelope 4 7/8" x 6" sealable with clasp and gum adhesive
- 4.12.6 Printed on outside of envelope is the envelope number, title and steps to complete process along with Patient's Name, Date Collected, Time and Collected By.

4.13. Envelope 13 - Appr. Size 5 1/2" x 7 1/2" - Anal Swab

- 4.13.1 Two (2) 2 pack Wooden Stick 6" Sterile Cotton Swabs
- 4.13.2 Four (4) Swab Cartons with Important: Air dry swab specimen before placing in carton printed in red ink on one side of carton. Patient's Name, Date, Collected By and Time on one side. Swab Specimen Type: Vaginal, Anal, Oral , Other on other third side of carton.
 - 4.13.2.1 Carton has (2) two pre-punched holes on opposite sides of carton.
- 4.13.3 Microscope Slide 3" x 1" with 3/4" white writing area on end, enclosed in it own microscope slide holder.
- 4.13.4 One (1) Red Security Seal
- 4.13.5 Printed on outside of envelope is the envelope number, title and steps to complete process along with Patient's Name, Date Collected, Time and Collected By.

4.14. Envelope 14 - Appr. Size 5 1/2" x 7 1/2" - Miscellaneous Swab

- 4.14.1 Two (2) 2 pack Wooden Stick 6" Sterile Cotton Swabs
- 4.14.2 Four (4) Swab Cartons with Important: Air dry swab specimen before placing in carton printed in red ink on one side of carton. Patient's Name, Date, Collected By and Time on one side. Swab Specimen Type: Vaginal, Anal, Oral , Other on other third side of carton.
 - 4.14.2.1 Carton has (2) two pre-punched holes on opposite sides of carton.
- 4.14.3 One (1) Red Security Seal
- 4.14.4 Printed on outside of envelope is the envelope number, title and "These swabs and swab boxes are to be used for any miscellaneous collection that become necessary during the collection process" with a comment line and Patient's Name, Date Collected, Time and Collected By.

5. SEALS

- 5.1 Integrity Seal listed above are red and measure appr. 4" x 3/4" and have a Sealed by and Date lines on each seal.
- 5.2 Security Seal listed above are red and measure appr. 1 3/8" x 6 1/2" and have Security Seal Do Not Tamper and Date and initials lines on each seal.

6. KIT BOX AND CONTENTS

- 6.1 Each kit shall be sealed in a white box that measures approximately 10 3/8" x 6 7/8" x 2 3/4" and shrunk wrapped with envelopes per specification section 4.1 - 4.14 listed above with sheet of Evidence Collection Kit Instructions (FORM 02173) for each step process to each envelope along with a sheet explaining contents of each envelope.
- 6.2 Outer top of box shall have printed information as in pictures provided in attachment section of the bid.
- 6.3 Sides of Box shall have printed Sexual Assault Evidence Collection Kit and two areas to adhere Evidence Seal Here.

- 6.4 Red Seal 6 ½" X 1 3/8" that reads SECURITY SEAL DO NOT TAMPER with Date and Initial line areas.
- 6.5 (2) White label 2" x 3 1/8" with Red printing stating KIT BOX SHIPPING SEAL, DATE SEALED: AND SEALED BY: and (1) BIOHAZARD LABEL.
- 6.6 Two (2) Grocery size paper bags with label stating: Step 3 CLOTHING FROM PATIENT, Patient's Name, Date Collected, Time am/pm, Collected by, Was sample collected yes/no, If no why not. Label size is appr. 4" x 3 3/8" .
- 6.7 Large evidence tape to seal sacks