

**Department of Purchasing and Contracting
Contract Renewal Request Form**

User Departments: Human Resources and Merit Services (HRMS)

From: Kyheem Bristol

RFP No.: 17-500452

Title: Pre-Employment Drug and Alcohol Testing Services

Effective Date: October 10, 2017

Expiration Date: October 31, 2022

Contract APPROVED Amount: \$1,121,261.00

Number of Renewals to Date: 4

Amount Released: \$1,236,054.00

Contractor(s)	Contract No.	Agrees to Extend
Caduceus USA	1082514	

User Department Recommendation: Extend Renew Bid

HR is requesting an extension of the contract for an additional 150 days (September 30, 2023) with \$118,521 increase.

(\$284,450 is annual/12 = \$23,704.17 * 5 months = \$118,520.85)

Justification: The current vendor provides the following critical services to the County: post-offer/pre-employment health screenings and fitness for duty physicals, CDL examinations, and substance abuse testing (includes random, reasonable suspicion and post-accident screenings).

Services for RFP No. 22-500610 were advertised July 2022, and 3 Responses received, all were non-responsive. A rebid of RFP 22-500635 was advertised 12/12/2022. Some bids may be deemed unresponsive; thus, review committee is awaiting direction from Purchasing to complete the process.

The current extension expires 4/30/2023, as such an additional extension is required.

Benita Ransom

April 13, 2023

Department Director Signature

Date

Funding: General Enterprise 3 Digit Fund Code 100

CIP Line Item No. (if applicable): _____

For Use by Purchasing and Contracting: Approve Deny

Additional Comments:

Purchasing and Contracting Signature

Date