

Department of Purchasing and Contracting
Change Order Request Form

User Departments: Human Resources and Merit Services (HRMS) **From:** Crystal Creekmore

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: \$928,539.00

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 6 months with \$142,225.02 increase.

(\$284,450 is annual/12 = \$23,704.17 * 6 months = \$142,225.02)

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).

The recent pandemic crisis has caused a shift in priorities, placed unanticipated demands on resources and forced a new work and economic reality. The current contract expires in less than a year. As such, HR requires additional time to advertise an RFP for the required services, and do not wish to risk a gap in providing the aforementioned services.

Benita Ransom 6/9/2022

-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:

Michele Smith approved as designee for Crystal Creekmore, Procurement Manager

Michele L. Smith 10-12-2022

Purchasing and Contracting Signature **Date**