



**User Department:** 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:** \$ 1,397,087.00

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

**User Department Recommendation:** Extend  Renew  Bid

HR is requesting an extension of the contract for an additional 90 days (December 31, 2023) with \$71,112.51 increase. (\$284,450 is annual/12 = \$23,704.17 \* 3 months = \$71,112.51)

**Justification:**

Current vendor provides critical services to the County with post-offer/pre-employment health screenings, fitness for duty physicals, CDL examinations, substance abuse testing including random, reasonable suspicions and post-accident screenings.

Services for RFP No. 22-500610 advertised July 2022 with 3 submittals that revealed all to be non-responsive. A rebid of RFP 22-500635 advertised 12/12/2022 received 5 submittals deeming 1 unresponsive. Four responses were evaluated. The committee held interviews for two and provided a recommendation on Tuesday, August 15<sup>th</sup> to Purchasing & Contracting for processing. The current extension expires September 30, 2023, as such an additional extension is required.

*Benita Ransom*

8/18/23

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