

MEMORANDUM
COUNTY OF PLACER
DEPARTMENT OF ADMINISTRATIVE SERVICES
PROCUREMENT SERVICES DIVISION

TO: Honorable Board of Supervisors

FROM: Brett Wood, Purchasing Manager

DATE: September 15, 2015

SUBJECT: Phlebotomy Services – Sierra Phlebotomy Service and Placer Phlebotomy Services

ACTION REQUESTED

1. Approve the award of RFP No. 10466 to Sierra Phlebotomy Service of Alta, CA and Placer Phlebotomy Services of Lincoln, CA for Phlebotomy Services in the maximum amount of \$130,000 for the period October 1, 2015 through September 30, 2016, and transfer funds between agreements as needed. Funded by the District Attorney's FY 2015-16 Proposed Budget and FY 2016-17 Requested Budget with no new net County cost; and
2. Approve an option to renew the resulting blanket purchase orders on a year-to-year basis for up to two renewal terms with a renewal amount not to exceed 10 percent in aggregate of the original award amount.

BACKGROUND

The District Attorney's Office (DA) requires a contract for phlebotomy services (blood draw) in support of the County's law enforcement activities. Blood samples are obtained for evidentiary purposes to detect the presence of alcohol or controlled substances and are used to support the DA's criminal prosecution activities. Phlebotomy services are performed upon request of various law enforcement agencies operating within the County, including Placer County Sheriff, Auburn Police Department, Rocklin Police Department, Roseville Police Department, Lincoln Police Department, California Highway Patrol, and State Parks. Services are required on a 24 hour per day, 365 days per year, on-call basis. The current contract for these services will expire on September 30, 2015.

Staff from the DA's office and the Procurement Division developed a Request for Proposals for the purposes of awarding a new contract. Notices announcing the availability of RFP No. 10466 were sent to one hundred sixteen potential proposers via Procurement's on-line bid system, Public Purchase. No pre-proposal conference was held, no questions were received from proposers, and there were no addenda issued. By the close of the RFP, a total of three responses were received. A panel consisting of members of the DA's office and area law enforcement agencies reviewed the proposals and interviewed all three firms. Local Vendor Preference was granted to two of the firms, but did not affect the outcome. The panel recommended that contracts should be awarded to the top two firms, Sierra Phlebotomy Service and Placer Phlebotomy Services. Sierra Phlebotomy is the top-ranked firm and will be considered the primary service provider. Placer Phlebotomy is the second-ranked firm and will be called upon in the event the primary provider is unable to respond.

FISCAL IMPACT

Upon your Board's approval, blanket purchase orders will be awarded to Sierra Phlebotomy Service and Placer Phlebotomy Services in the maximum amount of \$130,000 for the period of October 1, 2015 through September 30, 2016. These services are funded by the District Attorney's Proposed Budget for FY 2015-16 and will be in their FY 2016-17 Requested Budget.

cc: Scott Owens, District Attorney
Jeff Wilson, Assistant District Attorney
Nancy Aplanalp, Administrative Services Officer

