MEMORANDUM
ADMINISTRATIVE SERVICES
PROCUREMENT SERVICES
County of Placer

TO: Board of Supervisors DATE: October 25, 2016

FROM: Brett Wood, Purchasing Manager

SUBJECT: Preliminary Alcohol Screening Maintenance and Drug Testing Services – Valley Toxicology Service Inc.

ACTION REQUESTED
Approve the renewal of a negotiated blanket purchase order with Valley Toxicology Service, Inc. of West Sacramento, CA for preliminary alcohol screening device maintenance and drug testing services in the maximum amount of $100,000 for the period October 1, 2016 through September 30, 2017. Funding is provided by the District Attorney's FY 2016-17 Final Budget.

Approve the option to renew the blanket purchase order for two (2) additional one-year periods provided the renewal amount does not exceed 10 percent of the recommended maximum amount of $100,000.

Authorize the Purchasing Manager to sign all required documents.

BACKGROUND
The District Attorney's Office (DA) requires the services of a qualified firm to perform periodic inspection, calibration, and maintenance of Preliminary Alcohol Screening (PAS) devices, sometimes called "breathalyzers". These devices are used to detect and measure the presence of alcohol. The DA also requires the services of a professional forensic toxicology laboratory to test blood samples for the presence of controlled substances in violation of Section 11550 of the California Health & Safety Code, not otherwise related to Vehicle Code requirements which prohibit the use of controlled substances while operating a motor vehicle. The information is obtained for evidentiary purposes and is used to support the DA's criminal prosecution activities.

The DA has been utilizing the services of Valley Toxicology Service Inc. for many years, with satisfactory results. The last blanket purchase order (BPO) No. 22246 expired on September 30, 2016. Valley Toxicology is the only firm in the area who is qualified to service the PAS devices. This vendor also maintains an effective forensic toxicology laboratory capable of serving the testing needs of the department. Based on the vendor's past performance and unique capabilities to provide these services, the DA has requested renewal of the BPO with Valley Toxicology for another year. The vendor has agreed to renew the BPO at the same pricing and terms.

Purchasing Policy Manual Section 1.3(a) permits the award of contracts for professional services without competitive bidding, and Section 1.3(o) allows for the renewal of this contract based on the vendor's satisfactory performance and to avoid an interruption to the County's criminal prosecution operations. This renewal meets both criteria.

Therefore your Board's approval is required to award a new one-year BPO in the department's requested maximum amount of $100,000 for the period October 1, 2016 through September 30, 2017.

FISCAL IMPACT
Funding for these services is in the District Attorney's FY 2016-17 Final Budget. Funds are not encumbered until services are provided.

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