



M E M O R A N D U M
COUNTY EXECUTIVE OFFICE
Procurement Services Division
County of Placer

TO: Board of Supervisors DATE: October 6, 2020
FROM: Todd Leopold, County Executive Officer
By: 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 agreement with Valley Toxicology Service, Inc. of West Sacramento, CA for preliminary alcohol screening device maintenance and drug testing services in the maximum amount of \$175,000 for the period October 1, 2020 through September 30, 2021. Funding is provided by the District Attorney’s FY 2020-21 Final Budget and will be included in the FY 2021-22 Requested Budget.

Approve the option to renew the agreement for two (2) additional one-year periods in the maximum amount of \$175,000 annually, subject to departmental concurrence and available funding and 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 on-site inspection, calibration, and maintenance of Preliminary Alcohol Screening (PAS) devices, sometimes referred to as “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. The information is obtained for evidentiary purposes and is used to support the DA’s criminal prosecution activities. The DA uses the State of California Department of Justice for much of their forensic toxicology requirements. The DA needs a secondary firm for testing services when tests results are required more quickly.

On October 3, 2017 your Board approved the award of an agreement to Valley Toxicology in the maximum amount of \$175,000 for maintenance of the PAS devices and to perform effective forensic toxicology services as a secondary provider. Your approval included options to renew the agreement annually, through September 3, 2020.

The DA has been satisfied with the vendor’s past performance and has requested renewal of the agreement with Valley Toxicology for another year. The vendor has agreed to renew the agreement with proposed price increases. The primary expense under the agreement is for on-site maintenance of the PAS devices, which has increased by 4% due to an increase in the vendor’s travel costs. The costs for forensic toxicology have increased due to additional testing requirements. The DA has reviewed the new pricing and has determined they are reasonable. Due to the vendor’s unique capabilities to provide these services, and their satisfactory performance, Procurement concurs with the DA’s recommendation to renew the agreement with Valley Toxicology.

Procurement Policy Section 3.5B permits the award of contracts for professional services without competitive bidding, and Section 3.5D 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 renew the agreement in the department's requested maximum amount of \$175,000 for the period October 1, 2020 through September 30, 2021.

FISCAL IMPACT

Funding for these services is in the District Attorney's FY 2020-21 Final Budget and will be included in the FY 2021-22 Requested Budget. Funds are not encumbered until services are provided.