




Item #2

DATE October 2, 2019

TO GCTD Board of Directors

FROM Tanya Hawk, Buyer 

SUBJECT Consider Approval of a Eight-Month Extension to Coastal Occupational Medical Group for Employee Drug and Alcohol Analysis Services

SUMMARY

Coastal Occupational Medical Group has been providing Employee Drug and Alcohol Analysis Services under contract to GCTD for the past five (5) years and six (6) months. Their contract is due to expire on October 31, 2019. Staff is requesting approval for up to an eight (8) month extension with Coastal Occupational Medical Group, for an estimated amount not-to-exceed \$35,000. This extension will allow for additional time needed to complete the procurement process that is currently underway.

BACKGROUND

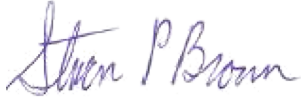
On July 3, 2019, Board approved a contract extension with Coastal Occupational Medical Group for Employee Drug and Alcohol Analysis Services. The contract extension term was for a four (4) month period. This contract extension expires on October 31, 2019.

GCTD staff is currently in the process of procuring a responsive and responsible company capable of meeting GCTD's requirements for Employee Drug and Alcohol Analysis Services. A Request for Proposal (RFP) will be issued within the next month and is expected to conclude no later than June 2020. This extension will allow for additional time needed to develop a scope of work that will better identify GCTD's needs for this type of service. In addition, the extension will allow time to complete the competitive bid process including Board Approval of a new contract and possible transition time, if needed. Therefore, staff is requesting approval of up to an eight (8) month extension to our existing contract.

RECOMMENDED ACTION

IT IS RECOMMENDED Board of Directors authorize an extension to the current contract, not to exceed eight (8) months, with Coastal Occupational Medical Group for Employee Drug and Alcohol Analysis Services for an estimated amount not-to-exceed \$35,000, increasing the overall contract amount to \$244,000.

GENERAL MANAGER'S CONCURRENCE



Steven P. Brown
General Manager