



COMMISSIONERS COURT
COMMUNICATION

REFERENCE NUMBER

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DATE: 06/18/2019

SUBJECT: **RFP NO. 2019-153 - EMPLOYEE DRUG AND ALCOHOL TESTING - COUNTYWIDE - VARIOUS VENDORS - PER CONTRACT TERMS**

COMMISSIONERS COURT ACTION REQUESTED:

It is requested that the Commissioners Court award RFP No. 2019-153, Employee Drug and Alcohol Testing, Countywide, to the following vendors at the per contract terms:

Primary	Cover-Tek, Inc.
Secondary	Applicant Insight, Inc.

BACKGROUND:

Notice of the County's intent to bid was advertised in local newspapers, as required by State statute, and posted on the Internet, the Arlington Black Chamber of Commerce, the Fort Worth Hispanic Chamber of Commerce, the Fort Worth Metropolitan Black Chamber of Commerce, and the Tarrant County Asian American Chamber of Commerce. Seven hundred eighty-two (782) vendors were contacted and requested to participate in this proposal process. All documents pertaining to this RFP were posted on the Tarrant County website and were downloaded by interested parties. A pre-proposal conference held on May 15, 2019 was attended by two (2) vendors as well as representatives from Human Resources and Purchasing. Five (5) proposals were received.

Proposals were evaluated by Human Resources and Purchasing representatives. Evaluations were based upon the criteria and processes set forth in the RFP. The proposals received from DATCO Services Corporation and Norton Medical Industries were deemed non-responsive for failure to submit the required form V. – Basic Requirements for Scope of Services with responses to questions.

The term of the contract is twelve (12) months, effective June 24, 2019, with two (2) options for renewal periods of twelve (12) months each.

Therefore, it is the joint recommendation of Human Resources and Purchasing that RFP No. 2019-153, Employee Drug and Alcohol Testing, be awarded to the vendors listed above at the per contract terms.

FISCAL IMPACT:

Expenses for last year were approximately \$25,000.00. Services are provided on an as-needed basis.

SUBMITTED BY:	Purchasing	PREPARED BY:	Rita C. Pauley, CPO
		APPROVED BY:	