



COMMISSIONERS COURT  
COMMUNICATION

REFERENCE NUMBER

PAGE 1 OF

5

DATE: 02/16/2016

SUBJECT: **RFP NO. 2016-043 - 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. 2016-043, Employee Drug and Alcohol Testing, Countywide, to the following vendors at the per contract terms:

Primary	Cover-Tek, Inc.
Secondary	Global Technical Services, 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. Four hundred twenty-nine (429) 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 January 12, 2016 was attended by five (5) vendors as well as representatives from Human Resources and Purchasing. Four (4) 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 two (2) highest scoring firms were asked for clarification. The Evaluation Committee re-scored those firms based on the criteria and processes set forth in the RFP specifications.

The term of the contract is twelve (12) months, effective February 23, 2016, 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. 2016-043, Employee Drug and Alcohol Testing, be awarded to the vendors listed at the per contract terms.

**FISCAL IMPACT:**

Expenses from last year are approximately \$11,483.15. Services performed are on an as-needed basis.

SUBMITTED BY: Purchasing

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