



*City of Arts & Innovation*

# City Council Memorandum

**TO: HONORABLE MAYOR AND CITY COUNCIL** **DATE: JUNE 25, 2019**

**FROM: HUMAN RESOURCES DEPARTMENT** **WARDS: ALL**

**SUBJECT: PROFESSIONAL CONSULTANT SERVICES AGREEMENT WITH ADDICTION MEDICINE CONSULTANTS, INC. FOR EMPLOYEE DRUG AND ALCOHOL PROGRAM ADMINISTRATION THROUGH JUNE 30, 2022 WITH THE OPTION TO EXTEND FOR TWO ADDITIONAL ONE-YEAR TERMS IN AN AMOUNT NOT TO EXCEED \$25,000 ANNUALLY – REQUEST FOR PROPOSAL NO. 1879**

## **ISSUE:**

Approval of an agreement with Addiction Medicine Consultants, Inc. of Colton, CA for Employee Drug and Alcohol Program Administration through June 30, 2022 in an amount not to exceed \$25,000 annually.

## **RECOMMENDATIONS:**

That the City Council:

1. Approve the Professional Consultant Services Agreement with Addiction Medicine Consultants Inc., for the Employee Drug and Alcohol Program Administration for a three-year term, with the option to extend for two additional one-year terms in an amount not-to-exceed \$25,000 annually;
2. Authorize the City Manager, or his designee, to execute the Agreement with Addiction Medicine Consultants Inc., including making minor and non-substantive changes and to execute all contract extensions.

## **BACKGROUND:**

The Human Resources Department coordinates the City's compliance with U.S. Department of Transportation drug and alcohol testing requirements for supervisors and employees affected by Federal Motor Carrier Administration and Federal Transit Administration guidelines. The City has approximately 400 employees who are in designated "safety sensitive" classifications. These positions require a commercial driver's license or require employees to perform safety-sensitive transit or para-transit duties. Federal regulations require these employees be part of a pool for random drug and alcohol testing. The City utilizes a third-party administrator to provide these services. This program is audited by the Federal Transit Administration and by the California Highway Patrol to ensure compliance.

## **DISCUSSION:**

In October 2018, the Human Resources Department issued Request for Proposal (RFP) No. 1879 for random drug and alcohol program administration. The City received a total of four proposals. The screening and selection committee was comprised of representatives from Human Resources, Public Works, Public Utilities, General Services and Parks, Recreation and Community Services Departments. The potential vendors were all interviewed and evaluated accordingly and Comprehensive Drug Testing, Inc. (CDT) was selected. Following the selection, a protest was received claiming that CDT didn't list their sub-contractor for a local collection site. Upon further review, it was determined that the protest was valid and CDT was subsequently deemed non-responsive. The second ranking vendor, Addiction Medicine Consultants, Inc. (AMC), was then selected as the best suited firm to provide random drug and alcohol testing services to the City of Riverside based on qualifications and competitive cost. The proposed term would be effective through June 30, 2022, with an option to extend for two additional one year extensions through June 30, 2024.

The Purchasing Manager concurs that the recommendation is in compliance with Purchasing Resolution 23256.

## **FISCAL IMPACT:**

The fiscal impact of the agreement is \$25,000 per year. The funds are available in the Drug and Alcohol Testing Program account (2100000-450338). Appropriations for future fiscal years will be included in the Human Resources Department's Budget submissions for those fiscal years to be presented to City Council for approval.

Prepared by: Stephanie Holloman, Human Resources Director  
Certified as to  
availability of funds: Edward Enriquez, Chief Financial Officer/Treasurer  
Approved by: Rafael Guzman, Assistant City Manager  
Approved as to form: Gary G. Geuss, City Attorney

Attachments: Addiction Medicine Consultants (AMC), Inc.