



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL **DATE: OCTOBER 21, 2025**

FROM: POLICE DEPARTMENT **WARD: ALL**

SUBJECT: SERVICES AGREEMENT WITH AMERICAN FORENSIC NURSES, INC., OF LA QUINTA, CALIFORNIA FOR BIOLOGICAL EVIDENCE COLLECTION SERVICES IN THE AMOUNT OF \$110,000 ANNUALLY WITH A 3-YEAR TERM ENDING JUNE 30, 2028 FOR A TOTAL AGREEMENT AMOUNT NOT TO EXCEED \$330,000

ISSUE:

Approve the Services Agreement with American Forensic Nurses, INC., of La Quinta, California, for Biological Evidence Collection Services in the amount of up to \$110,000 annually with a 3-year term ending June 30, 2028 for a total agreement amount not to exceed \$330,000.

RECOMMENDATIONS:

That the City Council:

1. Approve the Services Agreement with American Forensic Nurses, INC., of La Quinta, California, for Biological Evidence Collection Services in the amount of up to \$110,000 annually with a 3-year term ending June 30, 2028 for a total agreement amount not to exceed \$330,000; and
2. Authorize the City Manager, or designee, to execute the Services Agreement with American Forensic Nurses, INC., of La Quinta, California, including the ability to make minor, non-substantive changes.

BACKGROUND:

The Riverside Police Department (RPD) requires forensic evidence collections services to properly gather and package evidence to be sent to the Department's contracted toxicology laboratories for testing. The services include blood withdrawal, urine collection, dry run collection (blood or urine), rape suspect examinations, DNA collection and court testimony.

On March 18, 2011, following a request for proposal process, the City Council approved a Professional Consultant Services Agreement with American Forensic Nurses, Inc. (AFN) for Forensic Evidence Collection. The agreement provided an option to extend the contract by mutual agreement for five additional years. The City Council approved the First, Second, Third, Fourth and Fifth Amendments on July 10, 2012, June 25, 2013, June 24, 2014, July 14, 2015, and June

28, 2016, respectively.

On June 15, 2017, the City entered into a new agreement with AFN with a term ending June 30, 2018, based on County of Riverside Proposal number SHARC-216 for Blood Draw, Biological Evidence, and Urine Collection Services.

On November 1, 2018, the City entered into another agreement with AFN with a term ending October 31, 2021, based on County of Riverside Request for Proposal number SHARC-96148-003-10/28 for Blood Draw, Biological Evidence, and Urine Collection Services.

On March 1, 2022, following a request for proposal process where AFN was the only responsive proposal, the City Council approved the Services Agreement with AFN for Biological Evidence Collection Services in the amount of \$105,000 for a term ending June 30, 2023, with two additional one-year options to extend in the amount of \$70,000 annually and authorized the City Manager to execute the Service Agreement with AFN including the ability to execute the remaining two one-year options to extend.

There were sixteen prospective bidders but the only proposal received was submitted by AFN. The Purchasing Division contacted several prospective bidders and found that they did not bid due to not having the correct certification or able to provide the services as outlined in the RFP.

The First Amendment to the Services Agreement with AFN for Biological Evidence Collection Services in the amount of \$70,000 was executed on July 19, 2023 with a term ending June 30, 2024.

The Second Amendment to the Services Agreement with AFN for Biological Evidence Collection Services in the amount of \$77,000 was executed on July 12, 2024 with a term ending June 30, 2025. Due to an increase in the contracted services and an increase in the rates, the Second Amendment included the original \$70,000 authorized by City Council and the 10% change order authority authorized by Purchasing Resolution 24101.

DISCUSSION

It is critical to RPD investigations that biological evidence is properly collected, packaged and sent to the Department's contracted toxicology laboratories for testing in a timely manner. Therefore, the RPD requires a vendor that can send qualified nurses to Riverside Police Stations and hospitals within 30 minutes of an RPD request. AFN has provided the RPD with Biological Evidence Collection Services for nearly 30 years and is the only vendor with the required certifications that will provide the necessary services in a timely manner within Riverside County.

Purchasing Resolution 24101 Section 702 states that "Competitive Procurement through the Informal Procurement and Formal Procurement process shall not be required in any of the following circumstances: (c) When the procurement can only be obtained from a sole source and the Manager is satisfied that the best price, terms and conditions for the Procurement thereof have been negotiated."

Therefore, the Police Department would like to enter into a new Services Agreement with AFN for Biological Evidence Collection Services for a not to exceed amount of \$330,000 and a term ending June 30, 2028.

The Purchasing Manager concurs that the recommendation is compliant with Purchasing Resolution 24101 702(c).

FISCAL IMPACT:

The total fiscal impact of the action is \$330,000 over a 3-year term ending June 30, 2028. Sufficient funds for FY 2025/26 in the amount of \$110,000 are budgeted and available in the General Fund, Police Administrative Services, Professional Services Account 3105000-421000. Sufficient funds in the amount of \$110,000 per year for FYs 2026/27 and 2027/28 will be included in the Department's submission during budget development for those years.

Prepared by:	Brandi Becker, Police Administrator
Approved by:	Larry V. Gonzalez, Police Chief
Certified as to availability of funds:	Kristie Thomas, Finance Director/Assistant Chief Financial Officer
Approved by:	Mike Futrell, City Manager
Approved as to form:	Rebecca McKee-Reimbold, Interim City Attorney

Attachment: Service Agreement for Biological Evidence Collection Services