



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: SEPTEMBER 16, 2025

FROM: POLICE DEPARTMENT WARDS: ALL

SUBJECT: THIRD AND FOURTH AMENDMENTS TO PROFESSIONAL CONSULTANT SERVICES AGREEMENTS WITH BIO-TOX LABORATORIES, INC FOR FORENSIC TOXICOLOGY TESTING SERVICES TO ACCEPT NEW FEE SCHEDULE WITH NO INCREASE TO TOTAL COMPENSATION.

ISSUE:

Approve the Third and Fourth Amendments to the Professional Consultant Services Agreements with Bio-Tox Laboratories, Inc. for Forensic Toxicology Testing Services requested by the Riverside Police Department and similar services requested by the California Highway Patrol (CHP) in the City of Riverside to update the payment provisions to the current Test List and Fees schedule which has increased fees for some services with no anticipated increase in the total compensation for either of the Professional Consultant Services Agreements approved on November 28, 2023.

RECOMMENDATIONS:

That the City Council:

1. Approve the Third Amendment to the Professional Consultant Services Agreement with Bio-Tox Laboratories, INC for Forensic Toxicology Testing Services related to California Highway Patrol (CHP) Arrests in the City of Riverside to update the payment provisions to the current Test List and Fees schedule;
2. Approve the Fourth Amendment to the Professional Consultant Services Agreement with Bio-Tox Laboratories, INC for Forensic Toxicology Testing Services requested by the Riverside Police Department to update the payment provisions to the current Test List and Fees schedule;
3. Authorize the City Manager, or designee, to execute the necessary contract documents with Bio-Tox including the ability to make minor and non-substantive changes.

BACKGROUND:

The Riverside Police Department (RPD) requires blood analyses to prosecute criminal cases for suspects under the influence of drugs and alcohol.

The County of Riverside issued a Request for Proposal (SHARC-364) for forensic toxicology testing services in May 2018 on behalf of the Sheriff/Coroner, City of Riverside and City of Corona. An Agreement with Bio-Tox Laboratories, Inc. was approved by the Riverside County Board of Supervisors on July 31, 2018, which awarded a five-year contract through June 30, 2023 with an option to renew the agreement for five additional one-year periods. Bio-Tox Laboratories, Inc. (Bio-Tox) extended the same pricing to the City of Riverside for the laboratory services as provided to the County.

On September 18, 2018, the City Council approved the Service Agreement with Bio-Tox for forensic toxicology testing services requested by RPD for a total aggregate amount of \$300,000 for the period of July 1, 2018 through June 30, 2023.

On January 8, 2019, the City Council approved the Services Agreement with Bio-Tox for forensic toxicology testing services for the California Highway Patrol (CHP) arrests within the City of Riverside in the total amount of \$175,000, or \$35,000 per fiscal year, for a term ending June 30, 2023.

On November 30, 2022, the City of Riverside executed the First Amendment to the Professional Consultant Services Agreement for RPD requested services and the First Amendment to the Professional Consultant Services Agreement for CHP requested services with Bio-Tox for Forensic Toxicology Testing Services amending the payment provisions "Exhibit B-1" which increased the cost of specific services with no anticipated increase to the total compensation stated in the original Agreements.

On August 29, 2023, the Riverside County Board of Supervisors approved Amendment Number 4 to their Agreement with Bio-Tox. (#SHARC-96148-002-06/23) to extend the Agreement for an additional five-year term ending June 30, 2028.

On November 28, 2023, the City Council approved the Second Amendment to the Professional Consultant Services Agreement for CHP requested services and the Second and Third Amendments to the Professional Consultant Services Agreement for RPD requested services with Bio-Tox for Forensic Toxicology Testing to update the payment provisions "Exhibit B-4" for both Agreements, extend both Agreements for a five-year term ending June 30, 2028, and increase the annual compensation for FY22/23 of the RPD Agreement by \$26,078 to make final payment for that fiscal year.

The total compensation for the Professional Consultant Services Agreement with Bio-Tox for RPD requested services is \$500,000 for 5 years ending June 30, 2028.

The total compensation for the Professional Consultant Services Agreement with Bio-Tox for CHP requested services is \$250,000 for 5 years ending June 30, 2028.

On July 1, 2025, the Riverside County Board of Supervisors approved Amendment Number 5 to their Agreement with Bio-Tox Laboratories, INC (SHARC-96148-002-06/23) to accept the revised fee schedule.

DISCUSSION:

The Riverside Police Department (RPD) entered into a Professional Consultant Services Agreement with Bio-Tox for Toxicology Testing Services requested by the Riverside Police

Department and a separate Professional Consultant Services Agreement with Bio-Tox for CHP Alcohol Testing Services related to CHP arrests in the City of Riverside. Bio-Tox extended the terms and pricing of their Riverside County Agreement for the same services to the City of Riverside. The current terms of both Agreements end June 30, 2028.

A revised fee schedule was accepted by the Riverside County Board of Supervisors on July 1, 2025. Therefore, RPD is proposing the Third and Fourth Amendments to the Professional Consultant Services Agreements with Bio-Tox to update the payment provisions to the current Riverside County approved Test List and Fees schedule. The updated Test List and Fees schedule increases the fees for some services but there is no anticipated increase in the total compensation of the Agreements approved by City Council on November 28, 2023.

Purchasing Resolution 24101, Section 1104 Change Orders states that "Change Orders. Modifications to a Purchase Order shall be made only by Change Order, except that minor variances of \$200 or less, where the variance is due to sales tax or freight charges may be processed without a Change Order. Subject to the availability of funds, Change Orders may be utilized for purposes of Subject to the availability of funds, Change Orders may be utilized for purposes of... (2) modifying unit prices."

The Purchasing Manager concurs that the recommended actions are in accordance with Purchasing Resolution 24101 Section 1104 (2).

FISCAL IMPACT:

There is no fiscal impact related to the recommended actions. The updated Test List and Fees schedule increases the fees for some services but is not expected to affect the total compensation of either Agreement approved by City Council.

The Professional Consultant Services Agreement with Bio-Tox for CHP Alcohols Testing was approved on November 28, 2023 in the total amount of \$250,000 over a five-year term ending June 30, 2028.

The Professional Consultant Services Agreement with Bio-Tox for forensic toxicology testing services requested by RPD was approved on November 28, 2023 in the total amount of \$500,000 over a five-year term ending June 30, 2028.

These amounts will not be exceeded with this change.

Prepared by:	Brandi Becker, Police Administrator
Approved by:	Larry V. Gonzalez, Chief of Police
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

Attachments:

1. Third Amendment to the Agreement with Bio-Tox for CHP Services
2. Fourth Amendment to the Agreement with Bio-Tox for RPD Services
3. County of Riverside Amendment No. 5 with revised Test List and Fees schedule

