



## AGENDA MEMORANDUM

Future Item for the City Council Meeting of May 28, 2013

Action Item for the City Council Meeting of June 11, 2013

**DATE:** May 28, 2013

**TO:** Ronald L. Olson, City Manager

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### Drug & Alcohol Testing and Occupational Medical Services

#### **CAPTION:**

Motion approving a service agreement with Nueces Emergency Services d.b.a. The Doctor's Center of Corpus Christi, Texas for drug and alcohol testing and occupational medical services, based on only proposal received, in accordance with Request for Proposal Number BI-0048-13, for an estimated annual expenditure of \$121,484.10, of which \$20,247.35 is budgeted for the remainder of FY 12/13. The term of the service agreement will be for one-year with four automatic one-year extension periods.

#### **PURPOSE:**

Drug testing services will be utilized to fulfill requirements for drug and alcohol testing of City employees in compliance with established City alcohol and drug testing policies.

Occupational medical services includes post offer medical examinations, annual occupational examinations, medical treatment for work related injuries and return to duty medical examinations.

#### **BACKGROUND AND FINDINGS:**

Drug testing is spread across the following categories: pre-employment, return-to-duty, random, reasonable suspicion, post-accident, pre-assignment and post-firearm discharge

Occupational injury-related medical treatment is provided under the terms of this agreement as an option to employees who may choose their own medical provider or the Doctor's Center for treatment.

#### **ALTERNATIVES:**

Not applicable.

**OTHER CONSIDERATIONS:**

Not applicable.

**CONFORMITY TO CITY POLICY:**

This award conforms to all State statutes and City Policy governing procurement.

**EMERGENCY / NON-EMERGENCY:**

Non-emergency

**DEPARTMENTAL CLEARANCES:**

Human Resources

**FINANCIAL IMPACT:**

X Operating       Revenue       Capital       Not applicable

<b>Fiscal Year: 2012-2013</b>	<b>Project to Date Expenditures (CIP only)</b>	<b>Current Year</b>	<b>Future Years</b>	<b>TOTALS</b>
Line Item Budget		\$150,000.00	\$101,236.75	\$251,236.75
Encumbered / Expended Amount		103,482.90	0	103,482.90
This item		20,247.35	101,236.75	121,484.10
<b>BALANCE</b>		<b>\$26,269.75</b>	<b>0</b>	<b>\$26,269.75</b>

Fund(s): Liability & Employee Benefits Fund

**Comments:** The \$20,247.35 financial impact shown above represents two (2) months of payments that will be encumbered through the end of this fiscal year. The remaining \$101,236.75 for the last ten (10) months of the service agreement will be requested for future fiscal years during the normal budget process.

**RECOMMENDATION:**

Staff recommends award of the contract as presented.

**LIST OF SUPPORTING DOCUMENTS:**

Summary Matrix  
Service Agreement