

CITY OF EL PASO, TEXAS
AGENDA ITEM
DEPARTMENT HEAD'S SUMMARY FORM

DEPARTMENT: Human Resources

AGENDA DATE: May 22, 2012

CONTACT PERSON/PHONE: Linda Thomas, Human Resources Director, 541-4102
Bruce D. Collins, Purchasing Manager, (915) 541-4313

DISTRICT(S) AFFECTED: All

SUBJECT:

Request that the Purchasing Manager for Financial Services, Purchasing Division be authorized to exercise the City's option to extend current Contract 2009-093 Drug Testing & Alcohol Screening for two additional years to Alere Toxicology Services Inc, formerly Kroll Laboratory Specialists Inc. The estimated yearly amount is \$53,300.00 and a total two year option amount of \$106,600. The extended contract period will be from June 08, 2012 to June 07, 2014.

BACKGROUND / DISCUSSION:

Contract 2009-093 was awarded on May 26, 2009 to Alere Toxicology Services Inc, formerly Kroll Laboratory Specialists Inc. for an initial estimated three year amount of \$159,900 for drug testing and alcohol screening. The contract offers a two year extension option at the same unit prices. The Human Resources Department is requesting the approval of this option. The service level and quality of work have been a good value to the City and the citizens we serve.

SELECTION SUMMARY:

Exercising this option would meet the following threshold considerations (i) funds available; (ii) requirement fills and existing city need; (iii) informal analysis of price indicates the option price is better than available market prices or the most advantageous current offer, and; (iv) Vendor's performance meets or exceeds a "7-8" performance rating. Based upon our evaluation of above factors, Purchasing Division recommends exercising the available option.

PRIOR COUNCIL ACTION:

Yes, City Council awarded this contract on May 26, 2009, Item 11B and the prior contract 2005-086 was awarded by council on February 15, 2005, Item 19B.

AMOUNT AND SOURCE OF FUNDING:

Each department is responsible for paying for employee drug and alcohol testing/screening out of their budgeted funds. A budget transfer is not required by HR.

Department: Human Resources
Amount: \$106,600.00 (2 years)
Funds Available: Various
Funds Source: Various

BOARD / COMMISSION ACTION:

N/A

*****AUTHORIZATION*****

DEPARTMENT HEAD:

Linda Ball Thomas, Director, Human Resources

COUNCIL PROJECT FORM
(CONTRACT EXTENSION)

*****POSTING LANGUAGE BELOW*****

Please place the following item on the **CONSENT** agenda (under **PURCHASING REQUESTS, ETC.**) for the Council Meeting of **MAY 22, 2012**.

Request that the Purchasing Manager for Financial Services, Purchasing Division be authorized to exercise the City's option to extend current Contract 2009-093 Drug Testing & Alcohol Screening with Alere Toxicology Services Inc, formerly Kroll Laboratory Specialists Inc. for two (2) additional years pursuant to the provisions of an award approved by the City Council on May 26, 2009. The extended contract period will be from June 08, 2012 to June 07, 2014.

Department:	Human Resources
Award to:	Alere Toxicology Services Inc Gretna, LA
Option:	One [of One]
Annual Estimated Amount:	\$53,300.00
Total Estimated Amount:	\$106,600.00 (2 years)
Account No.:	Various
Funding Source:	Various
District(s):	All

This is a Best Value, services contract

*****ADDITIONAL INFO BELOW*****

**MOTION
MAY 26, 2009**

Motion made by Representative Ortega, seconded by Mayor Pro Tempore Byrd, and unanimously carried to **AWARD** Solicitation No. 2009-093 (Drug Testing and Alcohol Screening) to Kroll Laboratory Specialists, Inc., for a total estimated award of \$159,900.

Department:	Human Resources
Award to:	Kroll Laboratory Specialists, Inc. Gretna, LA
Items:	All
Option:	Two years
Annual Estimated Amount:	\$53,300
Account No.:	Various
Funding Source:	Various
Total Estimated Award:	\$159,900 (3-year total)

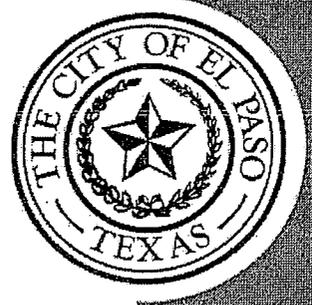
This is a three year contract.

The Departments of Financial Services, Purchasing Division, and Human Resources recommend award to Kroll Laboratory Specialists, Inc., the vendor offering the best value bid.

Richarda Duffy Momsen, City Clerk

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To: Financial Services – Purchasing Division

From: Alma R. Sierra – Human Resources

Date: May 10, 2012

Re: Solicitation No. 2009-093 Drug Testing & Alcohol Screening

Human Resources recommends authorizing the Option to Extend Solicitation No. 2009-093 Drug Testing & Alcohol Screening for 2 additional years to Alere Toxicology Services Inc, formerly Kroll Laboratory Specialists Inc. Exercising this option would meet the following threshold considerations:

1. *Are funds available for this Option to Extend?*

Yes

2. *Does the Requirement covered by this option fill an existing need of the City?*

Yes

3. *Does the option price better than current available market price?*

Yes, see item #4 below.

4. *Is the time between award of the contract and exercising the option so short that the market indicates the option is the lowest price obtainable through competition or most advantageous offer?*

Yes, analysis of prices indicates the option price is consistent or better than available market prices or the most advantageous offer due to pricing being held to 2009 price point.

5. *Is the attached Vendor Performance form show the vendors' performance to be "7-8" or higher?*

Yes, the vendor received an overall "Good" performance rating or 7-8.

The standard factors used to determine the validity of the Exercising Optional Extensions pertaining to City Contracts for Goods and Services was presented to the Legislative Review Committee for Finance, Internal Audit, and Engineering on March 15, 2012.

Mayor
John F. Cook

City Council

District 1
Ann Morgan Lilly

District 2
Susie Byrd

District 3
Emma Acosta

District 4
Carl L. Robinson

District 5
Dr. Michiel R. Nee

District 6
Eddie Holguin Jr.

District 7
Steve Ortega

District 8
Corney Carlisle Nilar

City Manager
Joyce A. Wilson



FINANCIAL SERVICES DEPARTMENT
2 Civic Center Plaza, 7th Floor, City Hall – El Paso, Texas 79901
(915) 541-4011



Texas Comptroller
Leadership Circle

VENDOR PERFORMANCE REPORT

CONTRACT NUMBER AND TITLE

COMPANY CONTACT INFORMATION

COMPANY/OWNER'S NAME	ALERE TOXICOLOGY SERVICES, INC.		
COMPANY ADDRESS	1111 NEWTON STREET, GRETNA, LA 70053		
POINT OF CONTACT E-MAIL ADDRESS	DEBRA WASHINGTON debra.washington@alere.com		
PHONE/FAX NUMBERS	PHONE (504) 361-8989	FAX	(504) 361-5887
CONTRACT AMOUNT (\$)	\$106,600.00 (2years)		
% COMPLETED / COMPLETED			
ESTIMATED COMPLETION DATE	JUNE 07, 2014		

TECHNICAL PERFORMANCE

FACTORS/RATINGS	"PLUS" (11-)	"EXCELLENT" (9-10)	"GOOD" (7-8)	"FAIR" (5-6)	"POOR" (3-4)	"UNSATISFACTORY" (0-2)	NOT APPLICABLE (NA)
Completion of major tasks/ milestones/ deliverables on schedule.			X				
Responsiveness to changes in technical direction.							X
Ability to identify risk factors and alternatives for alleviating risk.							X
Ability to identify and solve problems expeditiously.			X				
Ability to deliver goods or services accordance with specification			X				
Ability to employ standard tools/methods.			X				

MANAGEMENT PERFORMANCE

FACTORS/RATINGS	"PLUS" (11-)	"EXCELLENT" (9-10)	"GOOD" (7-8)	"FAIR" (5-6)	"POOR" (3-4)	"UNSATISFACTORY" (0-2)	NOT APPLICABLE (NA)
Overall communication with staff.			X				
Effectiveness and reliability of Contractor's Key Personnel			X				
Ability to recruit and maintain qualified personnel.							X
Ability to manage multiple and diverse projects/tasks from planning through execution.			X				
Ability to effectively manage subcontractors.							X
Ability to accurately estimate and control cost to complete tasks.			X				
Overall performance in planning, scheduling, and monitoring.			X				
Ability to resolve problems			X				
Use of management tools (e.g. cost/schedule, task management tools).			X				

CONTRACT ADMINISTRATION

FACTORS/RATINGS	YES	NO
Was the project completed on schedule? If not, how late was it: ___ < 30 days; ___ < 60 days; ___ < 90 days; ___ > 90 days	ongoing	
Did the contractor submit unnecessary Change Order requests?		n/a
Were contractor proposals for Change Orders reasonably priced?		n/a
Were there any claims?		n/a
Compliance with labor laws	X	
Compliance with safety requirements	X	
Given a choice, would you do business with this contractor again?	X	

Report completed by: ALMA SIERRA



Phone: (915) 541-4086

Requisitioner or C.O.R.:

Phone: