




Item #8

DATE July 3, 2019

TO GCTD Board of Directors

FROM Tanya Hawk, Buyer 

SUBJECT Consider Approval of a Four-Month Extension to Coastal Occupational Medical Group for Employee Drug and Alcohol Analysis Services

I. EXECUTIVE SUMMARY

Coastal Occupational Medical Group has been providing Employee Drug and Alcohol Analysis Services under contract to GCTD for the past five (5) years. Their contract is due to expire at the end of July 2019. During the current RFP process, staff determined that the Scope of Work needed to be revised and therefore, rebid these services. As a result, staff is requesting approval of a four (4) month extension on the current contract for an estimated amount not-to-exceed \$33,000. This increase revises the overall contract amount to \$209,000.

II. BACKGROUND

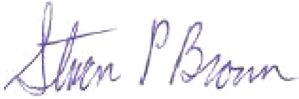
GCTD staff began the initial procurement process with the issuance of a Request for Proposal (RFP) in the early part of 2019, which would have resulted in the issuance of a new contract prior to the current contract's expiration. However, during the evaluation process of the RFP, staff concluded that revisions to the Scope of Work were needed to best meet GCTD's requirements for these types of services. Staff, therefore, concluded that it would be in GCTD's best interest to cancel the current RFP, make the necessary revisions to the Scope of Work and rebid these services.

To allow enough time to complete the re-bidding process as well as allow time for possible transition, if needed, to a new contractor, staff is requesting approval of a four (4) month extension to our existing contract. Coastal Occupational Medical Group has agreed to the extension at the current contract rates, not-to-exceed four (4) months.

GOLD COAST TRANSIT DISTRICT

III. SUMMARY & RECOMMENDED ACTION

IT IS RECOMMENDED Board of Directors authorize an extension to the current contract, not to exceed four (4) months, with Coastal Occupational Medical Group for Employee Drug and Alcohol Analysis Services for an estimated amount not-to-exceed \$33,000, increasing the overall contract amount to \$209,000.



Steven P. Brown
General Manager