DATE: March 5th, 2014

TO: Board of Directors

FROM: Tanya Hawk, Buyer

SUBJECT: Consider Approval of a Contract with Coastal Occupational Medical Group for Occupational Medical and Employee Alcohol and Drug Analysis Services

I. EXECUTIVE SUMMARY

It is recommended that GCT award a contract to Coastal Occupational Medical Group for Occupational Medical and Employee Alcohol and Drug Analysis services in the amount of $160,000 plus authorization for an additional 10% to cover employee growth and optional wellness services throughout the term of the contract. The contract term will be for a two (2) year period commencing March 10, 2014 and includes three (3) one-year option periods.

The competitive bid process began with the issuance of Request for Quotation (RFQ) 13-27 on January 10, 2014 for Employee Alcohol and Drug Analysis services. GCT utilizes these services in order to comply with GCT’s Substance Abuse and Employee Assistance Program Policy, which incorporates mandated federal and state requirements. Additionally, GCT requested pricing for employee wellness programs in order to promote physical and mental wellness of our employees. At the completion of the bid process, Coastal Occupational Medical Group’s quote was determined to be responsive and contained the lowest overall pricing.

II. BACKGROUND

In accordance with GCT’s Substance Abuse and Employee Assistance Program Policy, any GCT employee who performs or could be called upon to perform any transit-related safety-sensitive function are subject to alcohol and drug testing. This policy ensures compliance with applicable federal regulations governing workplace anti-drug programs in the transit industry and is vital in order to maintain a safe, healthful and productive work environment for all employees and general public.
These services must be provided 365 days per year (except for six holidays a year), 7 days a week from operating hours 3:30 am to 1:00 am. GCT currently has 159 safety sensitive employees and 19 non safety sensitive employees.

GCT will need DOT and Non-DOT occupational medical services including pre-employment physicals, job functions analysis, and a complete range of alcohol and drug testing services. Services include return to duty, reasonable suspicion, and random and post accident testing. Provider must be Certified Medical Review Officer (MRO) and must be registered with National Registry of Certified Medical.

GCT also requested pricing for the employee wellness programs. The successful bidder would offer seminars in blood pressure monitoring, weight loss controls, and diabetes education in order to promote the physical and mental wellness of our employees.

The RFQ was issued on January 10, 2014. After extensive research for local firms to provide the full range of required services, three (3) companies were identified; Coastal Occupational Medical Group, Centers for Family Health and U.S. Health Works. All three companies were sent the quote via email. By the bid due date, GCT received two (2) responses, one from Coastal Occupational Medical Group (COMG), the current provider, and one from Centers for Family Health. Both quotes were reviewed and found to be responsive. However, Coastal Occupational Medical Group’s proposed pricing was the lowest overall and remain unchanged from prior rates. Their quote is therefore considered fair and reasonable based on adequate competition.

The submitted pricing is as follows:

<table>
<thead>
<tr>
<th>Item</th>
<th>U/M Description</th>
<th>Center for Family Health</th>
<th>Coastal Occupational Medical Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>ea</td>
<td>DOT Alcohol and Drug Testing – Safety Sensitive Employees</td>
<td>$75.00</td>
</tr>
<tr>
<td>2</td>
<td>ea</td>
<td>DOT Pre-Employment- Safety Sensitive Employees</td>
<td>$220.00</td>
</tr>
<tr>
<td>3</td>
<td>ea</td>
<td>Non-DOT – Pre-Employment-Non Safety Sensitive Employees</td>
<td>$200.00</td>
</tr>
<tr>
<td>4</td>
<td>ea</td>
<td>Non DOT - Alcohol and Drug Testing- Non Safety Sensitive Employees</td>
<td>$75.00</td>
</tr>
<tr>
<td>5</td>
<td>ea</td>
<td>Influenza virus vaccine</td>
<td>$26.00</td>
</tr>
<tr>
<td>6</td>
<td>ea</td>
<td>Industry injury</td>
<td>$75.00/OMFO</td>
</tr>
<tr>
<td>7</td>
<td>ea</td>
<td>Wellness</td>
<td>TDB</td>
</tr>
</tbody>
</table>

COMG is considered a responsible firm. It is not listed in the System Award Management (SAM) maintained by the Federal government, and a search of the Better Business Bureau website resulted in no complaints. The firm maintains a clinic in Oxnard and provides these services to
many local businesses throughout Ventura County. GCT’s experience in working with COMG has been positive.

Beginning May 21, 2014 commercial drivers in interstate commerce must use medical examiners listed on the National Registry of Certified Medical Examiners (National Registry). This program is being developed to improve highway safety and driver health by requiring medical examiners be trained and certified so they can determine effectively whether a commercial driver’s medical fitness for duty meets federal standards. COMG has already begun the process of registering in the National Registry and will be able to meet the required deadline. Additionally, COMG has a certified Medical Review Officer (MRO) on contract.

Adequate funds are budgeted for the first contract year and are anticipated to be available for option years.

III. SUMMARY & RECOMMENDED ACTION

GCT requires Occupational Medical and Employee Alcohol and Drug Analysis in order to comply with federal and state regulations. A competitive bid was issued to locate a firm to provide such services. As a result of the bid process, Coastal Occupational Medical Group (COMG) was determined to be the lowest, responsive, responsible bidder. Their proposed pricing is determined to be fair and reasonable.

IT IS RECOMMENDED that the Board of Directors authorize contract award to Coastal Occupational Medical Group (COMG) for Occupational Medical and Employee Alcohol and Drug Analysis Services for a two-year period starting March 10, 2014 with three (3) one-year options for a total price of $160,000, and authorized up to an addition 10% ($16,000) to cover possible employee growth and optional services throughout the term of the contract.

Concurrence

Steven P. Brown

Steve P. Brown
General Manager