



**DATE:** September 2, 2020

Item #14

**TO:** Board of Directors

**FROM:** Tanya Hawk   
Buyer

**SUBJECT:** Consider Award of Contract to Coastal Occupational Medical Group for Drug and Alcohol Analysis Services

---

## I. EXECUTIVE SUMMARY

A competitive bid process for Drug and Alcohol Analysis Services began with the issuance of Request for Proposal (RFP) 20-01 on April 17, 2020. GCTD utilizes these services to comply with GCTD's FTA Drug and Alcohol Policy, which incorporates mandated federal and state requirements. Additionally, GCTD requested pricing for employee wellness programs to promote physical and mental wellness of our employees. The RFP was publicized Public Purchase website, two (2) proposals were received. All proposals were evaluated and considered responsive. An evaluation team independently evaluated and scored each proposal. At the conclusion of the evaluation process, Coastal Occupation Medical Group received the highest score overall. A price analysis was conducted on Coastal's proposal and as a result, was fair and reasonable based on adequate competition.

**IT IS RECOMMENDED that the Board of Directors authorize contract award to Coastal Occupational Medical Group (COMG) for Drug and Alcohol Analysis Services for a three-year base period starting September 8, 2020 and with two one-year options for a total price of \$260,250.00 and authorized up to an addition 5% (\$13,013.00) per year to cover possible employee growth throughout the contract years for a total contract amount of \$325,315.00.**

## II. BACKGROUND

In October 2019, the Board approved a nine (9) month extension on Coastal Occupational Medical Group contract to complete the procurement process. Staff began the competitive bid process with the issuance of Request for Proposal (RFP) 20-01 for Drug and Alcohol Analysis Services on April 17, 2020. The purpose of the RFP was to locate a qualified company that would perform Drug and Alcohol Analysis Services for Gold Coast Transit District. The awarded firm would have to be able to facilitate services in accordance with GCTD's FTA Drug and Alcohol

### GOLD COAST TRANSIT DISTRICT

Policy, which states; any GCTD employee who performs or could be called upon to perform any transit-related safety-sensitive function are subject to drug and alcohol testing. This policy ensures compliance with applicable federal regulations governing workplace anti-drug programs in the transit industry and is vital 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. GCTD currently has 163 safety sensitive employees and 26 non-safety sensitive employees.

GCTD 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.

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

After extensive research for local companies to provide the full range of required services, three (3) companies were identified, Coastal Occupational Medical Group, Building Better Lives Occupational Medical Group and Centers for Family Health. All three companies were sent the RFP via Public Purchase. By the bid due date, GCTD received two (2) response, from Coastal Occupational Medical Group (COMG) and Building Better Lives Occupational Medical Service, and one (1) no response from Centers for Family Health.

All responses were evaluated and considered to be responsive. The regulations require selection of the “most highly qualified” company without consideration of price. An evaluation committee consisting of three (3) GCTD employees (Alex Zaretsky, John Kelly, and Debbie Williams) evaluated the two (2) submissions. Separately, each committee member evaluated and scored the submissions using the evaluation criteria identified in the RFP and listed below in their relative order of importance:

- Qualifications and Experience (*worth 200 points*)
- Records of Past Experience (*worth 450 points*)
- Cost (*worth 150 points*)

Total possible points from all 3 evaluators: 2400. The results of the evaluations are as follows:

Companies	Total	Standing
Coastal Occupational Medical Group (COMG)	2210	1
Building Better Lives Occupational Medical Services (BBL)	2080	2

COMG received the highest overall score as a result and the fact COMG is the incumbent, staff determined that interviews were not necessary and concluded the evaluation process. A responsibility determination was conducted on COMG. GCTD confirmed that COMG was not listed in the excluded parties' list system nor are there any complaints filed with the Better Business Bureau. COMG has provided excellent services during the five (5) years they have been under contract with GCTD and staff has no issue with continuing this partnership. As a result, COMG was determined to be a responsive, responsible company capable of meeting GCTD's requirements.

On July 7, 2020, staff requested a Best and Final Offer from COMG and successful negotiations concluded with COMG. As a result of these negotiations, COMG lowered their fees in three areas.

An price analysis was conducted on COMG's proposed rates. The following are the proposed Fees for Drug and Alcohol Analysis Services submitted by the two (2) Companies for the base term.

The submitted pricing is as follows:

			Building Better Lives Occupational Medical Group (BBL)	Coastal Occupational Medical Group (COMG)
Item	U/M	Description	U/P	U/P
1	ea	DOT Alcohol and Drug Testing – Safety Sensitive Employees		
1a	ea	Pre-Employment	\$70	\$110
1b	ea	Post-Accident	\$70.	\$110
1c	ea	Randoms	\$70	\$110
1d	ea	Reasonable Suspicion	\$70	\$110
1e	ea	Return to Duty	\$70	\$110
2	ea	DOT/FTA Pre-Employment Physical Medical Exams: Safety Sensitive Employees		
2a	ea	PHYDOT/FTA Medical Examinations	\$100+25	\$105
2b	ea	PHY: Physical Examination-Pre-Placement Job function analysis (job function analysis on file)	\$75	\$90

2c	ea	Return to work medical history (employee long term leave)	\$150	\$75
2d	ea	Medical Recertifications	\$100+25	\$105
3	ea	Non-DOT – Pre-Employment-Non-Safety Sensitive Employees	\$75	\$65
3a	ea	Non-DOT Pre Employment Drug and Alcohol Testing (Completed at initial WC exam)	\$70	\$85
3b	ea	PHY: Physical Examination-Pre-Placement Job Function analysis on file	\$75.00	\$90
3c	ea	Return to Work Phys/History (employee long term leave)	\$150	\$75
4	ea	Industrial Injury	\$90	Per W/C Fee Schedule
5	ea	Employee Wellness Programs (Safety Sensitive)	\$160/200 per hr	Free during onsite health fair
5a	ea	Prescription Drug and over the counter Medication review	\$50	\$65
5b	ea	Sleep Apnea Testing (as needed)	\$50	Referred to PCP
6	ea	Hepatitis B Vaccination (only requested by employees)	\$100	\$100
7	ea	Influenza Virus Vaccine	\$35	\$35

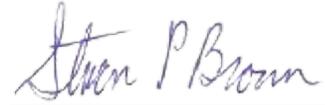
BBL rates may be lower but their proposal showed no clear understanding of GCTD's requirements. COMG's proposal was highest rated overall and have proven performance with GCTD. Based on the rates submitted by all companies and the professional experience and knowledge of members of the Selection Committee, COMG's rates are determined to be fair and reasonable and in line with those generally charged in this area for professional services similar to those being bid in the company's proposal.

### III. SUMMARY & RECOMMENDED ACTION

GCTD requires Occupational Medical and Employee Alcohol and Drug Analysis to comply with federal and state regulations. A competitive bid was issued to locate a company to provide such services. As a result of the bid process, Coastal Occupational Medical Group (COMG) was determined to be a responsive, responsible bidder and their proposal was determined to be fair and reasonable.

**IT IS RECOMMENDED that the Board of Directors authorize contract award to Coastal Occupational Medical Group (COMG) for Drug and Alcohol Analysis Services for a three-year base period starting September 8, 2020 and with two one-year options for a total price of \$260,250.00 and authorized up to an addition 5%(\$13,013.00) per year to cover possible employee growth throughout the contract years for a total contract amount of \$325,315.00.**

**GENERAL MANAGER'S CONCURRENCE**

A handwritten signature in blue ink that reads "Steven P. Brown". The signature is written in a cursive style with a large initial 'S' and 'P'.

---

Steven P. Brown  
General Manager