

W.7.E.2

AGENDA COVER MEMO

DATE: December 15, 2004  
TO: Lane County Board of Commissioners  
DEPT: Public Works  
PRESENTED BY: Dale Wendt, Public Works Support Services Manager

AGENDA ITEM TITLE: In the Matter of Awarding a Three Year Requirements Contract to Cascade Health Solutions for the Purchase of Alcohol and Drug Testing, CDL Physicals, and Miscellaneous Services

I. MOTION

MOVE TO AWARD A THREE YEAR REQUIREMENTS CONTRACT TO CASCADE HEALTH SOLUTIONS FOR THE PURCHASE OF ALCOHOL AND DRUG TESTING, CDL PHYSICALS, AND MISCELLANEOUS SERVICES

II. ISSUE OR PROBLEM

Shall Lane County approve awarding a three year requirements contract to Cascade Health Solutions for the purchase of alcohol and drug testing, CDL physicals, and miscellaneous services?

III. DISCUSSION

A. Background

Lane County Public Works began pre-employment and random drug and alcohol testing in January of 1995 to comply with Federal Highway Administration rules governing Commercial Drivers License employees. Currently the Department has about 160 employees involved in the mandatory testing program.

These services were initially provided by PeaceHealth. In October 1998, the Department issued a request for proposals (RFP), including legal advertisement in the Register-Guard. There were two responses to the RFP, PeaceHealth Occupational Medicine, and McKenzie-Willamette Hospital. A new three year contract was awarded to McKenzie-Willamette, which expired on December 31, 2001. PeaceHealth no longer provides these services.

On December 26, 2001, the Department issued a request for proposals, including legal advertisement in the Register-Guard. McKenzie-Willamette Hospital was the sole response to the solicitation. McKenzie-Willamette has provided excellent services to Public Works under the recently expired contract.

**B. Analysis**

On October 19, 2004, the Department issued a request for proposals, including legal advertisement in the Register-Guard. The sole response was received from Cascade Health Solutions, formerly McKenzie-Willamette Hospital, Occupational Health.

Cascade Health Solutions will be opening a new facility located near the intersection of Coburg Road and Crescent Avenue on December 15, 2004. This location will be more convenient to the majority of employees with Commercial Drivers Licenses (CDL) requiring the requested services.

All positive and negative drug test results must be reviewed by a Medical Review Officer (MRO) before being released to the County. When summer help employees are hired the turn around time is often critical. Pre-employment drug test results are often needed within 24-hours. If the MRO is not available for review, the County's hiring process could be delayed. Cascade Health Solutions has four (4) physicians possessing the MRO certification.

The staff at Cascade Health Solutions includes eighteen (18) employees certified to perform alcohol evidential breath analysis testing and twenty-three (23) employees certified to collect drug test specimens.

Cascade's estimated cost of annual services is \$17,000.

**C. Alternatives/Options**

1. Purchase the required services from Cascade Health Solutions. There is no other option since alcohol and drug testing and CDL physicals are mandated by Federal law. Cascade Health Solutions was the only respondent to the County's request for proposal, and the only major provider of these services in Lane County.

**D. Recommendation**

Award a three-year requirements contract to Cascade Medical Solutions.

E. Timing

Upon approval of the Board, the requirements contract will be forwarded to the County Administrator for execution.

IV. IMPLEMENTATION/FOLLOW-UP

None.

V. ATTACHMENTS

Board Order  
Services Quote Sheet

IN THE BOARD OF COUNTY COMMISSIONERS OF LANE COUNTY  
STATE OF OREGON

**ORDER**

) IN THE MATTER OF AWARDDING A  
) THREE-YEAR REQUIREMENTS  
) CONTRACT TO CASCADE HEALTH  
) SOLUTIONS FOR THE PURCHASE OF  
) ALCOHOL AND DRUG TESTING, CDL  
) PHYSICALS, AND MISCELLANEOUS  
) SERVICES

WHEREAS, on October 19, 2004, Lane County Department of Public Works placed a legal advertisement in the Register-Guard for requests for proposal for providers of alcohol and drug testing, CDL physicals, and miscellaneous related services, and

WHEREAS, the sole response to the request for proposals was received from Cascade Health Solutions, and the Director of the Department of Public Works recommends that the proposal be accepted; therefore it is hereby

ORDERED that the proposal received from Cascade Health Solutions be accepted as recommended; and it is further

ORDERED that a three-year requirements contract be awarded to Cascade Health Solutions in accordance with the proposal specifications; and it is further

ORDERED that a contract be executed in accordance with this Order and the specifications and the County Administrator be authorized to sign the contract.

DATED this \_\_\_\_\_ day of December, 2004

\_\_\_\_\_  
Chair, Board of County Commissioners

ATTACHED AS TO FORM

12-6-04 This county.

*[Signature]*

**DOCUMENT #2**  
**(complete and return)**

**QUOTE SHEET**

Please indicate your firm's unit price and total price for each service. "Number required" are only estimates and County will not be obligated to use any service not required. This proposal includes several services that are the financial responsibility of the employee. Employees have the right to obtain those services from another provider.

<u>Service Required</u>	<u>Cost Each</u>	<u>Est. Annual Number Req'd</u>	<u>Total Cost</u>
1. Alcohol EBT (in contractor's facility)	29.00 \$ <u>+ 15.00 Confirm</u>	16	\$ <u>464.00</u>
2. Urine specimen (in contractor's facility) and lab analysis for drugs - Includes MRO Review	\$ <u>54.00</u>	140	\$ <u>7,560.00</u>
3. CDL Physical	\$ <u>70.00</u>	90	\$ <u>6,300.00</u>
4. Job-site hepatitis antibodies blood specimen collection and lab analysis	\$ <u>60.00 *</u>	30	\$ <u>1,800.00</u>
5. Random alcohol and drug test selection, including notifying County of selected participants and test dates	\$ <u>7.00 *</u>	100	\$ <u>700.00</u>
6. Substance abuse professional evaluation	\$ <u>NC **</u>	2	\$ <u>No Charge</u>
7. Quarterly records report to LCPW (one copy)	\$ <u>NC **</u>	4	\$ <u>No Charge</u>
8. Annual records report to LCPW (one copy)	\$ <u>NC **</u>	1	\$ <u>No Charge</u>
9. Workshop to train supervisors in how to recognize alcohol misuse and drug abuse symptoms, signs and indicators. Two hours on alcohol misuse and two hours on drug abuse. One session during three (3) year contract	\$ <u>NC **</u>	1	\$ <u>No Charge</u>
10. Employee Question & Answer workshop. To include written material providing information on the effects of alcohol and drug use and treatment resources available in the community. Three (3) sessions during contract period	\$ <u>NC **</u>	1	\$ <u>No Charge</u>
<b>Total Cost</b>			\$ <u>16,915.00</u>

Item 4: Additional mileage charge to drive to Florence @ .65/mi. approx. 140 miles roundtrip \$91.00

Item 6 & 7: Are included in Lane County's contract with DIRECTION for Employee Assistance - Items 9 & 10 will be no charge as long as DIRECTION continues as Lane County's employee assistance program.

Quotes listed above are for 1st year of contract. Each successive contract year will have a 3% inflation figure added.