

Memorandum



DATE January 31, 2014

TO Members of the Budget, Finance & Audit Committee: Jerry R. Allen (Chair),
Jennifer S. Gates (Vice Chair), Tennell Atkins, Sheffie Kadane, Philip T. Kingston

SUBJECT Upcoming Agenda Item: Service Contract for Medical Examinations, Drug and Alcohol Testing Services

The February 12, 2014 Council Agenda includes a resolution for your consideration to award a five-year service contract to Primary Health, Inc. dba CareNow for medical examinations, drug and alcohol testing services for police and civilian employees not-to-exceed \$2,136,250 effective February 12, 2014 through February 11, 2019.

This service contract will provide medical examinations, drug and alcohol testing for police and civilian employees, to include:

- Screening of new hire candidates- drug and alcohol testing for all candidates; medical examination and drug/alcohol testing for applicable candidates based on job duties
- Department of Transportation (DOT) certifications for employees required to have a Commercial Driver's License (CDL)
 - Driver recertification- CDL and Police
 - Random drug testing- CDL and primary drivers
 - Return-to-duty examination- performed as a result of a failed DOT recertification. Upon written notification from the employee's treating physician that the DOT requirement has been resolved, CareNow will release employee to return to work
- Fit-for-duty examination- performed, upon the request of management, when an employee appears unable to perform an essential function of his or her job

Approximately 6,000 individuals will be tested annually. Of those, approximately 1,600 individuals fall under the DOT requirements. The recommended vendor will perform the testing; manage randomly selected employee testing; and provide results to the City. CareNow will also assist in obtaining new hire testing for out-of-state applicants.

Please let me know if you need additional information.

Jeanne Chipperfield
Chief Financial Officer

c: Honorable Mayor and Members of the City Council
A.C. Gonzalez, Interim City Manager
Rosa A. Rios, City Secretary
Warren M.S. Ernst, City Attorney
Daniel F. Solis, Administrative Judge
Craig D. Kinton, City Auditor
Ryan S. Evans, Interim First Assistant City Manager
Jill A. Jordan, P.E., Assistant City Manager
Forest E. Turner, Assistant City Manager
Joey Zapata, Assistant City Manager
Charles M. Cato, Interim Assistant City Manager
Theresa O'Donnell, Interim Assistant City Manager
Frank Libro, Public Information Officer
Elsa Cantu, Assistant to the City Manager