

ALAMEDA-CONTRA COSTA TRANSIT DISTRICT



STAFF REPORT

MEETING DATE: 4/12/2023

Staff Report No. 23-230

TO: AC Transit Board of Directors
FROM: Michael A. Hursh, General Manager/Chief Executive Officer
SUBJECT: Drug and Alcohol On-site and After-Hours Testing Services

ACTION ITEM

AGENDA PLANNING REQUEST: ☐

RECOMMENDED ACTION(S):

Consider authorizing the issuance of a Request for Proposal (RFP) for mobile on-site and after- hours drug and alcohol testing services.

Staff Contact:
Lynette Little, Director of Civil Rights & Compliance

STRATEGIC IMPORTANCE:

Goal - Safe and Secure Operations
Initiative - Service Quality

It is the policy of Alameda-Contra Costa Transit District to provide a drug and alcohol-free workplace environment for all employees and patrons. A drug and alcohol-free workplace protect the District's most valuable resources - it's employees-as well as the health and safety of the public.

BUDGETARY/FISCAL IMPACT:

The expenditure for these services varies depending on the number of drug and alcohol tests required each year. The cost information will be disclosed at the time of the award to ensure that the District receives the best possible pricing.

BACKGROUND/RATIONALE:

The District's Alcohol and Substance abuse policy, Board Policy 200, requires that all potential new candidates pass a pre-employment alcohol and drug test as a condition of employment. The U. S. Department of Transportation (USDOT) and the Federal Transit Administration require existing safety-sensitive employees and those that transfer to a safety sensitive position submit to random, follow-up, reasonable suspicion, after accident and return to work testing as part of the USDOT regulations.

The current extended contract for testing services expires July 31, 2023, and a new permanent contract is needed for the upcoming three years from August 1, 2023, to July 31, 2026. This new contract will help the District to continue to achieve its mission of providing safe, reliable transit services to the communities we

serve.

ADVANTAGES/DISADVANTAGES:

The RFP will allow the District to stay in compliance with all the applicable federal regulations and Board Policy 200, governing alcohol and drug testing requirements. There are no identifiable disadvantages to issuing an RFP for testing services; failure to procure these services would place AC Transit in jeopardy of being found not in compliance with federal regulations, possible loss of federal funding and would severely affect employee and public safety.

ALTERNATIVES ANALYSIS:

There are no feasible alternatives to the course of action recommended in this report.

PRIOR RELEVANT BOARD ACTION/POLICIES:

Board Policy 200-Alcohol and Substance Abuse Policy
Board Policy 465-Procurement Policy

ATTACHMENTS:

None

Prepared by:

Lynette Little, Director of Civil Rights and Compliance

Approved/Reviewed by:

Michael A. Hursh, General Manager/Chief Executive Officer
Jill A. Sprague, General Counsel/Chief Legal Officer
Fred Walls, Director of Procurement and Materials
Chris Andrichak, Chief Financial Officer