

# ALAMEDA-CONTRA COSTA TRANSIT DISTRICT



## STAFF REPORT

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**MEETING DATE:** 7/26/2023

**Staff Report No.** 23-127a

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**TO:** AC Transit Board of Directors  
**FROM:** Michael A. Hursh, General Manager/Chief Executive Officer  
**SUBJECT:** On-Site and After-Hours Testing Service

### ACTION ITEM

**AGENDA PLANNING REQUEST:**

**RECOMMENDED ACTION(S):**

Consider authorizing the General Manager to enter into a contract extension of up to six-months with Reliable Onsite Testing Services for mobile and after-hours drug and alcohol testing services, from August 1, 2023 to January 31, 2024.

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

**STRATEGIC IMPORTANCE:**

Goal - Safe and Secure Operations  
Initiative - Employee Recruitment, Training and Retention

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

**BUDGETARY/FISCAL IMPACT:**

The estimated value of the contract extension from August 1, 2023 through January 31, 2024 is approximately \$208,410.

**BACKGROUND/RATIONALE:**

Under the current On-site and After Hours Drug and Alcohol Testing contract 2023-1579, Reliable Onsite Testing Services provides the District with the following services: pre-employment, follow up testing, random testing, reasonable suspicion testing, return to work testing and after accident testing, which includes alcohol screenings and urine specimen collections for AM and PM shifts, weekends and holiday testing needs. 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 Federal Transit Administration require existing safety-sensitive employees, and those that transfer to a safety-sensitive position, to submit a random, follow-up, reasonable suspicion, after accident and return to work testing as part of the USDOT regulations during AM and PM shifts, weekends and

Holidays.

In anticipation of this contract expiring, staff examined the possibility of combining services provided by other contracts, or by entering into cooperative agreements with other agencies, but found that no other contracts could cover these essential services. The request for proposals for a permanent contract is in progress; however, staff needs additional time to solicit and complete the procurement process. This necessitates extending the existing contract to cover these vital services. For the reasons above, staff proposes to extend the Reliable Onsite Testing Services for up to six months. If the contract is not extended, the District will be unable to provide required alcohol and drug testing until a new contract is signed. This extension will help the District to continue to achieve its mission of providing safe and reliable transit services to the communities that we serve.

**ADVANTAGES/DISADVANTAGES:**

An advantage of extending the Drug and Alcohol Testing through the end of January 2024 is that this will allow the District to stay in compliance with all applicable federal regulations and Board Policy 200 governing alcohol and drug testing requirements. Another advantage to extending the contract is it will allow the District ample time to complete the new permanent contract. There are no identified disadvantages to extending this contract.

**ALTERNATIVES ANALYSIS:**

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

**PRIOR RELEVANT BOARD ACTION/POLICIES:**

Staff Report 23-127 On-Site and After-Hours Testing Service  
Board Policy 200 - Alcohol and Substance Abuse Policy  
Board Policy 465 - Procurement Policy

**ATTACHMENTS:**

None

**Prepared by:**

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**In Collaboration with:**

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**Approved/Reviewed by:**

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