



## **CITY OF MENIFEE**

---

SUBJECT: Agreement Amendment with Bio-Tox Laboratories for the Police Department Forensic Toxicological Testing Services

MEETING DATE: November 6, 2024

TO: Mayor and City Council

PREPARED BY: Christine Booker, Budgets & Grants Analyst

REVIEWED BY: Chris Karrer, Police Chief

APPROVED BY: Armando G. Villa, City Manager

---

### **RECOMMENDED ACTION**

1. Approve and authorize the City Manager to execute Amendment No. 2 to Professional Services Agreement with Bio-Tox Laboratories for forensic toxicological testing services for the Police Department, increasing the contract in the amount of \$25,000, for a revised total not-to-exceed \$63,000 through June 30, 2025.

### **DISCUSSION**

The Menifee Police Department contracted with Bio-Tox Laboratories to facilitate the forensic toxicological testing services needed whenever bodily fluid samples such as blood, saliva and urine are collected. The need for these services arises often in the line of duty for police officers such as during traffic stops, and in calls for service, or at specific targeted operations. In Fiscal Year (FY) 2024/2025, the Police Department was awarded multiple grants including the Office of Traffic Safety Grant, Cannabis Grant, and Alcohol Beverage Control OTS Grant that allow for operations including checkpoints and saturations. These additional events have led to an increased use of the contracted services resulting in the need for additional funds.

Pursuant to Menifee Municipal Code Chapter 3.12.090, any change order in an amount greater than \$25,000 or any change order which, when considered with the aggregate amount of all other changes to a contract, exceeds ten percent of the original contract cost, shall be approved by the City Council. All other terms of the agreement shall remain the same. The previous amendments are expressed on the following page in Table 1.

**TABLE 1- CONTRACT AMENDMENT SUMMARY**

Item Title	Description	Item Total	Contract Total	Term Ending
<i>Original Agreement</i>	<i>Forensic toxicology services</i>	\$24,000	\$24,000	June 30, 2024
Amendment No. 1	Increase funds and contract term for one additional fiscal year	\$14,000	\$38,000	June 30, 2025
Amendment No. 2	Increase contract total	\$25,000	\$63,000	June 30, 2025

**STRATEGIC PLAN OBJECTIVE**

Safe and Vibrant Community

**FISCAL IMPACT**

The fiscal impact of Amendment No. 2 is \$25,000. Funding for the proposed amendment is available within the adopted FY 2024/2025 budget for the Menifee Police Department in the General Fund under professional services (1100-MPD-652800). No additional budget appropriation action(s) would be required.

**ATTACHMENTS**

1. Amendment No. 2
2. Original Agreement