



CITY OF MENIFEE

SUBJECT: Bid Award and Agreements with Bio-Tox Laboratories, Inc. and Ascertain Forensics for Forensic Toxicology Lab Testing Services

MEETING DATE: June 18, 2025

TO: Mayor and City Council

PREPARED BY: Christine Booker, Budgets & Grants Analyst

REVIEWED BY: Heriberto Gutierrez, Acting Chief of Police

APPROVED BY: Armando G. Villa, City Manager

RECOMMENDED ACTION

1. Award bid and authorize the City Manager to execute Professional Services Agreements with Bio-Tox Laboratories, Inc. and Ascertain Forensics for forensic toxicology lab testing services in a total not-to-exceed amount of \$465,000 through June 30, 2030; and
2. Authorize the Finance Department to issue individual purchase orders against the agreements.

DISCUSSION

The Menifee Police Department maintains a growing need for forensic toxicology testing services as a result of increased saturation operations and proactive policing. These testing services allow for the determination of drugs and alcohol in the blood or urine of a suspect. The information provided as a result of the toxicology tests allows for the accurate prosecution of individuals.

To meet the City's growing public safety demands and ensure the timely delivery of results from forensic samples the Police Department initiated the process of establishing a pool of prequalified vendors. These vendors would be selected based on their availability, turnaround times, pricing, and ability to meet the scope of each project. The objective is to build and maintain long-term partnerships with experienced firms and enable Menifee Police Department access to the latest testing technology to stay ahead of the new and evolving drug trends.

On March 10, 2025, the City of Menifee issued Request for Proposals (RFP) No. 2025-11 for forensic toxicology lab testing services. The solicitation invited responses from qualified firms with demonstrated expertise in the testing of toxicological samples of blood and urine for law enforcement purposes. Proposals were due by April 10, 2025. A total of two proposal responses

were received for the solicitation. Proposals were received from Ascertain Forensics at Redwood Toxicology Laboratory and Bio-Tox Laboratories, Inc.

An evaluation committee consisting of key City personnel from the Police Department conducted a detailed review of the written proposals based on the scoring criteria outlined in the RFP. The evaluation rubric included the following categories: Experience/Qualifications of the Company (20 points), References (20 points), Proposed Project Approach (20 points), Quality of Responsiveness (10 points), and Cost Proposal (30 points), for a total of 100 points. The average scores for the RFP written proposal evaluation summary are shown in Table 1.

TABLE 1- RFP WRITTEN PROPOSAL EVALUATION SUMMARY

Firm	RFP Evaluation Score
Ascertain Forensics	86.33
Bio-Tox Laboratories, Inc.	84.67

Following the written evaluations, interviews were conducted with each of the two vendors. The interview phase consisted of two parts: a vendor presentation worth 40% of the total interview score, and a question-and-answer session worth 60%. The evaluation committee participated in the interviews. The average scores from the interview evaluations are summarized in Table 2.

TABLE 2- RFP INTERVIEW EVALUATION SUMMARY

Firm	RFP Evaluation Score
Ascertain Forensics	84.67
Bio-Tox Laboratories, Inc.	73.00

Given the importance of forensic sample testing services to ensure rapid results to facilitate prosecution, the evaluation committee recommends executing agreements with both vendors. This multivendor approach allows the Police Department flexibility to assign projects based on vendor availability, scheduling needs, turnaround times, and specific equipment compatibility. It also ensures that critical samples can be tested quickly, minimizing delays and enhancing the ability to file high priority cases in a timely fashion.

Vendor Scope of Services and Compensation

Each of the two vendors would provide forensic toxicology lab testing services under separate agreements. These agreements would be awarded in a combined not-to-exceed amount of \$465,000 for the contract term of five years.

- **Ascertain Forensics** offers a robust partnership with access to the latest state trends and technology through their association with Abbott International. They offer a wide range of resources that allow Menifee PD access to the newest tests and information available.
- **Bio-Tox Laboratories, Inc.** offers the ability for staff to drop samples off due to their close proximity. They also have a standing relationship with the local District Attorney's office ensuring a timely transition of test results.

Contracts for professional services are awarded based on the demonstrated competence and professional qualifications of the contractor, along with the fairness and reasonableness of the

cost. Cost alone is not the determining factor. This selection process ensures that the City partners with highly qualified vendors who possess the specialized skills necessary to meet the operational and safety needs of law enforcement, while also serving the best interests of the community.

The amount of the proposed contract exceeds the City Manager's signing authority. Pursuant to Menifee Municipal Code §3.12.060, any contract amount that exceeds the City Manager's signing authority shall be approved by the City Council.

STRATEGIC PLAN OBJECTIVE

Safe and Vibrant Community

FISCAL IMPACT

The total fiscal impact of the proposed agreements is a not-to-exceed amount of \$465,000 across all contract terms. Forensic testing services is currently budgeted in the proposed Fiscal Year (FY) 2025/2026 and 2026/2027 Biennial Budget under professional services within the General Fund (1100-MPD-PDAM-652800). Funding for the future fiscal years (FY 2027/28, FY 2028/29 and FY 2029/30) would be budgeted as part of the respective year's budget and are displayed in Table 3. No additional budget appropriation(s) is required.

TABLE 3- CONTRACT BUDGET BREAKDOWN

Fiscal Year	Proposed Budget	Anticipated Account
FY 2025/2026	\$90,000	1100-MPD-PDAM-652800
FY 2026/2027	\$90,000	1100-MPD-PDAM-652800
FY 2027/2028	\$92,500	1100-MPD-PDAM-652800
FY 2028/2029	\$95,000	1100-MPD-PDAM-652800
FY 2029/2030	\$97,500	1100-MPD-PDAM-652800
TOTAL	\$465,000	

If the contracted cost limit is reached during any term of the agreement, no additional work would be authorized or performed without formal approval from the City Council to amend the agreement and increase the not-to-exceed amount. The Menifee Police Department will monitor expenditures closely and coordinate with the City's Finance Department to ensure compliance with contract limits.

ATTACHMENTS

1. Agreement – Bio-Tox Laboratories, Inc.
2. Agreement – Ascertain Forensics