



**Whatcom Transportation Authority**

**BOARD OF DIRECTORS MEETING  
AGENDA  
THURSDAY, MAY 18, 2023, 8:00 A.M.**  
In-Person Location:  
4011 Bakerview Spur, Bellingham, WA  
For virtual access instructions, visit:  
<http://www.ridewta.com/meeting>

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**MEMORANDUM**

**TO:** Chairman and Members of the Board of Directors

**FROM:** Vanessa Bronsema, HR Director  
Michele Zlotek, HR Manager  
Magan Waltari, Purchasing & Contracts Manager

**DATE:** May 18, 2023

**SUBJECT:** Consideration of Approval of a Contract with First Hospital Laboratories, Inc. d/b/a Vault Workforce Screening for Drug and Alcohol Testing and Occupational Health Services

**RECOMMENDATION**

That the Board of Directors authorize the General Manager to enter into a contract with the First Hospital Laboratories, Inc. d/b/a Vault Workforce Screening (Vault Health) to provide Drug and Alcohol Testing and Occupational Health Services, execute any extensions under the agreement, and approve any change orders within the General Manager's approval authority without the need for further Board approval.

**BACKGROUND**

In February 2023, staff issued a formal Request for Proposals in search of a firm to provide third party administration for WTA's drug and alcohol testing program and pre-employment physicals, all which must be compliant with Department of Transportation and Federal Transportation Administration requirements. In conjunction with these two core services, the request also looked for other services including verification for medical leave, respirator testing, hearing test, and the potential for a mobile testing unit.

Staff advertised the request in The Bellingham Herald, a posting on Washington's Electronic Business Solution (WEBS), Washington's Office of Women and Minority Business Enterprise (owmbe.org), and Washington Procurement Technical Assistance Center, and an announcement on WTA's website.

Submissions were due no later than noon on March 15<sup>th</sup>. Six (6) proposals were received, one (1) was found to be non-responsive to the request and was not forwarded for review. The Evaluation Team reviewed the five (5) remaining responses against criteria outlined in the Request for Proposals. The highest scoring proposal based on the published criteria was Vault Health, who is WTA's current vendor.

**FISCAL IMPACT**

For the first year of the contract, WTA anticipates the cost to be \$23,941, which is based on the total quantities of drug and alcohol tests and physicals WTA had in 2022. This contract is included in the 2023 budget.

if we go to no farebox, there will be more people on the bus, less people in their cars, and less climate effect. He said he understands WTA has put off a decision on going fare free for two years, but it should not be put off due to the climate impacts. He said we are inhaling and exhaling the results of our policies.

## **D. BOARD ACTION**

### **D.1 Consideration of Authorization to Dispose of Surplus Vehicles**

**Recommendation:** That the Board of Directors approve two (2) 2013 Chevy Arboc Paratransit Buses and one (1) 2009 Gillig 40' Low-Floor Bus as surplus and authorize the General Manager to dispose of these vehicles in accordance with agency guidelines.

Andy Bowler, Director of Fleet & Facilities, gave an overview of this item.

MOTION BY KORTHUIS, SECONDED BY HAWKINSON THAT THE BOARD OF DIRECTORS APPROVE TWO (2) 2013 CHEVY ARBOC PARATRANSIT BUSES AND ONE (1) 2009 GILLIG 40' LOW-FLOOR BUS AS SURPLUS AND AUTHORIZE THE GENERAL MANAGER TO DISPOSE OF THESE VEHICLES IN ACCORDANCE WITH AGENCY GUIDELINES.

*The motion passed unanimously.*

### **D.2 Consideration of Drug and Alcohol Program Contract**

**Recommendation:** That the Board of Directors authorize the General Manager to enter into a contract with the First Hospital Laboratories, Inc. d/b/a Vault Workforce Screening (Vault Health) to provide Drug and Alcohol Testing and Occupational Health Services, execute any extensions under the agreement, and approve any change orders within the General Manager's approval authority without the need for further Board approval.

Michele Zlotek, HR Manager, gave an overview of this item. She stated the winner of the RFP process was Vault Health, WTA's current provider. The contract is for a three-year term.

MOTION BY HAWKINSON, SECONDED BY KORTHUIS THAT THE BOARD OF DIRECTORS AUTHORIZE THE GENERAL MANAGER TO ENTER INTO A CONTRACT WITH THE FIRST HOSPITAL LABORATORIES, INC. D/B/A VAULT WORKFORCE SCREENING (VAULT HEALTH) TO PROVIDE DRUG AND ALCOHOL TESTING AND OCCUPATIONAL HEALTH SERVICES, EXECUTE ANY EXTENSIONS UNDER THE AGREEMENT, AND APPROVE ANY CHANGE ORDERS WITHIN THE GENERAL MANAGER'S APPROVAL AUTHORITY WITHOUT THE NEED FOR FURTHER BOARD APPROVAL.

*The motion passed unanimously.*