

**CONTRACT RESULTING FROM REQUEST FOR PROPOSAL NUMBER 10089923-23-E,
Toxicology Consultant Services**

This Contract (Contract) is entered into by and between the City of San Diego, a municipal corporation (City), and the successful proposer to Request for Proposal (RFP) # 10089923-23-E, Toxicology Consultant Services (Contractor).

RECITALS

On or about 4/5/2023, City issued an RFP to prospective proposers on Toxicology Consultant Services to be provided to the City. The RFP and any addenda and exhibits thereto are collectively referred to as the "RFP." The RFP is attached hereto as Exhibit A.

City has determined that Contractor has the expertise, experience, and personnel necessary to provide the services.

City wishes to retain Contractor to provide Toxicology Consultant Services as further described in the Scope of Work, attached hereto as Exhibit B. (Services).

For good and valuable consideration, the sufficiency of which is acknowledged, City and Contractor agree as follows:

**ARTICLE I
CONTRACTOR SERVICES**

1.1 Scope of Work. Contractor shall provide the Services to City as described in Exhibit B which is incorporated herein by reference. Contractor will submit all required forms and information described in Exhibit A to the Purchasing Agent before providing Services.

1.2 General Contract Terms and Provisions. This Contract incorporates by reference the General Contract Terms and Provisions, attached hereto as Exhibit C.

1.3 Contract Administrator. The San Diego Police Department (Department) is the Contract Administrator for this Agreement. Contractor shall provide the Services under the direction of a designated representative of the Department as stated in the Intent to Award notification.

**ARTICLE II
DURATION OF CONTRACT**

2.1 Term. This Contract shall be for a period of three (3) years beginning on the Effective Date. City may, in its sole discretion, extend this Contract for two (2) additional one (1) year period(s). Unless otherwise terminated, this Contract shall be effective until completion of the Scope of Services. The term of this Contract shall not exceed five years unless approved by the City Council by ordinance.

2.2 Effective Date. This Contract shall be effective on the date it is executed by the last Party to sign the Contract, and approved by the City Attorney in accordance with San Diego Charter Section 40.

**ARTICLE III
COMPENSATION**

3.1 Amount of Compensation. City shall pay Contractor for performance of all Services rendered in accordance with this Contract in an amount not to exceed \$1,000,000. TS (Initials)

**ARTICLE IV
WAGE REQUIREMENTS**

4.1 Reserved.

**ARTICLE V
CONTRACT DOCUMENTS**

5.1 Contract Documents. The following documents comprise the Contract between the City and Contractor: this Contract and all exhibits thereto, the RFP; the Notice to Proceed; and the City's written acceptance of exceptions or clarifications to the RFP, if any.

5.2 Contract Interpretation. The Contract Documents completely describe the Services to be provided. Contractor will provide any Services that may reasonably be inferred from the Contract Documents or from prevailing custom or trade usage as being required to produce the intended result whether or not specifically called for or identified in the Contract Documents. Words or phrases which have a well-known technical or construction industry or trade meaning and are used to describe Services will be interpreted in accordance with that meaning unless a definition has been provided in the Contract Documents.

5.3 Precedence. In resolving conflicts resulting from errors or discrepancies in any of the Contract Documents, the Parties will use the order of precedence as set forth below. The 1st document has the highest priority. Inconsistent provisions in the Contract Documents that address the same subject, are consistent, and have different degrees of specificity, are not in conflict and the more specific language will control. The order of precedence from highest to lowest is as follows:

- 1st Any properly executed written amendment to the Contract
- 2nd The Contract
- 3rd The RFP and the City's written acceptance of any exceptions or clarifications to the RFP, if any
- 4th Contractor's Pricing

5.4 Counterparts. This Contract may be executed in counterparts which, when taken together, shall constitute a single signed original as though all Parties had executed the same page.

5.5 Public Agencies. Other public agencies, as defined by California Government Code section 6500, may choose to use the terms of this Contract, subject to Contractor's

acceptance. The City is not liable or responsible for any obligations related to a subsequent Contract between Contractor and another public agency.

IN WITNESS WHEREOF, this Contract is executed by City and Contractor acting by and through their authorized officers.

CONTRACTOR

Bio-Tox Laboratories, Inc.
Proposer

1965 Chicago Ave #C
Street Address

Riverside
City

(951) 341-9355
Telephone No.

tracy@biotoxlabs.com
E-Mail

CITY OF SAN DIEGO
A Municipal Corporation

BY:

C. Abarca

Print Name:

Claudia C. Abarca
Director, Purchasing & Contracting Department

August 8, 2023

Date Signed

BY:

Tracy Stangarone
Signature of
Proposer's Authorized
Representative

Tracy Stangarone
Print Name

Business Manager
Title

5/3/23
Date

Approved as to form this 8 day of
August, 2023.
MARA W. ELLIOTT, City Attorney

BY: Lara Easton
Deputy City Attorney
DCA Lara Easton

RFP 10089923-23-E, Toxicology
Questions and Answers

Question 1: Who is the incumbent provider for the requested services?

Response: Bio Tox Laboratories.

Question 2: What is the City currently paying for the requested services?

Response: \$200,000 annually.

Question 3: What is the anticipated award date for this contract?

Response: June 1, 2023.

Question 4: What is the anticipated start date for this contract?

Response: July 1, 2023.

Question 5: How many instances of testimony has the City requested in the past year?

Response: 5 (March 2022-2023).

Question 6: Can the City provide a copy of a redacted results report it has received from its current provider?

Response: No.

Question 7: Would the City accept remote forms of testimony (i.e. telephonic, video)?

Response: No.

Question 8: For Line Item 2, would the City accept a panel screen that includes all requested drugs and tests for additional drugs at no extra cost to the City?

Response: Yes.

Question 9: For Line Items 19, 20, 21, 24, 25, can the City clarify whether they are seeking pricing for a screen, LC/MS confirmation or both?

Response: LC/MS confirmation

Question 10: How many instances of STAT testing has the City requested in the past year?

Response: None (March 2022- March 2023).

Question 11: Can the City clarify what analytes they are requesting in the Comp Panel (line item 3)?

Response: General 11550 Drug Panel plus: Cyclobenzaprine, Fentanyl, Gabapentin, Oxycodone, Quetiapine, Trazodone, Diphenhydramine, Dextromethorphan, Amitriptyline, Doxylamine, Flunitrazepam, Methadone, Oxymorphone, Tramadol, Zolpidem, Carisoprodol, Ketamine.

Question 12: Would the city consider Vendors submitting the Employment Utilization Report on a bi-annual basis? We do not expect this information to fluctuate greatly month to month.

Response: No.

Question 13: Will the City be providing its own collection supplies?

RFP 10089923-23-E, Toxicology
Questions and Answers

Response: Yes, the City collects the subject's blood and urine using their own supplies. The vendor is expected to provide the supplies necessary to complete toxicological analyses.

Question 14: If the City expects the Vendor to provide supplies, what items does it expect to be provided?

Response: The vendor is expected to provide the supplies necessary to complete toxicological analyses.

Question 15: If the Vendor is expected to provide supplies to the City, can these be included as additional line items?

Response: No, the City collects the subject's blood and urine using their own supplies. The vendor is expected to provide the supplies necessary to complete toxicological analyses.

EXHIBIT A
PROPOSAL SUBMISSION AND REQUIREMENTS

A. PROPOSAL SUBMISSION

1. Timely Proposal Submittal. Proposals must be submitted as described herein to the Purchasing & Contracting Department (P&C).

1.1 Reserved.

1.2 Paper Proposals. The City will accept paper proposals in lieu of eProposals. Paper proposals must be submitted in a sealed envelope to the Purchasing & Contracting Department (P&C) located at 1200 Third Avenue, Suite 200, San Diego, CA 92101. The Solicitation Number and Closing Date must be referenced in the lower left-hand corner of the outside of the envelope. Faxed proposals will not be accepted.

1.3 Proposal Due Date. Proposals must be submitted prior to the Closing Date indicated on the eBidding System. E-mailed and/or faxed proposals will not be accepted.

1.4 Pre-Proposal Conference. No pre-proposal conference will be held for RFP.

1.4.1 Reserved.

1.5 Questions and Comments. Written questions and comments must be submitted electronically via the eBidding System no later than the date specified on the eBidding System. Only written communications relative to the procurement shall be considered. The City's eBidding System is the only acceptable method for submission of questions. All questions will be answered in writing. The City will distribute questions and answers without identification of the inquirer(s) to all proposers who are on record as having received this RFP, via its eBidding System. No oral communications can be relied upon for this RFP. Addenda will be issued addressing questions or comments that are determined by the City to cause a change to any part of this RFP.

1.6 Contact with City Staff. Unless otherwise authorized herein, proposers who are considering submitting a proposal in response to this RFP, or who submit a proposal in response to this RFP, are prohibited from communicating with City staff about this RFP from the date this RFP is issued until a contract is awarded.

2. Proposal Format and Organization. Unless electronically submitted, all proposals should be securely bound and must include the following completed and executed forms and information presented in the manner indicated below:

Tab A - Submission of Information and Forms.

2.1 Completed and signed Contract Signature Page. If any addenda are issued, the latest Addendum Contract Signature Page is required.

2.2 Exceptions requested by proposer, if any. The proposer must present written factual or legal justification for any exception requested to the Scope of Work, the Contract, or the Exhibits thereto. Any exceptions to the Contract that have not been accepted

by the City in writing are deemed rejected. The City, in its sole discretion, may accept some or all of proposer's exceptions, reject proposer's exceptions, and deem the proposal non-responsive, or award the Contract without proposer's proposed exceptions. The City will not consider exceptions addressed elsewhere in the proposal.

2.3 The Contractor Standards Pledge of Compliance Form.

2.4 Equal Opportunity Contracting forms including the Work Force Report and Contractors Certification of Pending Actions.

2.5 Reserved.

2.6 Licenses as required in Exhibit B.

2.7 Reserved.

2.8 Additional Information as required in Exhibit B.

2.9 Reserved.

Tab B - Executive Summary and Responses to Specifications.

2.10 A title page.

2.11 A table of contents.

2.12 An executive summary, limited to one typewritten page, that provides a high-level description of the proposer's ability to meet the requirements of the RFP and the reasons the proposer believes itself to be best qualified to provide the identified services.

2.13 Proposer's response to the RFP.

Tab C - Cost/Price Proposal (if applicable). Proposers shall submit a cost proposal in the form and format described herein. Failure to provide cost(s) in the form and format requested may result in proposal being declared non-responsive and rejected.

3. Proposal Review. Proposers are responsible for carefully examining the RFP, the Specifications, this Contract, and all documents incorporated into the Contract by reference before submitting a proposal. If selected for award of contract, proposer shall be bound by same unless the City has accepted proposer's exceptions, if any, in writing.

4. Addenda. The City may issue addenda to this RFP as necessary. All addenda are incorporated into the Contract. The proposer is responsible for determining whether addenda were issued prior to a proposal submission. Failure to respond to or properly address addenda may result in rejection of a proposal.

5. Quantities. The estimated quantities provided by the City are not guaranteed. These quantities are listed for informational purposes only. Quantities vary depending on the demands of the City. Any variations from the estimated quantities shall not entitle the proposer to an adjustment in the unit price or any additional compensation.

6. Quality. Unless otherwise required, all goods furnished shall be new and the best of their kind.

6.1 Items Offered. Proposer shall state the applicable trade name, brand, catalog, manufacturer, and/or product number of the required good, if any, in the proposal.

6.2 Brand Names. Any reference to a specific brand name in a solicitation is illustrative only and describes a component best meeting the specific operational, design, performance, maintenance, quality, or reliability standards and requirements of the City. Proposer may offer an equivalent or equal in response to a brand name referenced (Proposed Equivalent). The City may consider the Proposed Equivalent after it is subjected to testing and evaluation which must be completed prior to the award of contract. If the proposer offers an item of a manufacturer or vendor other than that specified, the proposer must identify the maker, brand, quality, manufacturer number, product number, catalog number, or other trade designation. The City has complete discretion in determining if a Proposed Equivalent will satisfy its requirements. It is the proposer's responsibility to provide, at their expense, any product information, test data, or other information or documents the City requests to properly evaluate or demonstrate the acceptability of the Proposed Equivalent, including independent testing, evaluation at qualified test facilities, or destructive testing.

7. Modifications, Withdrawals, or Mistakes. Proposer is responsible for verifying all prices and extensions before submitting a proposal.

7.1 Modification or Withdrawal of Proposal Before Proposal Opening. Prior to the Closing Date, the proposer or proposer's authorized representative may modify or withdraw the proposal by providing written notice of the proposal modification or withdrawal to the City Contact via the eBidding System. E-mail or telephonic withdrawals or modifications are not permissible.

7.2 Proposal Modification or Withdrawal of Proposal After Proposal Opening. Any proposer who seeks to modify or withdraw a proposal because of the proposer's inadvertent computational error affecting the proposal price shall notify the City Contact identified on the eBidding System no later than three working days following the Closing Date. The proposer shall provide worksheets and such other information as may be required by the City to substantiate the claim of inadvertent error. Failure to do so may bar relief and allow the City recourse from the bid surety. The burden is upon the proposer to prove the inadvertent error. If, as a result of a proposal modification, the proposer is no longer the apparent successful proposer, the City will award to the newly established apparent successful proposer. The City's decision is final.

8. Incurred Expenses. The City is not responsible for any expenses incurred by proposers in participating in this solicitation process.

9. Public Records. By submitting a proposal, the proposer acknowledges that any information submitted in response to this RFP is a public record subject to disclosure unless the City determines that a specific exemption in the California Public Records Act (CPRA) applies. If the proposer submits information clearly marked confidential or proprietary, the City may protect such information and treat it with confidentiality to the extent permitted by law. However, it will be the responsibility of the proposer to provide to the City the specific legal grounds on which the City can rely in withholding information requested under the CPRA should the City choose to withhold such information. General references to sections of

the CPRA will not suffice. Rather, the proposer must provide a specific and detailed legal basis, including applicable case law, that clearly establishes the requested information is exempt from the disclosure under the CPRA. If the proposer does not provide a specific and detailed legal basis for requesting the City to withhold proposer's confidential or proprietary information at the time of proposal submittal, City will release the information as required by the CPRA and proposer will hold the City, its elected officials, officers, and employees harmless for release of this information. It will be the proposer's obligation to defend, at proposer's expense, any legal actions or challenges seeking to obtain from the City any information requested under the CPRA withheld by the City at the proposer's request. Furthermore, the proposer shall indemnify and hold harmless the City, its elected officials, officers, and employees from and against any claim or liability, and defend any action brought against the City, resulting from the City's refusal to release information requested under the CPRA which was withheld at proposer's request. Nothing in the Contract resulting from this proposal creates any obligation on the part of the City to notify the proposer or obtain the proposer's approval or consent before releasing information subject to disclosure under the CPRA.

10. Right to Audit. The City Auditor may access proposer's records as described in San Diego Charter section 39.2 to confirm contract compliance.

B. PRICING

1. Fixed Price. All prices shall be firm, fixed, fully burdened, FOB destination, and include any applicable delivery or freight charges, and any other costs required to provide the requirements as specified in this RFP. The lowest total estimated contract price of all the proposals that meet the requirements of this RFP will receive the maximum assigned points to this category as set forth in this RFP. The other price schedules will be scored based on how much higher their total estimated contract prices compare with the lowest:

$$(1 - \frac{\text{contract price} - \text{lowest price}}{\text{lowest price}}) \times \text{maximum points} = \text{points received}$$

For example, if the lowest total estimated contract price of all proposals is \$100, that proposal would receive the maximum allowable points for the price category. If the total estimated contract price of another proposal is \$105 and the maximum allowable points is 60 points, then that proposal would receive $(1 - ((105 - 100) / 100)) \times 60 = 57$ points, or 95% of the maximum points. The lowest score a proposal can receive for this category is zero points (the score cannot be a negative number). The City will perform this calculation for each Proposal.

2. Taxes and Fees. Taxes and applicable local, state, and federal regulatory fees should not be included in the price proposal. Applicable taxes and regulatory fees will be added to the net amount invoiced. The City is liable for state, city, and county sales taxes but is exempt from Federal Excise Tax and will furnish exemption certificates upon request. All or any portion of the City sales tax returned to the City will be considered in the evaluation of proposals.

3. Escalation. An escalation factor is not allowed unless called for in this RFP. If escalation is allowed, proposer must notify the City in writing in the event of a decline in

market price(s) below the proposal price. At that time, the City will make an adjustment in the Contract or may elect to re-solicit.

4. Unit Price. Unless the proposer clearly indicates that the price is based on consideration of being awarded the entire lot and that an adjustment to the price was made based on receiving the entire proposal, any difference between the unit price correctly extended and the total price shown for all items shall be offered shall be resolved in favor of the unit price.

C. EVALUATION OF PROPOSALS

1. Award. The City shall evaluate each responsive proposal to determine which proposal offers the City the best value consistent with the evaluation criteria set forth herein. The proposer offering the lowest overall price will not necessarily be awarded a contract.

2. Sustainable Materials. Consistent with Council Policy 100-14, the City encourages use of readily recyclable submittal materials that contain post-consumer recycled content.

3. Evaluation Process.

3.1 Process for Award. A City-designated evaluation committee (Evaluation Committee) will evaluate and score all responsive proposals. The Evaluation Committee may require proposer to provide additional written or oral information to clarify responses. Upon completion of the evaluation process, the Evaluation Committee will recommend to the Purchasing Agent that award be made to the proposer with the highest scoring proposal.

3.2 Reserved.

3.3 Reserved.

3.4 Discussions/Negotiations. The City has the right to accept the proposal that serves the best interest of the City, as submitted, without discussion or negotiation. Contractors should, therefore, not rely on having a chance to discuss, negotiate, and adjust their proposals. The City may negotiate the terms of a contract with the winning proposer based on the RFP and the proposer's proposal, or award the contract without further negotiation.

3.5 Inspection. The City reserves the right to inspect the proposer's equipment and facilities to determine if the proposer is capable of fulfilling this Contract. Inspection will include, but not limited to, survey of proposer's physical assets and financial capability. Proposer, by signing the proposal agrees to the City's right of access to physical assets and financial records for the sole purpose of determining proposer's capability to perform the Contract. Should the City conduct this inspection, the City reserves the right to disqualify a proposer who does not, in the City's judgment, exhibit the sufficient physical and financial resources to perform this Contract.

3.6 Evaluation Criteria. The following elements represent the evaluation criteria that will be considered during the evaluation process:

	MAXIMUM EVALUATION POINTS
A. Responsiveness to the RFP.	<u>25</u>
1. Requested information included and thoroughness of response	
2. Understanding of the project and ability to deliver as exhibited in the Executive Summary.	
3. Technical Aspects	
B. Staffing Plan.	<u>25</u>
1. Qualifications of personnel adequate for requirement, including resumes for all employees and a copy of the degree for individuals performing interpretive work.	
2. Availability/Geographical location of personnel for required tasks, to include court testimony, and ability to report to various locations in San Diego County.	
3. Clearly defined Roles/Responsibilities of personnel	
4. Documentation proof for Staff who have passed/cleared any security background checks	
C. Firm's Capability to provide the services and expertise and Past Performance.	<u>40</u>
1. Relevant experience of the Firm, employees, and subcontractors	
2. Previous relationship of firm and subcontractors on similar projects	
3. Location in the general geographical area of the project and knowledge of the locality of the Project	
4. Past/Prior Performance	
5. Capacity/Capability to meet the City of San Diego needs, as stated in the Scope of Work	
6. Reference checks	
D. Price.	<u>10</u>
SUB TOTAL MAXIMUM EVALUATION POINTS:	<u>100</u>
F. Participation by Small Local Business Enterprise (SLBE) or Emerging Local Business Enterprise (ELBE) Firms*	<u>12</u>
FINAL MAXIMUM EVALUATION POINTS INCLUDING SLBE/ELBE:	<u>112</u>

*The City shall apply a maximum of an additional 12 percentage points to the proposer's final score for SLBE OR ELBE participation. Refer to Equal Opportunity Contracting Form, Section V.

D. ANNOUNCEMENT OF AWARD

1. Award of Contract. The City will inform all proposers of its intent to award a Contract in writing.

2. Obtaining Proposal Results. No solicitation results can be obtained until the City announces the proposal or proposals best meeting the City's requirements. Proposal results may be obtained by: (1) e-mailing a request to the City Contact identified on the eBidding System or (2) visiting the P&C eBidding System to review the proposal results. To ensure an accurate response, requests should reference the Solicitation Number. Proposal results will not be released over the phone.

3. Multiple Awards. City may award more than one contract by awarding separate items or groups of items to various proposers. Awards will be made for items, or combinations of items, which result in the lowest aggregate price and/or best meet the City's requirements. The additional administrative costs associated with awarding more than one Contract will be considered in the determination.

E. PROTESTS. The City's protest procedures are codified in Chapter 2, Article 2, Division 30 of the San Diego Municipal Code (SDMC). These procedures provide unsuccessful proposers with the opportunity to challenge the City's determination on legal and factual grounds. The City will not consider or otherwise act upon an untimely protest.

F. SUBMITTALS REQUIRED UPON NOTICE TO PROCEED. The successful proposer is required to submit the following documents to P&C **within ten (10) business days** from the date on the Notice to Proceed letter:

1. Insurance Documents. Evidence of all required insurance, including all required endorsements, as specified in Article VII of the General Contract Terms and Provisions.

2. Taxpayer Identification Number. Internal Revenue Service (IRS) regulations require the City to have the correct name, address, and Taxpayer Identification Number (TIN) or Social Security Number (SSN) on file for businesses or persons who provide goods or services to the City. This information is necessary to complete Form 1099 at the end of each tax year. To comply with IRS regulations, the City requires each Contractor to provide a Form W-9 prior to the award of a Contract.

3. Business Tax Certificate. Unless the City Treasurer determines a business is exempt, all businesses that contract with the City must have a current business tax certificate.

4. Reserved.

5. Reserved.

The City may find the proposer to be non-responsive and award the Contract to the next highest scoring responsible and responsive proposer if the apparent successful proposer fails to timely provide the required information or documents.

**EXHIBIT B
SCOPE OF WORK**

A. OVERVIEW

The City of San Diego (City) is seeking a qualified contractor to provide as needed toxicology services. Additionally, the Contractor shall provide Expert Witness Services for the Police Department, District Attorney, and City Attorney as needed for the prosecution of suspects upon whose blood or urine the Contractor has provided toxicological testing. Expert Witness Services will also include providing criminal testimony.

SDPD requires the services of an accredited forensic toxicology laboratory to provide testing of toxicology samples. The City utilizes contract support to provide the essential services of blood and urine testing for law enforcement purposes.

B. OBJECTIVE

The objective of this RFP is to make an award to a qualified Contractor, represents the best overall value to the City while at the same time meeting the specifications and requirements of this RFP.

C. CONTRACTORS RESPONSIBILITIES

Contractor must have the following qualifications and experience:

1. Qualifications

- a. Contractor's laboratory must be accredited by the ANSI-ASQ National Accreditation Board (ANAB) or the American Board of Forensic Toxicology (ABFT). A copy of the ANAB or ABFT accreditation certificate shall be included with the proposal. The contractor must participate in a recognized Proficiency Testing Program such as the College of American Pathologists (CAP). A copy of the Accreditation certificate for the Proficiency Test Provider must be included in the proposal.
- b. Contractor shall provide management, staffing, facilities, equipment, and supplies for all aspects of the contract unless specifically identified as City furnished.
- c. Contractor shall not subcontract any portion of the work without the express, written permission of the Contract Administrator, or their designee. If approved, the contractor shall ensure that any subcontract work is performed by an accredited laboratory as required in C.1.a.

2. Staffing

- a. Contractor shall provide courier service to pick up and return samples in a locked box from and to the San Diego Police Department, Crime Laboratory.
- b. Routine courier service shall occur for a minimum of one (1) day each week during normal working hours, 8:00 a.m. to 5:00 p.m. pst. Monday through Friday.
- c. Upon request, additional courier service shall be available within twenty-four (24) hours.

- d. Individuals performing interpretative work must have a Bachelor of Science degree in Chemistry, Biology, or other related fields. A copy of the degree or Statement of Compliance must be included in the proposal.
- e. Contractor personnel must be able to qualify as an expert witness in Municipal and/or Superior Courts in the State of California in the analysis of biological samples for drugs.
- f. Contractor and contractor's agents shall be familiar with generally accepted forensic practices for handling evidence and performing forensic analysis. Contractor and agents of the Contractor shall maintain the correct chain of custody for all evidence, to include each individual handling evidence, specific evidence transferred and the date of the exchange throughout the retention of the evidence.
- g. If requested by the prosecuting agencies, Contractor shall provide pre-issuing opinions without confirmatory testing. The opinion will be given by the primary analyst/toxicologist.
- h. Court appearances and testimony. To the extent that it may be necessary, Contractor's employees shall appear in court to provide testimony regarding chain of custody and/or forensic analysis, when properly subpoenaed or when requested by the City.

If the primary analyst/toxicologist is unavailable to provide Court testimony on the date and approximate time specified by the City, Contractor shall provide at no additional expense, a back-up analyst/toxicologist to testify. If the back-up analyst must re-test the sample in preparation for Court testimony, Contractor shall re-test the sample at no additional expense to the City.

- i. Contractor's personnel making court appearances shall be appropriately attired in conservative business clothing.
- j. Contractor personnel responsible for analysis and report writing must be directly available for court appearances and testimony.
- k. Contractor shall be capable of responding to courts in the City of San Diego within three (3) hours of notification and provide the necessary documentation of the testing, including worksheets, printouts, and reports.

3. California Code and Regulation Compliance

- a. ANSI-ASQ National Accreditation Board (ANAB) or American Board of Forensic Toxicology standards as they relate to quality management operations.
- b. Regulations required by California Code of Regulations Title 17, as it pertains to forensic alcohol analysis.

4. Quality Assurance Program

Contractor shall maintain a quality assurance program in accordance with ANSI-ASQ National Accreditation Board (ANAB), or American Board of Forensic Toxicology (ABFT) requirements, including:

- a. Administrative Practices

- 1) Evidence handling and preserving the integrity of evidence.
- 2) Laboratory security.
- 3) Preparation, storage, security, and disposition of case records or reports.
- 4) Control of materials and supplies.
- 5) Maintenance and calibration of equipment and instruments.
- 6) Training and development of employees.
- 7) Documented training for employees who are new, untrained, or in need of remedial training.
- 8) Training must include competency testing and courtroom practices.
- 9) Evidence control.
- 10) A written or secure electronic chain of custody record with all the necessary data which provides for complete tracking of evidence.
- 11) All evidence must be properly marked for identification.
- 12) All evidence must be stored and returned under proper seal.
- 13) All evidence must be protected from loss, cross transfer, contamination, and/or deleterious change.
- 14) All evidence must be stored in a secure area for overnight and/or long-term storage.
- 15) Contractor shall maintain a quality assurance system. Documentation of the system shall be submitted annually and must be available for inspection at any time by the San Diego Police Departments Crime Laboratory.
- 16) Contractor shall have a quality assurance manual. A copy must be included with the proposal.
- 17) The procedures used shall be generally accepted in the field or supported by data gathered and recorded in a scientific manner.
- 18) New technical procedures shall be scientifically validated before being used in casework and validation documentation must be available for review.
- 19) Appropriate controls and standards specified in the procedures shall be used to ensure validity of examination results.
- 20) Reagents used shall be tested for their reliability.
- 21) Case records shall be maintained including notes, worksheets, spectra, printouts, charts, and other data or records used by analysts to support their conclusions.

- 22) Contractor shall use and document a peer review system of reports to ensure that the conclusions of its analysts are reasonable and within the constraints of scientific knowledge.
- 23) Contractor shall conduct and document administrative reviews of all reports issued.
- 24) Contractor shall monitor testimony of each analyst at least annually and provide feedback to the analyst.
- 25) Contractor shall have a written procedure outlining review and corrective action for significant technical problems. The SDPD will be notified immediately if a technical problem has occurred. A copy of the corrective action taken must be provided in writing, via email.
- 26) Contractor shall participate in external proficiency testing at least once annually. Each individual analyst must participate in at least one proficiency test annually. SDPD must be notified within twenty-four (24) hours if an analyst has a less than satisfactory result or any deficiency on a proficiency test in writing, via email. A copy of the corrective action taken shall be provided to SDPD.
- 27) Access to the operational area of the Laboratory must be controlled and limited to those individuals who are assigned to routinely work in the area or to those individuals designated to have access by the laboratory director.
- 28) The Contractors laboratory must maintain general cleanliness and good housekeeping.

b. License and Certification of Professional Personnel

Obtain and provide copies of all accreditation(s) or permits listed in C.1.a. that are or will be required for the performance of this contract and keep such accreditation(s) and permits current for the duration of the contract. In addition, Contractor shall submit an update within twenty-four (24) hours to SDPD whenever a change has occurred in writing, via email. A copy of the necessary accreditation certificate and permits must be included in your proposal.

c. Report Records and Retention Time

- 1) Contractor shall submit reports to SDPD within twenty-four (24) hours of completion of all analyses.
- 2) Contractor must be able to provide a hard copy of the report as well as be able to email an electronic PDF to a designated email address.
- 3) Reports must contain the following information:
 - Subject's name, SDPD lab number, requestor's name and area station, date sample received, and date work completed.
 - A listing of all tests performed, the methodology used and the cut-off levels for each, individual test results as positive or negative, and the concentration of drug detected on confirmation.

- Results of screening tests must be clearly differentiated from those of confirmatory tests.
- Reports should be designed to be understandable for law enforcement, jurors, and the courts. Reports should identify parent drugs from metabolites, and common terms or abbreviations should be used in conjunction with proper names, i.e., MDMA for methylenedioxyamphetamine.
- Work performed on SDPD samples by other laboratories must be identified.
- Contractor will retain a laboratory packet containing the recorded results of the analysis, the test requisition, records of calibrators and controls relating to the analysis, and records of the analysis, including any computer or instrument generated printouts, and any other written or printed information produced as a result of the sample analysis.
- Packets for each physiological specimen analyzed will be available for seven (7) years.
- The record retention period will not be extinguished by the termination of the contractual agreement. The retention period will be extended beyond the termination of the agreement and be made available for seven (7) years from the most recent specimen analysis.
- During the entire records retention period, the contractor shall make certified copies of laboratory packets available to prosecuting agencies upon the written request of a representative of that agency.

d. Turn Around Time

Turnaround time will be calculated from the date of the pick-up courier to the date SDPD receives the report. Deviations from expected turnaround times shall be notified in writing, via email.

- 1) The turnaround time for routine drugs of abuse reports shall not exceed ten (10) working days. This would include amphetamines, cocaine, opiates, and phencyclidine. Analysis exceeding ten (10) working days will be paid at one-half the normal cost. Analysis exceeding twenty (20) working days will be provided by Contractor at no expense to the City.
- 2) If a marijuana confirmation test is requested, the turnaround time shall not exceed ten (10) working days.
- 3) If ethyl alcohol quantitation is requested, the turnaround time shall not exceed ten (10) working days.
- 4) The turnaround time for prescription drug reports shall not exceed twenty (20) working days. Analysis exceeding twenty (20) working days will be paid at one-half the normal

cost. Analysis exceeding thirty (30) working days will be provided by Contractor at no expense to the City.

- 5) The turnaround time for specialized drugs will be determined on a case by case basis, however, shall not exceed thirty days without SDPD approval. Analysis exceeding thirty (30) working days will be paid at one-half normal cost. Analysis exceeding forty (40) working days will be provided by Contractor at no expense to the City.
- 6) Contractor shall provide analysis within twenty-four (24) hours upon request and at a specified premium cost.

e. Billing and Payment Procedures

- 1) Contractor shall bill the City for services on a monthly basis in arrears, on or about the fifth of each month. Information supplied by the Contractor on each invoice shall include the following: date of sample pickup, subject name; Crime Lab reference number (bar code number); tests requested; and itemized costs. Invoices shall be presented for payment by City at the San Diego Police Department, Accounts Payable, MS-715, 1401 Broadway, San Diego, CA 92101.
- 2) Contractor shall be paid a separate fee for the time required in court. A copy of the subpoena shall be submitted with the invoice. The time in and time out of court shall be recorded and signed by an officer of the court. This documentation shall be submitted with the invoice. Payment for court appearances will include travel time.

D. LICENSES OR ACCREDITATION

To perform the work described in this solicitation, proposers must be accredited by the ANSI-ASQ National Accreditation Board (ANAB) or American Board of Forensic Toxicology (ABFT). A copy of the license or accreditation certificate must be included with the proposal.

Accrediting Body	Accreditation Number	Expiration Date	Scope of Accreditation
ABFT	LO34	03/2024	Toxicology

Any proposer holding a different license or accreditation who feels qualified to bid on this work must notify the City Contact in writing at least seven (7) days prior to the bid closing. After a thorough review of the proposed license or accreditation substitution, the City will inform the proposer, in writing, of its decision prior to the bid closing. The City's decision is final.

E. ADDITIONAL INSURANCE

1. In addition to the Insurance requirements required in the City's General Terms and Provisions C, proposers are also required to carry Professional Liability Insurance (Errors and Omissions) with a limit no less than \$1,000,00 per occurrence or claim, \$2,000,000 aggregate.
2. If bidder maintains broader coverage and/or high limits than the minimum shown above, City requires and shall be entitled to the broader coverage and/or the higher limits maintained by

proposer. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to City.

F. CRIMINAL BACKGROUND CERTIFICATION

1. Section 5.13.1 of the City’s General Terms and Provisions is deleted.

2. Contractor certifies that all employees hired by Contractor and working on this Contract have had a criminal background check and that said employees shall be free and clear from any convictions.

G. CONTRACT ADMINISTRATOR.

The Contract Administrator for this Contract is identified in the notice of award and is responsible for overseeing and monitoring this Contract.

H. PRICE SCHEDULE

Proposer shall provide pricing in the form and format identified herein. Pricing not submitted in the form or format may deem proposer non-responsive. Proposed pricing shall be inclusive of all fees and costs associated with completing the requirements of this RFP.

Completion of the Pricing Schedule is required to ensure consistency in the price evaluation process. The Pricing Schedule shall be completed in its entirety and incorporated herein. Any deviations from the Pricing Schedule shall be considered non-responsive and unacceptable.

Proposals that do not include an amount in the Extension (Estimated Quantity) Column will be deemed nonresponsive.

Quantities provided in the below table are provided to show an estimated quantity the Police expects to request on an annual basis. Estimated quantities are not guaranteed and may be more or less than the amounts provided below.

1. TOXICOLOGY SERVICE TESTS

Item No.	Qty Per Year	U/M	Description	Unit Cost	Extension (Quantity X Unit Cost = Extension)
1	750	EA	Confirmations from the Drug Screening Panel to include only: Amphetamines, Cocaine, Opiates, and Phencyclidine	see note	
2	1000	EA	Drug Screen Panel to include: Amphetamines, Cocaine, Opiates, Phencyclidine, Benzodiazepines, and Marijuana	\$ 49	\$ 49,000

Note:
These are listed on items 9, 15, 17, 29

3	250	EA	Comprehensive Panel (Drug Screen Panel, plus prescription drugs).	\$ 195	\$ 48,750	
4	1	EA	Benzodiazepines LC/MS	\$ 205	\$ 205	
5	1	EA	Barbiturates, Screen	\$ 10	\$ 10	
6	1	EA	Barbiturates, LC/MS	\$ 85	\$ 85	
7	1	EA	Carisoprodol, LC/MS	\$ 143	\$ 143	
8	1	EA	Chlorpheniramine LC/MS	\$ 143	\$ 143	
9	1	EA	Cocaine, LC/MS	\$ 95	\$ 95	
10	1	EA	Diazepam, Screen	see note		included on 4
11	1	EA	Hydrocodone, LC/MS	see note		included on 17
12	1	EA	Ketamine, LC/MS	\$ 143	\$ 143	
13	1	EA	Lithium, LC/MS	\$ 143	\$ 143	
14	1	EA	Methylenedioxymethamphetamine, LC/MS	see note		included on 15
15	1	EA	Methamphetamine, LC/MS	\$ 100	\$ 100	
16	1	EA	Methadone, LC/MS	\$ 143	\$ 143	
17	1	EA	Morphine, LC/MS	\$ 120	\$ 120	
18	1	EA	Inhalents Panel	see note		Send out Test

19	1	EA	Clonazepam	see note		included on 4
20	1	EA	Clonidine	\$ 143	\$ 143	
21	1	EA	Clozapine	\$ 143	\$ 143	
22	1	EA	GHB, LC/MS	\$ 237	\$ 237	
23	1	EA	LSD Screen	\$ 75	\$ 75	
24	1	EA	Scopolamine	\$ 143	\$ 143	
25	1	EA	Trazodone	\$ 143	\$ 143	
26	1	EA	Flunitrazepam Confirm	see note		included on 4
27	1	EA	Flunitrazepam Screen	see note		included on 4
28	1	EA	Flunitrazepam Confirm	see note		included on 4
29	1	EA	Phencyclidine, LC/MS	\$ 100	\$ 100	
30	1	EA	Trifluoperazine, Screen	see note		included on 3
31	1	EA	Trifluoperazine, LC/MS	\$ 143	\$ 143	
32	1	EA	Propoxyphene, LC/MS	\$ 143	\$ 143	
33	1	EA	Cannabinoids, LC/MS	\$ 125	\$ 125	
34	1	EA	Thioridazine, LC/MS	\$ 143	\$ 143	

35	1	EA	Toluene, Screen	see note		Send out Test
36	1	EA	Toluene, Confirmation	see note		Send out Test
37	1	EA	Other Drugs by LC/MS not listed	\$ 143	\$ 143	
38	1	EA	Ethyl Alcohol Quantitation	\$ 155	\$ 155	
TOTAL COST FOR SECTION 1:					\$ 100,773	

2. MISCELLANEOUS

Item No.	Est. Qty.	U/M	Description	Unit Cost	Extension (Quantity X Unit Cost = Extension)	Notes:
1	200	EA	Discovery Package	\$ 138	\$ 27,500	
2	50	EA	Testimony, Per Hour, Portal to Portal	\$ 330	\$ 16,500	Min. 2 hours, Case Prep and Consult
3	25	EA	Case Preparation Over 30 Minutes	\$ 330	\$ 8,250	
4	10	EA	Consultation Over 30 Minutes	\$ 330	\$ 3,300	
5	10	EA	Stat Pick Up Fee	\$ 250	\$ 2,500	
6	10	EA	Stat Fee, Per Test	\$ 200	\$ 2,000	
7	10	EA	Special Handling		\$ -	Case by case
8	1	EA	Chain of Custody Record for Samples Not Tested	\$ 28	\$ 28	
9	1	EA	Leaking Sample Clean-up	\$ 40	\$ 40	

10	1	EA	Name of Case Discrepancy	\$ 35	\$ 35
11	1	EA	Pre-Issuing Opinions/Screening Results	\$ -	\$ -
TOTAL COST FOR SECTION 2:					\$ 60,153

Up to 15 minutes

Section 1 - Total Cost:	\$ 100,773
Section 2 - Total Cost:	\$ 60,153
Section 1&2 - Total Cost:	\$ 160,926

New	1	EA	10 Panel Drug Screen	\$ 75	\$ 75
New	1	EA	13 Panel Drug Screen	\$ 116	\$ 116
New	1	EA	Matrix Effect, LC/MS	\$ 150	\$ 150
New	1	EA	Screen Matrix	\$ 75	\$ 75
New	1	EA	Trip Charge, 1 per week	\$ 100	\$ 100
New	1	EA	Trip Charge (No samples picked up and no cancellation day prior to pick up)	\$ 200	\$ 200
Other Total:					\$ 716

EXHIBIT C



THE CITY OF SAN DIEGO
GENERAL CONTRACT TERMS AND PROVISIONS
APPLICABLE TO GOODS, SERVICES, AND CONSULTANT CONTRACTS

ARTICLE I
SCOPE AND TERM OF CONTRACT

1.1 Scope of Contract. The scope of contract between the City and a provider of goods and/or services (Contractor) is described in the Contract Documents. The Contract Documents are comprised of the Request for Proposal, Invitation to Bid, or other solicitation document (Solicitation); the successful bid or proposal; the letter awarding the contract to Contractor; the City's written acceptance of exceptions or clarifications to the Solicitation, if any; and these General Contract Terms and Provisions.

1.2 Effective Date. A contract between the City and Contractor (Contract) is effective on the last date that the contract is signed by the parties and approved by the City Attorney in accordance with Charter section 40. Unless otherwise terminated, this Contract is effective until it is completed or as otherwise agreed upon in writing by the parties, whichever is the earliest. A Contract term cannot exceed five (5) years unless approved by the City Council by ordinance.

1.3 Contract Extension. The City may, in its sole discretion, unilaterally exercise an option to extend the Contract as described in the Contract Documents. In addition, the City may, in its sole discretion, unilaterally extend the Contract on a month-to-month basis following contract expiration if authorized under Charter section 99 and the Contract Documents. Contractor shall not increase its pricing in excess of the percentage increase described in the Contract.

ARTICLE II
CONTRACT ADMINISTRATOR

2.1 Contract Administrator. The Purchasing Agent or designee is the Contract Administrator for purposes of this Contract, and has the responsibilities described in this Contract, in the San Diego Charter, and in Chapter 2, Article 2, Divisions 5, 30, and 32.

2.1.1 Contractor Performance Evaluations. The Contract Administrator will evaluate Contractor's performance as often as the Contract Administrator deems necessary throughout the term of the contract. This evaluation will be based on criteria including the quality of goods or services, the timeliness of performance, and adherence to applicable laws, including prevailing wage and living wage. City will provide Contractors who receive an unsatisfactory rating with a copy of the evaluation and an opportunity to respond. City may consider final evaluations, including Contractor's response, in evaluating future proposals and bids for contract award.

2.2 Notices. Unless otherwise specified, in all cases where written notice is required under this Contract, service shall be deemed sufficient if the notice is personally delivered or deposited in the United States mail, with first class postage paid, attention to the Purchasing Agent. Proper notice is effective on the date of personal delivery or five (5) days after deposit in a United States postal mailbox unless provided otherwise in the Contract. Notices to the City shall be sent to:

Purchasing Agent
City of San Diego, Purchasing and Contracting Division
1200 3rd Avenue, Suite 200
San Diego, CA 92101-4195

ARTICLE III COMPENSATION

3.1 Manner of Payment. Contractor will be paid monthly, in arrears, for goods and/or services provided in accordance with the terms and provisions specified in the Contract.

3.2 Invoices.

3.2.1 Invoice Detail. Contractor's invoice must be on Contractor's stationary with Contractor's name, address, and remittance address if different. Contractor's invoice must have a date, an invoice number, a purchase order number, a description of the goods or services provided, and an amount due.

3.2.2 Service Contracts. Contractor must submit invoices for services to City by the 10th of the month following the month in which Contractor provided services. Invoices must include the address of the location where services were performed and the dates in which services were provided.

3.2.3 Goods Contracts. Contractor must submit invoices for goods to City within seven days of the shipment. Invoices must describe the goods provided.

3.2.4 Parts Contracts. Contractor must submit invoices for parts to City within seven calendar (7) days of the date the parts are shipped. Invoices must include the manufacturer of the part, manufacturer's published list price, percentage discount applied in accordance with Pricing Page(s), the net price to City, and an item description, quantity, and extension.

3.2.5 Extraordinary Work. City will not pay Contractor for extraordinary work unless Contractor receives prior written authorization from the Contract Administrator. Failure to do so will result in payment being withheld for services. If approved, Contractor will include an invoice that describes the work performed and the location where the work was performed, and a copy of the Contract Administrator's written authorization.

3.2.6 Reporting Requirements. Contractor must submit the following reports using the City's web-based contract compliance portal. Incomplete and/or delinquent reports may cause payment delays, non-payment of invoice, or both. For questions, please view the City's online tutorials on how to utilize the City's web-based contract compliance portal.

3.2.6.1 Monthly Employment Utilization Reports. Contractor and Contractor's subcontractors and suppliers must submit Monthly Employment Utilization Reports by the fifth (5th) day of the subsequent month.

3.2.6.2 Monthly Invoicing and Payments. Contractor and Contractor's subcontractors and suppliers must submit Monthly Invoicing and Payment Reports by the fifth (5th) day of the subsequent month.

3.3 Annual Appropriation of Funds. Contractor acknowledges that the Contract term may extend over multiple City fiscal years, and that work and compensation under this Contract is contingent on the City Council appropriating funding for and authorizing such work and compensation for those fiscal years. This Contract may be terminated at the end of the fiscal year for which sufficient funding is not appropriated and authorized. City is not obligated to pay Contractor for any amounts not duly appropriated and authorized by City Council.

3.4 Price Adjustments. Based on Contractor's written request and justification, the City may approve an increase in unit prices on Contractor's pricing pages consistent with the amount requested in the justification in an amount not to exceed the increase in the Consumer Price Index, San Diego Area, for All Urban Customers (CPI-U) as published by the Bureau of Labor Statistics, or 5.0%, whichever is less, during the preceding one year term. If the CPI-U is a negative number, then the unit prices shall not be adjusted for that option year (the unit prices will not be decreased). A negative CPI-U shall be counted against any subsequent increases in the CPI-U when calculating the unit prices for later option years. Contractor must provide such written request and justification no less than sixty days before the date in which City may exercise the option to renew the contract, or sixty days before the anniversary date of the Contract. Justification in support of the written request must include a description of the basis for the adjustment, the proposed effective date and reasons for said date, and the amount of the adjustment requested with documentation to support the requested change (e.g. CPI-U or 5.0%, whichever is less). City's approval of this request must be in writing.

ARTICLE IV SUSPENSION AND TERMINATION

4.1 City's Right to Suspend for Convenience. City may suspend all or any portion of Contractor's performance under this Contract at its sole option and for its convenience for a reasonable period of time not to exceed six (6) months. City must first give ten (10) days' written notice to Contractor of such suspension. City will pay to Contractor a sum equivalent to the reasonable value of the goods and/or services satisfactorily provided up to the date of suspension. City may rescind the suspension prior to or at six (6) months by providing Contractor with written notice of the rescission, at which time Contractor would be required to resume performance in compliance with the terms and provisions of this Contract. Contractor will be entitled to an extension of time to complete performance under the Contract equal to the length of the suspension unless otherwise agreed to in writing by the Parties.

4.2 City's Right to Terminate for Convenience. City may, at its sole option and for its convenience, terminate all or any portion of this Contract by giving thirty (30) days' written notice of such termination to Contractor. The termination of the Contract shall be effective upon receipt of the notice by Contractor. After termination of all or any portion of the Contract, Contractor shall: (1) immediately discontinue all affected performance (unless the notice directs otherwise); and (2) complete any and all additional work necessary for the orderly filing of

documents and closing of Contractor's affected performance under the Contract. After filing of documents and completion of performance, Contractor shall deliver to City all data, drawings, specifications, reports, estimates, summaries, and such other information and materials created or received by Contractor in performing this Contract, whether completed or in process. By accepting payment for completion, filing, and delivering documents as called for in this section, Contractor discharges City of all of City's payment obligations and liabilities under this Contract with regard to the affected performance.

4.3 City's Right to Terminate for Default. Contractor's failure to satisfactorily perform any obligation required by this Contract constitutes a default. Examples of default include a determination by City that Contractor has: (1) failed to deliver goods and/or perform the services of the required quality or within the time specified; (2) failed to perform any of the obligations of this Contract; and (3) failed to make sufficient progress in performance which may jeopardize full performance.

4.3.1 If Contractor fails to satisfactorily cure a default within ten (10) calendar days of receiving written notice from City specifying the nature of the default, City may immediately cancel and/or terminate this Contract, and terminate each and every right of Contractor, and any person claiming any rights by or through Contractor under this Contract.

4.3.2 If City terminates this Contract, in whole or in part, City may procure, upon such terms and in such manner as the Purchasing Agent may deem appropriate, equivalent goods or services and Contractor shall be liable to City for any excess costs. Contractor shall also continue performance to the extent not terminated.

4.4 Termination for Bankruptcy or Assignment for the Benefit of Creditors. If Contractor files a voluntary petition in bankruptcy, is adjudicated bankrupt, or makes a general assignment for the benefit of creditors, the City may at its option and without further notice to, or demand upon Contractor, terminate this Contract, and terminate each and every right of Contractor, and any person claiming rights by and through Contractor under this Contract.

4.5 Contractor's Right to Payment Following Contract Termination.

4.5.1 Termination for Convenience. If the termination is for the convenience of City an equitable adjustment in the Contract price shall be made. No amount shall be allowed for anticipated profit on unperformed services, and no amount shall be paid for an as needed contract beyond the Contract termination date.

4.5.2 Termination for Default. If, after City gives notice of termination for failure to fulfill Contract obligations to Contractor, it is determined that Contractor had not so failed, the termination shall be deemed to have been effected for the convenience of City. In such event, adjustment in the Contract price shall be made as provided in Section 4.3.2. City's rights and remedies are in addition to any other rights and remedies provided by law or under this Contract.

4.6 Remedies Cumulative. City's remedies are cumulative and are not intended to be exclusive of any other remedies or means of redress to which City may be lawfully entitled in case of any breach or threatened breach of any provision of this Contract.

ARTICLE V ADDITIONAL CONTRACTOR OBLIGATIONS

5.1 Inspection and Acceptance. The City will inspect and accept goods provided under this Contract at the shipment destination unless specified otherwise. Inspection will be made and acceptance will be determined by the City department shown in the shipping address of the Purchase Order or other duly authorized representative of City.

5.2 Responsibility for Lost or Damaged Shipments. Contractor bears the risk of loss or damage to goods prior to the time of their receipt and acceptance by City. City has no obligation to accept damaged shipments and reserves the right to return damaged goods, at Contractor's sole expense, even if the damage was not apparent or discovered until after receipt.

5.3 Responsibility for Damages. Contractor is responsible for all damage that occurs as a result of Contractor's fault or negligence or that of its' employees, agents, or representatives in connection with the performance of this Contract. Contractor shall immediately report any such damage to people and/or property to the Contract Administrator.

5.4 Delivery. Delivery shall be made on the delivery day specified in the Contract Documents. The City, in its sole discretion, may extend the time for delivery. The City may order, in writing, the suspension, delay or interruption of delivery of goods and/or services.

5.5 Delay. Unless otherwise specified herein, time is of the essence for each and every provision of the Contract. Contractor must immediately notify City in writing if there is, or it is anticipated that there will be, a delay in performance. The written notice must explain the cause for the delay and provide a reasonable estimate of the length of the delay. City may terminate this Contract as provided herein if City, in its sole discretion, determines the delay is material.

5.5.1 If a delay in performance is caused by any unforeseen event(s) beyond the control of the parties, City may allow Contractor to a reasonable extension of time to complete performance, but Contractor will not be entitled to damages or additional compensation. Any such extension of time must be approved in writing by City. The following conditions may constitute such a delay: war; changes in law or government regulation; labor disputes; strikes; fires, floods, adverse weather or other similar condition of the elements necessitating cessation of the performance; inability to obtain materials, equipment or labor; or other specific reasons agreed to between City and Contractor. This provision does not apply to a delay caused by Contractor's acts or omissions. Contractor is not entitled to an extension of time to perform if a delay is caused by Contractor's inability to obtain materials, equipment, or labor unless City has received, in a timely manner, documentary proof satisfactory to City of Contractor's inability to obtain materials, equipment, or labor, in which case City's approval must be in writing.

5.6 Restrictions and Regulations Requiring Contract Modification. Contractor shall immediately notify City in writing of any regulations or restrictions that may or will require Contractor to alter the material, quality, workmanship, or performance of the goods and/or services to be provided. City reserves the right to accept any such alteration, including any resulting reasonable price adjustments, or to cancel the Contract at no expense to the City.

5.7 Warranties. All goods and/or services provided under the Contract must be warranted by Contractor or manufacturer for at least twelve (12) months after acceptance by City, except automotive equipment. Automotive equipment must be warranted for a minimum of 12,000 miles or 12 months, whichever occurs first, unless otherwise stated in the Contract. Contractor is responsible to City for all warranty service, parts, and labor. Contractor is required to ensure that warranty work is performed at a facility acceptable to City and that services, parts, and labor are available and provided to meet City's schedules and deadlines. Contractor may establish a warranty service contract with an agency satisfactory to City instead of performing the warranty service itself. If Contractor is not an authorized service center and causes any damage to equipment being serviced, which results in the existing warranty being voided, Contractor will be liable for all costs of repairs to the equipment, or the costs of replacing the equipment with new equipment that meets City's operational needs.

5.8 Industry Standards. Contractor shall provide goods and/or services acceptable to City in strict conformance with the Contract. Contractor shall also provide goods and/or services in accordance with the standards customarily adhered to by an experienced and competent provider of the goods and/or services called for under this Contract using the degree of care and skill ordinarily exercised by reputable providers of such goods and/or services. Where approval by City, the Mayor, or other representative of City is required, it is understood to be general approval only and does not relieve Contractor of responsibility for complying with all applicable laws, codes, policies, regulations, and good business practices.

5.9 Records Retention and Examination. Contractor shall retain, protect, and maintain in an accessible location all records and documents, including paper, electronic, and computer records, relating to this Contract for five (5) years after receipt of final payment by City under this Contract. Contractor shall make all such records and documents available for inspection, copying, or other reproduction, and auditing by authorized representatives of City, including the Purchasing Agent or designee. Contractor shall make available all requested data and records at reasonable locations within City or County of San Diego at any time during normal business hours, and as often as City deems necessary. If records are not made available within the City or County of San Diego, Contractor shall pay City's travel costs to the location where the records are maintained and shall pay for all related travel expenses. Failure to make requested records available for inspection, copying, or other reproduction, or auditing by the date requested may result in termination of the Contract. Contractor must include this provision in all subcontracts made in connection with this Contract.

5.9.1 Contractor shall maintain records of all subcontracts entered into with all firms, all project invoices received from Subcontractors and Suppliers, all purchases of materials and services from Suppliers, and all joint venture participation. Records shall show name, telephone number including area code, and business address of each Subcontractor and Supplier, and joint venture partner, and the total amount actually paid to each firm. Project relevant records, regardless of tier, may be periodically reviewed by the City.

5.10 Quality Assurance Meetings. Upon City's request, Contractor shall schedule one or more quality assurance meetings with City's Contract Administrator to discuss Contractor's performance. If requested, Contractor shall schedule the first quality assurance meeting no later than eight (8) weeks from the date of commencement of work under the Contract. At the quality assurance meeting(s), City's Contract Administrator will provide Contractor with feedback, will note any deficiencies in Contract performance, and provide Contractor with an opportunity to address and correct such deficiencies. The total number of quality assurance meetings that may be required by City will depend upon Contractor's performance.

5.11 Duty to Cooperate with Auditor. The City Auditor may, in his sole discretion, at no cost to the City, and for purposes of performing his responsibilities under Charter section 39.2, review Contractor's records to confirm contract compliance. Contractor shall make reasonable efforts to cooperate with Auditor's requests.

5.12 Safety Data Sheets. If specified by City in the solicitation or otherwise required by this Contract, Contractor must send with each shipment one (1) copy of the Safety Data Sheet (SDS) for each item shipped. Failure to comply with this procedure will be cause for immediate termination of the Contract for violation of safety procedures.

5.13 Project Personnel. Except as formally approved by the City, the key personnel identified in Contractor's bid or proposal shall be the individuals who will actually complete the work. Changes in staffing must be reported in writing and approved by the City.

5.13.1 Criminal Background Certification. Contractor certifies that all employees working on this Contract have had a criminal background check and that said employees are clear of any sexual and drug related convictions. Contractor further certifies that all employees hired by Contractor or a subcontractor shall be free from any felony convictions.

5.13.2 Photo Identification Badge. Contractor shall provide a company photo identification badge to any individual assigned by Contractor or subcontractor to perform services or deliver goods on City premises. Such badge must be worn at all times while on City premises. City reserves the right to require Contractor to pay fingerprinting fees for personnel assigned to work in sensitive areas. All employees shall turn in their photo identification badges to Contractor upon completion of services and prior to final payment of invoice.

5.14 Standards of Conduct. Contractor is responsible for maintaining standards of employee competence, conduct, courtesy, appearance, honesty, and integrity satisfactory to the City.

5.14.1 Supervision. Contractor shall provide adequate and competent supervision at all times during the Contract term. Contractor shall be readily available to meet with the City. Contractor shall provide the telephone numbers where its representative(s) can be reached.

5.14.2 City Premises. Contractor's employees and agents shall comply with all City rules and regulations while on City premises.

5.14.3 Removal of Employees. City may request Contractor immediately remove from assignment to the City any employee found unfit to perform duties at the City. Contractor shall comply with all such requests.

5.15 Licenses and Permits. Contractor shall, without additional expense to the City, be responsible for obtaining any necessary licenses, permits, certifications, accreditations, fees and approvals for complying with any federal, state, county, municipal, and other laws, codes, and regulations applicable to Contract performance. This includes, but is not limited to, any laws or regulations requiring the use of licensed contractors to perform parts of the work.

5.16 Contractor and Subcontractor Registration Requirements. Prior to the award of the Contract or Task Order, Contractor and Contractor's subcontractors and suppliers must register with the City's web-based vendor registration and bid management system. The City may not award the Contract until registration of all subcontractors and suppliers is complete. In the event this requirement is not met within the time frame specified by the City, the City reserves the right to rescind the Contract award and to make the award to the next responsive and responsible proposer of bidder.

ARTICLE VI INTELLECTUAL PROPERTY RIGHTS

6.1 Rights in Data. If, in connection with the services performed under this Contract, Contractor or its employees, agents, or subcontractors, create artwork, audio recordings, blueprints, designs, diagrams, documentation, photographs, plans, reports, software, source code, specifications, surveys, system designs, video recordings, or any other original works of authorship, whether written or readable by machine (Deliverable Materials), all rights of Contractor or its subcontractors in the Deliverable Materials, including, but not limited to publication, and registration of copyrights, and trademarks in the Deliverable Materials, are the sole property of City. Contractor, including its employees, agents, and subcontractors, may not use any Deliverable Material for purposes unrelated to Contractor's work on behalf of the City without prior written consent of City. Contractor may not publish or reproduce any Deliverable Materials, for purposes unrelated to Contractor's work on behalf of the City, without the prior written consent of the City.

6.2 Intellectual Property Rights Assignment. For no additional compensation, Contractor hereby assigns to City all of Contractor's rights, title, and interest in and to the content of the Deliverable Materials created by Contractor or its employees, agents, or subcontractors, including copyrights, in connection with the services performed under this Contract. Contractor

shall promptly execute and deliver, and shall cause its employees, agents, and subcontractors to promptly execute and deliver, upon request by the City or any of its successors or assigns at any time and without further compensation of any kind, any power of attorney, assignment, application for copyright, patent, trademark or other intellectual property right protection, or other papers or instruments which may be necessary or desirable to fully secure, perfect or otherwise protect to or for the City, its successors and assigns, all right, title and interest in and to the content of the Deliverable Materials. Contractor also shall cooperate and assist in the prosecution of any action or opposition proceeding involving such intellectual property rights and any adjudication of those rights.

6.3 Contractor Works. Contractor Works means tangible and intangible information and material that: (a) had already been conceived, invented, created, developed or acquired by Contractor prior to the effective date of this Contract; or (b) were conceived, invented, created, or developed by Contractor after the effective date of this Contract, but only to the extent such information and material do not constitute part or all of the Deliverable Materials called for in this Contract. All Contractor Works, and all modifications or derivatives of such Contractor Works, including all intellectual property rights in or pertaining to the same, shall be owned solely and exclusively by Contractor.

6.4 Subcontracting. In the event that Contractor utilizes a subcontractor(s) for any portion of the work that comprises the whole or part of the specified Deliverable Materials to the City, the agreement between Contractor and the subcontractor shall include a statement that identifies the Deliverable Materials as a “works for hire” as described in the United States Copyright Act of 1976, as amended, and that all intellectual property rights in the Deliverable Materials, whether arising in copyright, trademark, service mark or other forms of intellectual property rights, belong to and shall vest solely with the City. Further, the agreement between Contractor and its subcontractor shall require that the subcontractor, if necessary, shall grant, transfer, sell and assign, free of charge, exclusively to City, all titles, rights and interests in and to the Deliverable Materials, including all copyrights, trademarks and other intellectual property rights. City shall have the right to review any such agreement for compliance with this provision.

6.5 Intellectual Property Warranty and Indemnification. Contractor represents and warrants that any materials or deliverables, including all Deliverable Materials, provided under this Contract are either original, or not encumbered, and do not infringe upon the copyright, trademark, patent or other intellectual property rights of any third party, or are in the public domain. If Deliverable Materials provided hereunder become the subject of a claim, suit or allegation of copyright, trademark or patent infringement, City shall have the right, in its sole discretion, to require Contractor to produce, at Contractor’s own expense, new non-infringing materials, deliverables or works as a means of remedying any claim of infringement in addition to any other remedy available to the City under law or equity. Contractor further agrees to indemnify, defend, and hold harmless the City, its officers, employees and agents from and against any and all claims, actions, costs, judgments or damages, of any type, alleging or threatening that any Deliverable Materials, supplies, equipment, services or works provided under this contract infringe the copyright, trademark, patent or other intellectual property or proprietary rights of any third party (Third Party Claim of Infringement). If a Third Party Claim

of Infringement is threatened or made before Contractor receives payment under this Contract, City shall be entitled, upon written notice to Contractor, to withhold some or all of such payment.

6.6 Software Licensing. Contractor represents and warrants that the software, if any, as delivered to City, does not contain any program code, virus, worm, trap door, back door, time or clock that would erase data or programming or otherwise cause the software to become inoperable, inaccessible, or incapable of being used in accordance with its user manuals, either automatically, upon the occurrence of licensor-selected conditions or manually on command. Contractor further represents and warrants that all third party software, delivered to City or used by Contractor in the performance of the Contract, is fully licensed by the appropriate licensor.

6.7 Publication. Contractor may not publish or reproduce any Deliverable Materials, for purposes unrelated to Contractor's work on behalf of the City without prior written consent from the City.

6.8 Royalties, Licenses, and Patents. Unless otherwise specified, Contractor shall pay all royalties, license, and patent fees associated with the goods that are the subject of this solicitation. Contractor warrants that the goods, materials, supplies, and equipment to be supplied do not infringe upon any patent, trademark, or copyright, and further agrees to defend any and all suits, actions and claims for infringement that are brought against the City, and to defend, indemnify and hold harmless the City, its elected officials, officers, and employees from all liability, loss and damages, whether general, exemplary or punitive, suffered as a result of any actual or claimed infringement asserted against the City, Contractor, or those furnishing goods, materials, supplies, or equipment to Contractor under the Contract.

ARTICLE VII INDEMNIFICATION AND INSURANCE

7.1 Indemnification. To the fullest extent permitted by law, Contractor shall defend (with legal counsel reasonably acceptable to City), indemnify, protect, and hold harmless City and its elected officials, officers, employees, agents, and representatives (Indemnified Parties) from and against any and all claims, losses, costs, damages, injuries (including, without limitation, injury to or death of an employee of Contractor or its subcontractors), expense, and liability of every kind, nature and description (including, without limitation, incidental and consequential damages, court costs, and litigation expenses and fees of expert consultants or expert witnesses incurred in connection therewith and costs of investigation) that arise out of, pertain to, or relate to, directly or indirectly, in whole or in part, any goods provided or performance of services under this Contract by Contractor, any subcontractor, anyone directly or indirectly employed by either of them, or anyone that either of them control. Contractor's duty to defend, indemnify, protect and hold harmless shall not include any claims or liabilities arising from the sole negligence or willful misconduct of the Indemnified Parties.

7.2 Insurance. Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or

in connection with the performance of the work hereunder and the results of that work by Contractor, his agents, representatives, employees or subcontractors.

Contractor shall provide, at a minimum, the following:

7.2.1 Commercial General Liability. Insurance Services Office Form CG 00 01 covering CGL on an “occurrence” basis, including products and completed operations, property damage, bodily injury, and personal and advertising injury with limits no less than \$1,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.

7.2.2 Commercial Automobile Liability. Insurance Services Office Form Number CA 0001 covering Code 1 (any auto) or, if Contractor has no owned autos, Code 8 (hired) and 9 (non-owned), with limit no less than \$1,000,000 per accident for bodily injury and property damage.

7.2.3 Workers' Compensation. Insurance as required by the State of California, with Statutory Limits, and Employer’s Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease.

7.2.4 Professional Liability (Errors and Omissions). For consultant contracts, insurance appropriate to Consultant’s profession, with limit no less than \$1,000,000 per occurrence or claim, \$2,000,000 aggregate.

If Contractor maintains broader coverage and/or higher limits than the minimums shown above, City requires and shall be entitled to the broader coverage and/or the higher limits maintained by Contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to City.

7.2.5 Other Insurance Provisions. The insurance policies are to contain, or be endorsed to contain, the following provisions:

7.2.5.1 Additional Insured Status. The City, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of Contractor including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to Contractor’s insurance (at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of both CG 20 10, CG 20 26, CG 20 33, or CG 20 38; and CG 20 37 if a later edition is used).

7.2.5.2 Primary Coverage. For any claims related to this contract, Contractor's insurance coverage shall be primary coverage at least as broad as ISO CG 20 01 04 13 as respects the City, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by City, its officers, officials, employees, or volunteers shall be excess of Contractor's insurance and shall not contribute with it.

7.2.5.3 Notice of Cancellation. Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to City.

7.2.5.4 Waiver of Subrogation. Contractor hereby grants to City a waiver of any right to subrogation which the Workers' Compensation insurer of said Contractor may acquire against City by virtue of the payment of any loss under such insurance. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the City has received a waiver of subrogation endorsement from the insurer.

7.2.5.5 Claims Made Policies (applicable only to professional liability). The Retroactive Date must be shown, and must be before the date of the contract or the beginning of contract work. Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract of work. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, Contractor must purchase "extended reporting" coverage for a minimum of five (5) years after completion of work.

7.3 Self Insured Retentions. Self-insured retentions must be declared to and approved by City. City may require Contractor to purchase coverage with a lower retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or City.

7.4 Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A-VI, unless otherwise acceptable to City.

City will accept insurance provided by non-admitted, "surplus lines" carriers only if the carrier is authorized to do business in the State of California and is included on the List of Approved Surplus Lines Insurers (LASLI list). All policies of insurance carried by non-admitted carriers are subject to all of the requirements for policies of insurance provided by admitted carriers described herein.

7.5 Verification of Coverage. Contractor shall furnish City with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause. All certificates and endorsements are to be received and approved by City before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive Contractor's obligation to provide them. City reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

7.6 Special Risks or Circumstances. City reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

7.7 Additional Insurance. Contractor may obtain additional insurance not required by this Contract.

7.8 Excess Insurance. All policies providing excess coverage to City shall follow the form of the primary policy or policies including but not limited to all endorsements.

7.9 Subcontractors. Contractor shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and Contractor shall ensure that City is an additional insured on insurance required from subcontractors. For CGL coverage, subcontractors shall provide coverage with a format at least as broad as the CG 20 38 04 13 endorsement.

ARTICLE VIII BONDS

8.1 Payment and Performance Bond. Prior to the execution of this Contract, City may require Contractor to post a payment and performance bond (Bond). The Bond shall guarantee Contractor's faithful performance of this Contract and assure payment to contractors, subcontractors, and to persons furnishing goods and/or services under this Contract.

8.1.1 Bond Amount. The Bond shall be in a sum equal to twenty-five percent (25%) of the Contract amount, unless otherwise stated in the Specifications. City may file a claim against the Bond if Contractor fails or refuses to fulfill the terms and provisions of the Contract.

8.1.2 Bond Term. The Bond shall remain in full force and effect at least until complete performance of this Contract and payment of all claims for materials and labor, at which time it will convert to a ten percent (10%) warranty bond, which shall remain in place until the end of the warranty periods set forth in this Contract. The Bond shall be renewed annually, at least sixty (60) days in advance of its expiration, and Contractor shall provide timely proof of annual renewal to City.

8.1.3 Bond Surety. The Bond must be furnished by a company authorized by the State of California Department of Insurance to transact surety business in the State of California and which has a current A.M. Best rating of at least "A-, VIII."

8.1.4 Non-Renewal or Cancellation. The Bond must provide that City and Contractor shall be provided with sixty (60) days' advance written notice in the event of non-renewal, cancellation, or material change to its terms. In the event of non-renewal, cancellation, or material change to the Bond terms, Contractor shall provide City with evidence of the new source of surety within twenty-one (21) calendar days after the date of the notice of non-renewal, cancellation, or material change. Failure to maintain the Bond, as required herein, in full force

and effect as required under this Contract, will be a material breach of the Contract subject to termination of the Contract.

8.2 Alternate Security. City may, at its sole discretion, accept alternate security in the form of an endorsed certificate of deposit, a money order, a certified check drawn on a solvent bank, or other security acceptable to the Purchasing Agent in an amount equal to the required Bond.

ARTICLE IX CITY-MANDATED CLAUSES AND REQUIREMENTS

9.1 Contractor Certification of Compliance. By signing this Contract, Contractor certifies that Contractor is aware of, and will comply with, these City-mandated clauses throughout the duration of the Contract.

9.1.1 Drug-Free Workplace Certification. Contractor shall comply with City's Drug-Free Workplace requirements set forth in Council Policy 100-17, which is incorporated into the Contract by this reference.

9.1.2 Contractor Certification for Americans with Disabilities Act (ADA) and State Access Laws and Regulations: Contractor shall comply with all accessibility requirements under the ADA and under Title 24 of the California Code of Regulations (Title 24). When a conflict exists between the ADA and Title 24, Contractor shall comply with the most restrictive requirement (i.e., that which provides the most access). Contractor also shall comply with the City's ADA Compliance/City Contractors requirements as set forth in Council Policy 100-04, which is incorporated into this Contract by reference. Contractor warrants and certifies compliance with all federal and state access laws and regulations and further certifies that any subcontract agreement for this contract contains language which indicates the subcontractor's agreement to abide by the provisions of the City's Council Policy and any applicable access laws and regulations.

9.1.3 Non-Discrimination Requirements.

9.1.3.1 Compliance with City's Equal Opportunity Contracting Program (EOCP). Contractor shall comply with City's EOCP Requirements. Contractor shall not discriminate against any employee or applicant for employment on any basis prohibited by law. Contractor shall provide equal opportunity in all employment practices. Prime Contractors shall ensure that their subcontractors comply with this program. Nothing in this Section shall be interpreted to hold a Prime Contractor liable for any discriminatory practice of its subcontractors.

9.1.3.2 Non-Discrimination Ordinance. Contractor shall not discriminate on the basis of race, gender, gender expression, gender identity, religion, national origin, ethnicity, sexual orientation, age, or disability in the solicitation, selection, hiring or treatment of subcontractors, vendors or suppliers. Contractor shall provide equal opportunity for subcontractors to participate in subcontracting opportunities. Contractor understands and agrees that violation of this clause shall be considered a material breach of the Contract and may result

in Contract termination, debarment, or other sanctions. Contractor shall ensure that this language is included in contracts between Contractor and any subcontractors, vendors and suppliers.

9.1.3.3 Compliance Investigations. Upon City's request, Contractor agrees to provide to City, within sixty calendar days, a truthful and complete list of the names of all subcontractors, vendors, and suppliers that Contractor has used in the past five years on any of its contracts that were undertaken within San Diego County, including the total dollar amount paid by Contractor for each subcontract or supply contract. Contractor further agrees to fully cooperate in any investigation conducted by City pursuant to City's Nondiscrimination in Contracting Ordinance. Contractor understands and agrees that violation of this clause shall be considered a material breach of the Contract and may result in Contract termination, debarment, and other sanctions.

9.1.4 Equal Benefits Ordinance Certification. Unless an exception applies, Contractor shall comply with the Equal Benefits Ordinance (EBO) codified in the San Diego Municipal Code (SDMC). Failure to maintain equal benefits is a material breach of the Contract.

9.1.5 Contractor Standards. Contractor shall comply with Contractor Standards provisions codified in the SDMC. Contractor understands and agrees that violation of Contractor Standards may be considered a material breach of the Contract and may result in Contract termination, debarment, and other sanctions.

9.1.6 Noise Abatement. Contractor shall operate, conduct, or construct without violating the City's Noise Abatement Ordinance codified in the SDMC.

9.1.7 Storm Water Pollution Prevention Program. Contractor shall comply with the City's Storm Water Management and Discharge Control provisions codified in Division 3 of Chapter 4 of the SDMC, as may be amended, and any and all applicable Best Management Practice guidelines and pollution elimination requirements in performing or delivering services at City owned, leased, or managed property, or in performance of services and activities on behalf of City regardless of location.

Contractor shall comply with the City's Jurisdictional Urban Runoff Management Plan encompassing Citywide programs and activities designed to prevent and reduce storm water pollution within City boundaries as adopted by the City Council on January 22, 2008, via Resolution No. 303351, as may be amended.

Contractor shall comply with each City facility or work site's Storm Water Pollution Prevention Plan, as applicable, and institute all controls needed while completing the services to minimize any negative impact to the storm water collection system and environment.

9.1.8 Service Worker Retention Ordinance. If applicable, Contractor shall comply with the Service Worker Retention Ordinance (SWRO) codified in the SDMC.

9.1.9 Product Endorsement. Contractor shall comply with Council Policy 000-41 which requires that other than listing the City as a client and other limited endorsements, any advertisements, social media, promotions or other marketing referring to the City as a user of a product or service will require prior written approval of the Mayor or designee. Use of the City Seal or City logos is prohibited.

9.1.10 Business Tax Certificate. Unless the City Treasurer determines in writing that a contractor is exempt from the payment of business tax, any contractor doing business with the City of San Diego is required to obtain a Business Tax Certificate (BTC) and to provide a copy of its BTC to the City before a Contract is executed.

9.1.11 Equal Pay Ordinance. Unless an exception applies, Contractor shall comply with the Equal Pay Ordinance codified in San Diego Municipal Code sections 22.4801 through 22.4809. Contractor shall certify in writing that it will comply with the requirements of the EPO.

9.1.11.1 Contractor and Subcontract Requirement. The Equal Pay Ordinance applies to any subcontractor who performs work on behalf of a Contractor to the same extent as it would apply to that Contractor. Any Contractor subject to the Equal Pay Ordinance shall require all of its subcontractors to certify compliance with the Equal Pay Ordinance in its written subcontracts.

ARTICLE X CONFLICT OF INTEREST AND VIOLATIONS OF LAW

10.1 Conflict of Interest Laws. Contractor is subject to all federal, state and local conflict of interest laws, regulations, and policies applicable to public contracts and procurement practices including, but not limited to, California Government Code sections 1090, *et. seq.* and 81000, *et. seq.*, and the Ethics Ordinance, codified in the SDMC. City may determine that Contractor must complete one or more statements of economic interest disclosing relevant financial interests. Upon City's request, Contractor shall submit the necessary documents to City.

10.2 Contractor's Responsibility for Employees and Agents. Contractor is required to establish and make known to its employees and agents appropriate safeguards to prohibit employees from using their positions for a purpose that is, or that gives the appearance of being, motivated by the desire for private gain for themselves or others, particularly those with whom they have family, business or other relationships.

10.3 Contractor's Financial or Organizational Interests. In connection with any task, Contractor shall not recommend or specify any product, supplier, or contractor with whom Contractor has a direct or indirect financial or organizational interest or relationship that would violate conflict of interest laws, regulations, or policies.

10.4 Certification of Non-Collusion. Contractor certifies that: (1) Contractor's bid or proposal was not made in the interest of or on behalf of any person, firm, or corporation not identified; (2) Contractor did not directly or indirectly induce or solicit any other bidder or proposer to put in a sham bid or proposal; (3) Contractor did not directly or indirectly induce or

solicit any other person, firm or corporation to refrain from bidding; and (4) Contractor did not seek by collusion to secure any advantage over the other bidders or proposers.

10.5 Hiring City Employees. This Contract shall be unilaterally and immediately terminated by City if Contractor employs an individual who within the twelve (12) months immediately preceding such employment did in his/her capacity as a City officer or employee participate in negotiations with or otherwise have an influence on the selection of Contractor.

ARTICLE XI DISPUTE RESOLUTION

11.1 Mediation. If a dispute arises out of or relates to this Contract and cannot be settled through normal contract negotiations, Contractor and City shall use mandatory non-binding mediation before having recourse in a court of law.

11.2 Selection of Mediator. A single mediator that is acceptable to both parties shall be used to mediate the dispute. The mediator will be knowledgeable in the subject matter of this Contract, if possible.

11.3 Expenses. The expenses of witnesses for either side shall be paid by the party producing such witnesses. All other expenses of the mediation, including required traveling and other expenses of the mediator, and the cost of any proofs or expert advice produced at the direct request of the mediator, shall be borne equally by the parties, unless they agree otherwise.

11.4 Conduct of Mediation Sessions. Mediation hearings will be conducted in an informal manner and discovery will not be allowed. The discussions, statements, writings and admissions will be confidential to the proceedings (pursuant to California Evidence Code sections 1115 through 1128) and will not be used for any other purpose unless otherwise agreed by the parties in writing. The parties may agree to exchange any information they deem necessary. Both parties shall have a representative attend the mediation who is authorized to settle the dispute, though City's recommendation of settlement may be subject to the approval of the Mayor and City Council. Either party may have attorneys, witnesses or experts present.

11.5 Mediation Results. Any agreements resulting from mediation shall be memorialized in writing. The results of the mediation shall not be final or binding unless otherwise agreed to in writing by the parties. Mediators shall not be subject to any subpoena or liability, and their actions shall not be subject to discovery.

ARTICLE XII MANDATORY ASSISTANCE

12.1 Mandatory Assistance. If a third party dispute or litigation, or both, arises out of, or relates in any way to the services provided to the City under a Contract, Contractor, its agents, officers, and employees agree to assist in resolving the dispute or litigation upon City's request. Contractor's assistance includes, but is not limited to, providing professional consultations,

attending mediations, arbitrations, depositions, trials or any event related to the dispute resolution and/or litigation.

12.2 Compensation for Mandatory Assistance. City will compensate Contractor for fees incurred for providing Mandatory Assistance. If, however, the fees incurred for the Mandatory Assistance are determined, through resolution of the third party dispute or litigation, or both, to be attributable in whole, or in part, to the acts or omissions of Contractor, its agents, officers, and employees, Contractor shall reimburse City for all fees paid to Contractor, its agents, officers, and employees for Mandatory Assistance.

12.3 Attorneys' Fees Related to Mandatory Assistance. In providing City with dispute or litigation assistance, Contractor or its agents, officers, and employees may incur expenses and/or costs. Contractor agrees that any attorney fees it may incur as a result of assistance provided under Section 12.2 are not reimbursable.

ARTICLE XIII MISCELLANEOUS

13.1 Headings. All headings are for convenience only and shall not affect the interpretation of this Contract.

13.2 Non-Assignment. Contractor may not assign the obligations under this Contract, whether by express assignment or by sale of the company, nor any monies due or to become due under this Contract, without City's prior written approval. Any assignment in violation of this paragraph shall constitute a default and is grounds for termination of this Contract at the City's sole discretion. In no event shall any putative assignment create a contractual relationship between City and any putative assignee.

13.3 Independent Contractors. Contractor and any subcontractors employed by Contractor are independent contractors and not agents of City. Any provisions of this Contract that may appear to give City any right to direct Contractor concerning the details of performing or providing the goods and/or services, or to exercise any control over performance of the Contract, shall mean only that Contractor shall follow the direction of City concerning the end results of the performance.

13.4 Subcontractors. All persons assigned to perform any work related to this Contract, including any subcontractors, are deemed to be employees of Contractor, and Contractor shall be directly responsible for their work.

13.5 Covenants and Conditions. All provisions of this Contract expressed as either covenants or conditions on the part of City or Contractor shall be deemed to be both covenants and conditions.

13.6 Compliance with Controlling Law. Contractor shall comply with all applicable local, state, and federal laws, regulations, and policies. Contractor's act or omission in violation of applicable local, state, and federal laws, regulations, and policies is grounds for contract

termination. In addition to all other remedies or damages allowed by law, Contractor is liable to City for all damages, including costs for substitute performance, sustained as a result of the violation. In addition, Contractor may be subject to suspension, debarment, or both.

13.7 Governing Law. The Contract shall be deemed to be made under, construed in accordance with, and governed by the laws of the State of California without regard to the conflicts or choice of law provisions thereof.

13.8 Venue. The venue for any suit concerning solicitations or the Contract, the interpretation of application of any of its terms and conditions, or any related disputes shall be in the County of San Diego, State of California.

13.9 Successors in Interest. This Contract and all rights and obligations created by this Contract shall be in force and effect whether or not any parties to the Contract have been succeeded by another entity, and all rights and obligations created by this Contract shall be vested and binding on any party's successor in interest.

13.10 No Waiver. No failure of either City or Contractor to insist upon the strict performance by the other of any covenant, term or condition of this Contract, nor any failure to exercise any right or remedy consequent upon a breach of any covenant, term, or condition of this Contract, shall constitute a waiver of any such breach of such covenant, term or condition. No waiver of any breach shall affect or alter this Contract, and each and every covenant, condition, and term hereof shall continue in full force and effect without respect to any existing or subsequent breach.

13.11 Severability. The unenforceability, invalidity, or illegality of any provision of this Contract shall not render any other provision of this Contract unenforceable, invalid, or illegal.

13.12 Drafting Ambiguities. The parties acknowledge that they have the right to be advised by legal counsel with respect to the negotiations, terms and conditions of this Contract, and the decision of whether to seek advice of legal counsel with respect to this Contract is the sole responsibility of each party. This Contract shall not be construed in favor of or against either party by reason of the extent to which each party participated in the drafting of the Contract.

13.13 Amendments. Neither this Contract nor any provision hereof may be changed, modified, amended or waived except by a written agreement executed by duly authorized representatives of City and Contractor. Any alleged oral amendments have no force or effect. The Purchasing Agent must sign all Contract amendments.

13.14 Conflicts Between Terms. If this Contract conflicts with an applicable local, state, or federal law, regulation, or court order, applicable local, state, or federal law, regulation, or court order shall control. Varying degrees of stringency among the main body of this Contract, the exhibits or attachments, and laws, regulations, or orders are not deemed conflicts, and the most stringent requirement shall control. Each party shall notify the other immediately upon the identification of any apparent conflict or inconsistency concerning this Contract.

13.15 Survival of Obligations. All representations, indemnifications, warranties, and guarantees made in, required by, or given in accordance with this Contract, as well as all continuing obligations indicated in this Contract, shall survive, completion and acceptance of performance and termination, expiration or completion of the Contract.

13.16 Confidentiality of Services. All services performed by Contractor, and any sub-contractor(s) if applicable, including but not limited to all drafts, data, information, correspondence, proposals, reports of any nature, estimates compiled or composed by Contractor, are for the sole use of City, its agents, and employees. Neither the documents nor their contents shall be released by Contractor or any subcontractor to any third party without the prior written consent of City. This provision does not apply to information that: (1) was publicly known, or otherwise known to Contractor, at the time it was disclosed to Contractor by City; (2) subsequently becomes publicly known through no act or omission of Contractor; or (3) otherwise becomes known to Contractor other than through disclosure by City.

13.17 Insolvency. If Contractor enters into proceedings relating to bankruptcy, whether voluntary or involuntary, Contractor agrees to furnish, by certified mail or electronic commerce method authorized by the Contract, written notification of the bankruptcy to the Purchasing Agent and the Contract Administrator responsible for administering the Contract. This notification shall be furnished within five (5) days of the initiation of the proceedings relating to bankruptcy filing. This notification shall include the date on which the bankruptcy petition was filed, the identity of the court in which the bankruptcy petition was filed, and a listing of City contract numbers and contracting offices for all City contracts against which final payment has not been made. This obligation remains in effect until final payment is made under this Contract.

13.18 No Third Party Beneficiaries. Except as may be specifically set forth in this Contract, none of the provisions of this Contract are intended to benefit any third party not specifically referenced herein. No party other than City and Contractor shall have the right to enforce any of the provisions of this Contract.

13.19 Actions of City in its Governmental Capacity. Nothing in this Contract shall be interpreted as limiting the rights and obligations of City in its governmental or regulatory capacity.

City of San Diego
CONTRACTOR STANDARDS
Pledge of Compliance

The City of San Diego has adopted a Contractor Standards Ordinance (CSO) codified in section 22.3004 of the San Diego Municipal Code (SDMC). The City of San Diego uses the criteria set forth in the CSO to determine whether a contractor (bidder or proposer) has the capacity to fully perform the contract requirements; and the business integrity to justify the award of public funds. This completed Pledge of Compliance signed under penalty of perjury must be submitted with each bid and proposal. If an informal solicitation process is used, the bidder must submit this completed Pledge of Compliance to the City prior to execution of the contract. All responses must be typewritten or printed in ink. If an explanation is requested or additional space is required, Contractors must provide responses on Attachment A to the Pledge of Compliance and sign each page. Failure to submit a signed and completed Pledge of Compliance may render a bid or proposal non-responsive. In the case of an informal solicitation or cooperative procurement, the contract will not be awarded unless a signed and completed Pledge of Compliance is submitted. A submitted Pledge of Compliance is a public record and information contained within will be available for public review except to the extent that such information is exempt from disclosure pursuant to applicable law.

By signing and submitting this form, the contractor is certifying, to the best of their knowledge, that the contractor and any of its Principals have not within a five (5) year period – preceding this offer, been convicted of or had a civil judgement rendered against them for commission of a fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State or local) contract or subcontract.

“Principal” means an officer, director, owner, partner or a person having primary management or supervisory responsibilities within the firm. The Contractor shall provide immediate written notice to the Procurement Contracting Officer handling the solicitation, at any time prior to award should they learn that this Representations and Certifications was inaccurate or incomplete.

This form contains 10 pages, additional information may be submitted as part of Attachment A.

A. BID/PROPOSAL/SOLICITATION TITLE:

RFP 10089923-23-E TOXICOLOGY SERVICES FOR SAN DIEGO POLICE DEPARTMENT

B. BIDDER/PROPOSER INFORMATION:

BIO-TOX LABORATORIES, INC.

Legal Name	1965 CHICAGO AVE. C	RIVERSIDE	DBA	CA	92507
Street Address	TRACEY STANGARONE	(951) 341-9355	State	Zip	(951) 341-9359
Contact Person, Title		Phone		Fax	

Provide the name, identity, and precise nature of the interest* of all persons who are directly or indirectly involved** in this proposed transaction (SDMC § 21.0103). Use additional pages if necessary.

* The precise nature of the interest includes:

- the percentage ownership interest in a party to the transaction,
- the percentage ownership interest in any firm, corporation, or partnership that will receive funds from the transaction,
- the value of any financial interest in the transaction,
- any contingent interest in the transaction and the value of such interest should the contingency be satisfied, and
- any philanthropic, scientific, artistic, or property interest in the transaction.

** Directly or indirectly involved means pursuing the transaction by:

- communicating or negotiating with City officers or employees,
- submitting or preparing applications, bids, proposals or other documents for purposes of contracting with the City, or
- directing or supervising the actions of persons engaged in the above activity.

TRACEY STANGARONE	BUSINESS MANAGER
Name	Title/Position
RIVERSIDE, CA	
City and State of Residence	Employer (if different than Bidder/Proposer)
100%	
Interest in the transaction	
Name	Title/Position
City and State of Residence	Employer (if different than Bidder/Proposer)
Interest in the transaction	
Name	Title/Position
City and State of Residence	Employer (if different than Bidder/Proposer)
Interest in the transaction	
Name	Title/Position
City and State of Residence	Employer (if different than Bidder/Proposer)
Interest in the transaction	
Name	Title/Position
City and State of Residence	Employer (if different than Bidder/Proposer)
Interest in the transaction	
Name	Title/Position
City and State of Residence	Employer (if different than Bidder/Proposer)
Interest in the transaction	
Name	Title/Position
City and State of Residence	Employer (if different than Bidder/Proposer)
Interest in the transaction	

Name	Title/Position
City and State of Residence	Employer (if different than Bidder/Proposer)
Interest in the transaction	
Name	Title/Position
City and State of Residence	Employer (if different than Bidder/Proposer)
Interest in the transaction	
Name	Title/Position
City and State of Residence	Employer (if different than Bidder/Proposer)
Interest in the transaction	

C. OWNERSHIP AND NAME CHANGES:

1. In the past five (5) years, has your firm changed its name?
 Yes No

If **Yes**, use Attachment A to list all prior legal and DBA names, addresses, and dates each firm name was used. Explain the specific reasons for each name change.

2. Is your firm a non-profit?
 Yes No

If **Yes**, attach proof of status to this submission.

3. In the past five (5) years, has a firm owner, partner, or officer operated a similar business?
 Yes No

If **Yes**, use Attachment A to list names and addresses of all businesses and the person who operated the business. Include information about a similar business only if an owner, partner, or officer of your firm holds or has held a similar position in another firm.

D. BUSINESS ORGANIZATION/STRUCTURE:

Indicate the organizational structure of your firm. Fill in only one section on this page. Use Attachment A if more space is required.

Corporation Date incorporated: 08/13/1997 State of incorporation: CA

List corporation's current officers: President: TRACEY STANGARONE
Vice Pres: DALE SOMERS
Secretary: TRACEY STANGARONE
Treasurer: TRACEY STANGARONE

Type of corporation: C Subchapter S

Is the corporation authorized to do business in California: **Yes** **No**

If **Yes**, after what date: 08/13/1997

Is your firm a publicly traded corporation? Yes No

If **Yes**, how and where is the stock traded? _____

If **Yes**, list the name, title and address of those who own ten percent (10 %) or more of the corporation's stocks:

_____	_____
_____	_____
_____	_____

Do the President, Vice President, Secretary and/or Treasurer of your corporation have a third party interest or other financial interests in a business/enterprise that performs similar work, services or provides similar goods? Yes No

If **Yes**, please use Attachment A to disclose.

Please list the following:

	Authorized	Issued	Outstanding
--	------------	--------	-------------

a. Number of voting shares:	_____	_____	_____
b. Number of nonvoting shares:	_____	_____	_____
c. Number of shareholders:			_____
d. Value per share of common stock:		Par	\$ _____
		Book	\$ _____
		Market	\$ _____

Limited Liability Company Date formed: _____ State of formation: _____

List the name, title and address of members who own ten percent (10%) or more of the company:

_____	_____
_____	_____
_____	_____

Partnership Date formed: _____ State of formation: _____

List names of all firm partners:

_____	_____
_____	_____
_____	_____

Sole Proprietorship Date started: _____

List all firms you have been an owner, partner or officer with during the past five (5) years. Do not include ownership of stock in a publicly traded company:

_____	_____
_____	_____
_____	_____

Joint Venture Date formed: _____

List each firm in the joint venture and its percentage of ownership:

Note: To be responsive, each member of a Joint Venture or Partnership must complete a separate *Contractor Standards form*.

E. FINANCIAL RESOURCES AND RESPONSIBILITY:

1. Is your firm preparing to be sold, in the process of being sold, or in negotiations to be sold?

Yes No

If Yes, use Attachment A to explain the circumstances, including the buyer's name and principal contact information.

2. In the past five (5) years, has your firm been denied bonding?

Yes No

If Yes, use Attachment A to explain specific circumstances; include bonding company name.

3. In the past five (5) years, has a bonding company made any payments to satisfy claims made against a bond issued on your firm's behalf or a firm where you were the principal?

Yes No

If Yes, use Attachment A to explain specific circumstances.

4. In the past five (5) years, has any insurance carrier, for any form of insurance, refused to renew the insurance policy for your firm?

Yes No

If Yes, use Attachment A to explain specific circumstances.

5. Within the last five years, has your firm filed a voluntary petition in bankruptcy, been adjudicated bankrupt, or made a general assignment for the benefit of creditors?

Yes No

If Yes, use Attachment A to explain specific circumstances.

6. Are there any claims, liens or judgements that are outstanding against your firm?

Yes No

If Yes, please use Attachment A to provide detailed information on the action.

7. Please provide the name of your principal financial institution for financial reference. By submitting a response to this Solicitation Contractor authorizes a release of credit information for verification of financial responsibility.

Name of Bank: Pacific Premier Bank

Point of Contact: Al Lara

Address: 3403 Tenth St., #100, Riverside, CA 92501

Phone Number: (951) 241-8983

8. By submitting a response to a City solicitation, Contractor certifies that he or she has sufficient operating capital and/or financial reserves to properly fund the requirements identified in the solicitation. At City's request, Contractor will promptly provide to City

a copy of Contractor's most recent balance sheet and/or other necessary financial statements to substantiate financial ability to perform.

9. In order to do business in the City of San Diego, a current Business Tax Certificate is required. Business Tax Certificates are issued by the City Treasurer's Office. If you do not have one at the time of submission, one must be obtained prior to award.

Business Tax Certificate No.: B2009023631 Year Issued: 2022

F. PERFORMANCE HISTORY:

1. In the past five (5) years, has your firm been found civilly liable, either in a court of law or pursuant to the terms of a settlement agreement, for defaulting or breaching a contract with a government agency?

Yes No

If Yes, use Attachment A to explain specific circumstances,

2. In the past five (5) years, has a public entity terminated your firm's contract for cause prior to contract completion?

Yes No

If Yes, use Attachment A to explain specific circumstances and provide principal contact information.

3. In the past five (5) years, has your firm entered into any settlement agreement for any lawsuit that alleged contract default, breach of contract, or fraud with or against a public entity?

Yes No

If Yes, use Attachment A to explain specific circumstances,

4. Is your firm currently involved in any lawsuit with a government agency in which it is alleged that your firm has defaulted on a contract, breached a contract, or committed fraud?

Yes No

If Yes, use Attachment A to explain specific circumstances,

5. In the past five (5) years, has your firm, or any firm with which any of your firm's owners, partners, or officers is or was associated, been debarred, disqualified, removed, or otherwise prevented from bidding on or completing any government or public agency contract for any reason?

Yes No

If Yes, use Attachment A to explain specific circumstances,

6. In the past five (5) years, has your firm received a notice to cure or a notice of default on a contract with any public agency?

Yes No

If Yes, use Attachment A to explain specific circumstances and how the matter resolved.

7. Performance References:

Please provide a minimum of three (3) references familiar with work performed by your firm which was of a similar size and nature to the subject solicitation within the last five (5) years.

Please note that any references required as part of your bid/proposal submittal are in addition to those references required as part of this form.

Company Name: San Diego County Sheriff's Department Crime Laboratory

Contact Name and Phone Number: Jennifer Harmon (858) 285-6300
Contact Email: Jennifer.Harmon@sdssheriff.org
Address: 5590 Overland Ave., San Diego, CA 92123
Contract Date: July 1, 2022
Contract Amount: _____
Requirements of Contract: Forensic Toxicology Laboratory Services

Company Name: Riverside County Sheriff's Coroner
Contact Name and Phone Number: Mark Fajardo, M.D. (951) 443-2350
Contact Email: mfajardo@riversidesheriff.org
Address: 800 S. Redlands Ave., Perris, CA 92570
Contract Date: July 1, 2018
Contract Amount: _____
Requirements of Contract: Forensic Toxicology Laboratory Services

Company Name: RIVERSIDE POLICE DEPARTMENT
Contact Name and Phone Number: Chief Larry Gonzalez (951) 826-5700
Contact Email: _____
Address: 4102 Orange St., Riverside, Ca 92501
Contract Date: July 1, 2018
Contract Amount: _____
Requirements of Contract: Forensic Toxicology Laboratory Services

G. COMPLIANCE:

1. In the past five (5) years, has your firm or any firm owner, partner, officer, executive, or manager been criminally penalized or found civilly liable, either in a court of law or pursuant to the terms of a settlement agreement, for violating any federal, state, or local law in performance of a contract, including but not limited to, laws regarding health and safety, labor and employment, permitting, and licensing laws?
 Yes No

If Yes, use Attachment A to explain specific circumstances surrounding each instance. Include the name of the entity involved, the specific infraction(s) or violation(s), dates of instances, and outcome with current status.
2. In the past five (5) years, has your firm been determined to be non-responsible by a public entity?
 Yes No

If **Yes**, use Attachment A to explain specific circumstances of each instance. Include the name of the entity involved, the specific infraction, dates, and outcome.

H. BUSINESS INTEGRITY:

1. In the past five (5) years, has your firm been convicted of or found liable in a civil suit for making a false claim or material misrepresentation to a private or public entity?

Yes **No**

If **Yes**, use Attachment A to explain specific circumstances of each instance. Include the entity involved, specific violation(s), dates, outcome and current status.

2. In the past five (5) years, has your firm or any of its executives, management personnel, or owners been convicted of a crime, including misdemeanors, or been found liable in a civil suit involving the bidding, awarding, or performance of a government contract?

Yes **No**

If **Yes**, use Attachment A to explain specific circumstances of each instance; include the entity involved, specific infraction(s), dates, outcome and current status.

3. In the past five (5) years, has your firm or any of its executives, management personnel, or owners been convicted of a federal, state, or local crime of fraud, theft, or any other act of dishonesty?

Yes **No**

If **Yes**, use Attachment A to explain specific circumstances of each instance; include the entity involved, specific infraction(s), dates, outcome and current status.

4. Do any of the Principals of your firm have relatives that are either currently employed by the City or were employed by the City in the past five (5) years?

Yes **No**

If **Yes**, please disclose the names of those relatives in Attachment A.

I. BUSINESS REPRESENTATION:

1. Are you a local business with a physical address within the County of San Diego?

Yes **No**

2. Are you a certified Small and Local Business Enterprise certified by the City of San Diego?

Yes **No**

Certification # _____

3. Are you certified as any of the following:

- a. Disabled Veteran Business Enterprise Certification # _____
- b. Woman or Minority Owned Business Enterprise Certification # _____
- c. Disadvantaged Business Enterprise Certification # _____

J. WAGE COMPLIANCE:

In the past five (5) years, has your firm been required to pay back wages or penalties for failure to comply with the federal, state or local **prevailing, minimum, or living wage laws**? **Yes** **No** If **Yes**, use Attachment A to explain the specific circumstances of each instance. Include the entity involved, the specific infraction(s), dates, outcome, and current status.

By signing this Pledge of Compliance, your firm is certifying to the City that you will comply with the requirements of the Equal Pay Ordinance set forth in SDMC sections 22.4801 through 22.4809.

K. STATEMENT OF SUBCONTRACTORS & SUPPLIERS:

Please provide the names and information for all subcontractors and suppliers used in the performance of the proposed contract, and what portion of work will be assigned to each subcontractor. Subcontractors may not be substituted without the written consent of the City. Use Attachment A if additional pages are necessary. If no subcontractors or suppliers will be used, please write "Not Applicable."

Company Name: _____

Address: _____

Contact Name: _____ Phone: _____ Email: _____

Contractor License No.: _____ DIR Registration No.: _____

Sub-Contract Dollar Amount: \$ _____ (per year) \$ _____ (total contract term)

Scope of work subcontractor will perform: _____

Identify whether company is a subcontractor or supplier: _____

Certification type (check all that apply): DBE DVBE ELBE MBE SLBE WBE Not Certified

Contractor must provide valid proof of certification with the response to the bid or proposal to receive participation credit.

Company Name: _____

Address: _____

Contact Name: _____ Phone: _____ Email: _____

Contractor License No.: _____ DIR Registration No.: _____

Sub-Contract Dollar Amount: \$ _____ (per year) \$ _____ (total contract term)

Scope of work subcontractor will perform: _____

Identify whether company is a subcontractor or supplier: _____

Certification type (check all that apply): DBE DVBE ELBE MBE SLBE WBE Not Certified

Contractor must provide valid proof of certification with the response to the bid or proposal to receive participation credit.

L. STATEMENT OF AVAILABLE EQUIPMENT:

A full inventoried list of all necessary equipment to complete the work specified may be a requirement of the bid/proposal submission.

By signing and submitting this form, the Contractor certifies that all required equipment included in this bid or proposal will be made available one week (7 days) before work shall commence. In instances where the required equipment is not owned by the Contractor, Contractor shall explain how the equipment will be made available before the commencement of work. The City of San

Diego reserves the right to reject any response, in its opinion, if the Contractor has not demonstrated he or she will be properly equipped to perform the work in an efficient, effective matter for the duration of the contract period.

M. TYPE OF SUBMISSION: This document is submitted as:

- Initial submission of *Contractor Standards Pledge of Compliance*
- Initial submission of *Contractor Standards Pledge of Compliance* as part of a Cooperative agreement
- Initial submission of *Contractor Standards Pledge of Compliance* as part of a Sole Source agreement
- Update of prior *Contractor Standards Pledge of Compliance* dated 01/26/2017.

Complete all questions and sign below.

Under penalty of perjury under the laws of the State of California, I certify that I have read and understand the questions contained in this Pledge of Compliance, that I am responsible for completeness and accuracy of the responses contained herein, and that all information provided is true, full and complete to the best of my knowledge and belief. I agree to provide written notice to the Purchasing Agent within five (5) business days if, at any time, I learn that any portion of this Pledge of Compliance is inaccurate. Failure to timely provide the Purchasing Agent with written notice is grounds for Contract termination.

I, on behalf of the firm, further certify that I and my firm will comply with the following provisions of SDMC section 22.3004:

(a) I and my firm will comply with all applicable local, State and Federal laws, including health and safety, labor and employment, and licensing laws that affect the employees, worksite or performance of the contract.

(b) I and my firm will notify the Purchasing Agent in writing within fifteen (15) calendar days of receiving notice that a government agency has begun an investigation of me or my firm that may result in a finding that I or my firm is or was not in compliance with laws stated in paragraph (a).

(c) I and my firm will notify the Purchasing Agent in writing within fifteen (15) calendar days of a finding by a government agency or court of competent jurisdiction of a violation by the Contractor of laws stated in paragraph (a).

(d) I and my firm will notify the Purchasing Agent in writing within fifteen (15) calendar days of becoming aware of an investigation or finding by a government agency or court of competent jurisdiction of a violation by a subcontractor of laws stated in paragraph (a).

(e) I and my firm will cooperate fully with the City during any investigation and to respond to a request for information within ten (10) working days.

Failure to sign and submit this form with the bid/proposal shall make the bid/proposal non-responsive. In the case of an informal solicitation, the contract will not be awarded unless a signed and completed *Pledge of Compliance* is submitted.

Tracey Stangarone, Business Manager

Name and Title



Signature

05/03/2023

Date

City of San Diego
CONTRACTOR STANDARDS
Attachment "A"

Provide additional information in space below. Use additional Attachment "A" pages as needed. Each page must be signed. Print in ink or type responses and indicate question being answered.

N/A

I have read the matters and statements made in this Contractor Standards Pledge of Compliance and attachments thereto and I know the same to be true of my own knowledge, except as to those matters stated upon information or belief and as to such matters, I believe the same to be true. I certify under penalty of perjury that the foregoing is true and correct.

Tracy Stangore, Business Manager T. Stangore 5/3/23
Print Name, Title Signature Date

EQUAL OPPORTUNITY CONTRACTING PROGRAM (EOCP)

GOODS AND SERVICES CONTRACTOR REQUIREMENTS

I. City's Equal Opportunity Contracting Commitment.

The City of San Diego (City) promotes equal employment and subcontracting opportunities. The City is committed to ensuring that taxpayer dollars spent on public contracts are not paid to businesses that practice discrimination in employment or subcontracting. The City encourages all companies seeking to do business with the City to share this commitment. Contractors are encouraged to take positive steps to diversify and expand their subcontractor and supplier solicitation base and to offer opportunities to all eligible business firms.

Contractors must submit the required EOCP documentation indicated below with their proposals. Contractors who fail to provide the required EOCP documentation are considered non-responsive.

II. Definitions.

Commercially Useful Function: a Small Local Business Enterprise or Emerging Local Business Enterprise (SLBE/ELBE) performs a commercially useful function when it is responsible for execution of the work and is carrying out its responsibilities by actually performing, managing, and supervising the work involved. To perform a commercially useful function, the SLBE/ELBE shall also be responsible, with respect to materials and supplies used on the contract, for negotiating price, determining quantity and quality, ordering the material, and installing (where applicable) and paying for the material itself.

To determine whether an SLBE/ELBE is performing a commercially useful function, an evaluation will be performed of the amount of work subcontracted, normal industry practices, whether the amount the SLBE/ELBE firm is to be paid under the contract is commensurate with the work it is actually performing and the SLBE/ELBE credit claimed for its performance of the work, and other relevant factors. Specifically, an SLBE/ELBE does not perform a commercially useful function if its role is limited to that of an extra participant in a transaction, contract, or project through which funds are passed in order to obtain the appearance of meaningful and useful SLBE/ELBE participation, when in similar transactions in which SLBE/ELBE firms do not participate, there is no such role performed.

Disadvantaged Business Enterprise (DBE): a certified business that is (1) at least fifty-one (51%) owned by socially and economically Disadvantaged Individuals, or, in the case of a publicly owned business at least fifty-one percent (51%) of the stock is owned by one or more socially and economically Disadvantaged Individuals; and (2) whose daily business operations are managed and directed by one or more socially and economically disadvantaged owners. Disadvantaged Individuals include Black Americans, Hispanic Americans, Asian Americans, and other minorities, or individual found to be disadvantaged by the Small Business Administration pursuant to Section 8 of the Small Business Reauthorization Act.

Disabled Veteran Business Enterprise (DVBE): a certified business that is (1) at least fifty-one percent (51%) owned by one or more Disabled Veterans; and (2) business operations must be managed and controlled by one or more Disabled Veterans. A Disabled Veteran is a veteran of the U.S. military, naval, or air service who resides in California and has a service-connected disability of at least 10% or more. The firm shall be certified by the State of California's Department of General Services, Office of Small and Minority Business.

Emerging Business Enterprise (EBE): a business whose gross annual receipts do not exceed the amount set by the City Manager, and which meets all other criteria set forth in the regulations implementing the City's Small and Local Business Preference Program. The City Manager shall review the threshold amount for EBEs on an annual basis, and adjust as necessary to reflect changes in the marketplace.

Emerging Local Business Enterprise (ELBE): a Local Business Enterprise that is also an Emerging Business Enterprise.

Local Business Enterprise (LBE): a business that has both a principal place of business and a significant employment presence in the County of San Diego, and that has been in operation for twelve (12) consecutive months.

Minority Business Enterprise (MBE): a certified business that is (1) at least fifty-one percent (51%) owned by one or more minority individuals, or, in the case of a publicly owned business at least fifty-one percent (51%) of the stock is owned by one or more minority individuals; and (2) whose daily business operations are managed and directed by one or more minority owners. Minorities include the groups with the following ethnic origins: African, Asian Pacific, Asian Subcontinent, Hispanic, Native Alaskan, Native American, and Native Hawaiian.

Other Business Enterprise (OBE): any business which does not otherwise qualify as Minority, Woman, Disadvantaged, or Disabled Veteran Business Enterprise.

Principal Place of Business: a location wherein a business maintains a physical office and through which it obtains no less than fifty percent (50%) of gross annual receipts.

Significant Employee Presence: no less than twenty-five percent (25%) of a business's total number of employees.

Small Business Enterprise (SBE): a business whose gross annual receipts do not exceed the amount set by the City Manager, and that meets all other criteria set forth in regulations implementing the City's Small and Local Business Preference Program. The City Manager shall review the threshold amount for SBEs on an annual basis, and adjust as necessary to reflect changes in the marketplace. A business certified as a DVBE by the State of California, and that has provided proof of such certification to the City manager, shall be deemed to be an SBE.

Small Local Business Enterprise (SLBE): a Local Business Enterprise that is also a Small Business Enterprise.

Women Business Enterprise (WBE): a certified business that is (1) at least fifty-one percent (51 %) owned by a woman or women, or, in the case of a publicly owned business at least fifty-one percent (51%) of the stock is owned by one or more women; and (2) whose daily business operations are managed and directed by one or more women owners.

III. Disclosure of Discrimination Complaints.

As part of its proposal, Contractor shall provide to the City a list of all instances within the past ten (10) years where a complaint was filed or pending against Contractor in a legal or administrative proceeding alleging that Contractor discriminated against its employees, subcontractors, vendors, or suppliers, and a description of the status or resolution of that complaint, including any remedial action taken. (Attachment AA).

IV. Work Force Report and Equal Opportunity Outreach Plan.

- A. Work Force Report. Contractors shall submit with their proposal a Work Force Report (WFR) for approval by the City. (Attachment BB). If the City determines that there are under representations when compared to County Labor Force Availability data, then the Contractor will also be required to submit an Equal Employment Opportunity Plan (EEOP) to the City for approval. Questions regarding the WFR should be directed to the Equal Opportunity Contracting Department.
- B. Duty to Comply with Equal Opportunity Outreach Plan. A Contractor for whom an EEOP has been approved by the City shall use best efforts to comply with that EEOP.

V. Small and Local Business Program Requirements.

The City has adopted a Small and Local Business Enterprise program for goods, services, and consultant contracts. The SLBE requirements are set forth in Council Policy 100-10. For contracts in which the Purchasing Agent is required to advertise for sealed proposals in the City's official newspaper or consultant contracts valued over \$50,000, the City shall:

- A. Apply a maximum of an additional 12% of the total possible evaluation points to the Contractor's final score for SLBE or ELBE participation. Additional points will be awarded as follows:
 - a. If the Contractor achieves 20% participation, apply 5% of the total possible evaluation points to the Contractor's score; or
 - b. If the Contractor achieves 25% participation, apply 10% of the total possible evaluation points to the Contractor's score; or
 - c. If the prime contractor is a SLBE or an ELBE, apply 12% of the total possible evaluation points to the Contractor's score.

VI. Maintaining Participation Levels.

- A. Additional points are based on the Contractor's level of participation proposed prior to the award of the goods, services, or consultant contract. Contractors are required to achieve and maintain the SLBE or ELBE participation levels throughout the duration of the goods, services, or consultant contract.
- B. If the City modifies the original specifications, the Contractor shall make reasonable efforts to maintain the SLBE or ELBE participation for which the additional points were awarded. The City must approve in writing a reduction in SLBE or ELBE participation levels.
- C. Contractor shall notify and obtain written approval from the City in advance of any reduction in subcontract scope, termination, or substitution for a designated SLBE or ELBE subcontractor.
- D. Contractor's failure to maintain SLBE or ELBE participation levels as specified in the goods, services, or consultant contract shall constitute a default and grounds for debarment under Chapter 2, Article 2, Division 8, of the San Diego Municipal Code.
- E. The remedies available to the City under Council Policy 100-10 are cumulative to all other rights and remedies available to the City.

VII. Certifications.

The City accepts certifications of MBE, WBE, DBE, or DVBE from the following certifying agencies:

- A. Current certification by the State of California Department of Transportation (CALTRANS) as DBE.
- B. Current MBE or WBE certification from the California Public Utilities Commission.
- C. DVBE certification is received from the State of California's Department of General Services, Office of Small and Minority Business.
- D. Current certification by the City of Los Angeles as DBE, WBE, or MBE.

Subcontractors' valid proof of certification status e.g., copy of MBE, WBE, DBE, or DVBE certification must be submitted with the proposal or contract documents. MBE, WBE, DBE, or DVBE certifications are listed for informational purposes only.

VIII. List of Attachments.

- AA. Contractors Certification of Pending Actions
- BB. Work Force Report

AA. CONTRACTORS CERTIFICATION OF PENDING ACTIONS

As part of this Contract, the Contractor must provide to the City a list of all instances within the past 10 years where a complaint was filed or pending against the Contractor in a legal or administrative proceeding alleging that Contractor discriminated against its employees, subcontractors, vendors or suppliers, and a description of the status or resolution of that complaint, including any remedial action taken.

CHECK ONE BOX ONLY.

- The undersigned certifies that within the past 10 years the Contractor has NOT been the subject of a complaint or pending action in a legal administrative proceeding alleging that Contractor discriminated against its employees, subcontractors, vendors or suppliers.

- The undersigned certifies that within the past 10 years the Contractor has been the subject of a complaint or pending action in a legal administrative proceeding alleging that Contractor discriminated against its employees, subcontractors, vendors or suppliers. A description of the status or resolution of that complaint, including any remedial action taken and the applicable dates is as follows:

DATE OF CLAIM	LOCATION	DESCRIPTION OF CLAIM	LITIGATION (Y/N)	STATUS	RESOLUTION/ REMEDIAL ACTION TAKEN

Contractor Name: Bio-Tox Laboratories, Inc.

Certified By Tracey Stangarone
Name

Title Business Manager

J. Stangarone
Signature

Date 5/3/23

EQUAL OPPORTUNITY CONTRACTING (EOC)
1200 Third Avenue, Suite 200 • San Diego, CA 92101
Phone: (619) 236-6000 • Fax: (619) 236-5904

BB. WORK FORCE REPORT

The objective of the *Equal Employment Opportunity Outreach Program*, San Diego Municipal Code Sections 22.3501 through 22.3517, is to ensure that contractors doing business with the City, or receiving funds from the City, do not engage in unlawful discriminatory employment practices prohibited by State and Federal law. Such employment practices include, but are not limited to unlawful discrimination in the following: employment, promotion or upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rate of pay or other forms of compensation, and selection for training, including apprenticeship. Contractors are required to provide a completed *Work Force Report (WFR)*.

**NO OTHER FORMS WILL BE ACCEPTED
CONTRACTOR IDENTIFICATION**

Type of Contractor: Construction Vendor/Supplier Financial Institution Lessee/Lessor
 Consultant Grant Recipient Insurance Company Other

Name of Company: Bio-Tox Laboratories, Inc.

ADA/DBA: _____

Address (Corporate Headquarters, where applicable): 1965 Chicago Ave #C

City: Riverside County: Riverside State: CA Zip: 92507

Telephone Number: (951) 341-9355 Fax Number: (951) 341-9359

Name of Company CEO: Tracey Stangarone

Address(es), phone and fax number(s) of company facilities located in San Diego County (if different from above):

Address: _____

City: _____ County: _____ State: _____ Zip: _____

Telephone Number: _____ Fax Number: _____ Email: _____

Type of Business: Toxicology Laboratory Type of License: _____

The Company has appointed: Tracey Stangarone

As its Equal Employment Opportunity Officer (EEOO). The EEOO has been given authority to establish, disseminate and enforce equal employment and affirmative action policies of this company. The EEOO may be contacted at:

Address: same as above

Telephone Number: _____ Fax Number: _____ Email: _____

- One San Diego County (or Most Local County) Work Force - Mandatory
- Branch Work Force *
- Managing Office Work Force

Check the box above that applies to this WFR.

*Submit a separate Work Force Report for all participating branches. Combine WFRs if more than one branch per county.

I, the undersigned representative of Bio-Tox Laboratories, Inc.
(Firm Name)

Riverside, CA hereby certify that information provided
(County) (State)

herein is true and correct. This document was executed on this 3rd day of May, 2023

J. Stang
(Authorized Signature)

Tracey Stangarone
(Print Authorized Signature Name)

WORK FORCE REPORT – Page 2

NAME OF FIRM: Bio-Tox Laboratories

DATE: 5/23

OFFICE(S) or BRANCH(ES): _____

COUNTY: Riverside

INSTRUCTIONS: For each occupational category, indicate number of males and females in every ethnic group. Total columns in row provided. Sum of all totals should be equal to your total work force. Include all those employed by your company on either a full or part-time basis. The following groups are to be included in ethnic categories listed in columns below:

- (1) Black or African-American
- (2) Hispanic or Latino
- (3) Asian
- (4) American Indian or Alaska Native
- (5) Native Hawaiian or Pacific Islander
- (6) White
- (7) Other race/ethnicity; not falling into other groups

Definitions of the race and ethnicity categories can be found on Page 4

ADMINISTRATION OCCUPATIONAL CATEGORY	(1) Black or African American		(2) Hispanic or Latino		(3) Asian		(4) American Indian/ Nat. Alaskan		(5) Pacific Islander		(6) White		(7) Other Race/ Ethnicity	
	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)
Management & Financial													1	
Professional												1	1	
A&E, Science, Computer														
Technical		1		3									2	
Sales														
Administrative Support													2	
Services														
Crafts														
Operative Workers														
Transportation														
Laborers* ↘		X		3								X	6	

*Construction laborers and other field employees are not to be included on this page

Totals Each Column		1		3								1	6	
--------------------	--	---	--	---	--	--	--	--	--	--	--	---	---	--

Grand Total All Employees 11

Indicate by Gender and Ethnicity the Number of Above Employees Who Are Disabled:

Disabled														
----------	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Non-Profit Organizations Only:

Board of Directors														
Volunteers														
Artists														

NAME OF FIRM: _____ DATE: _____

OFFICE(S) or BRANCH(ES): _____ COUNTY: _____

INSTRUCTIONS: For each occupational category, indicate number of males and females in every ethnic group. Total columns in row provided. Sum of all totals should be equal to your total work force. Include all those employed by your company on either a full or part-time basis. The following groups are to be included in ethnic categories listed in columns below:

- (1) Black or African-American
- (2) Hispanic or Latino
- (3) Asian
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- (5) Native Hawaiian or Pacific Islander
- (6) White
- (7) Other race/ethnicity; not falling into other groups

Definitions of the race and ethnicity categories can be found on Page 4

TRADE OCCUPATIONAL CATEGORY	(1) Black or African American		(2) Hispanic or Latino		(3) Asian		(4) American Indian/ Nat. Alaskan		(5) Pacific Islander		(6) White		(7) Other Race/ Ethnicity	
	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)
Brick, Block or Stone Masons														
Carpenters														
Carpet, Floor & Tile Installers Finishers														
Cement Masons, Concrete Finishers														
Construction Laborers														
Drywall Installers, Ceiling Tile Inst														
Electricians														
Elevator Installers														
First-Line Supervisors/Managers														
Glaziers														
Helpers; Construction Trade														
Millwrights														
Misc. Const. Equipment Operators														
Painters, Const. & Maintenance														
Pipelayers, Plumbers, Pipe & Steam Fitters														
Plasterers & Stucco Masons														
Roofers														
Security Guards & Surveillance Officers														
Sheet Metal Workers														
Structural Metal Fabricators & Fitters														
Welding, Soldering & Brazing Workers														
Workers, Extractive Crafts, Miners														

Totals Each Column														
--------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Grand Total All Employees

Indicate By Gender and Ethnicity the Number of Above Employees Who Are Disabled:

Disabled														
----------	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Work Force Report

HISTORY

The Work Force Report (WFR) is the document that allows the City of San Diego to analyze the work forces of all firms wishing to do business with the City. We are able to compare the firm's work force data to County Labor Force Availability (CLFA) data derived from the United States Census. CLFA data is a compilation of lists of occupations and includes the percentage of each ethnicity we track (American Indian or Alaska Native, Asian, Black or African-American, Native Hawaiian or Pacific Islander, White, and Other) for each occupation. Currently, our CLFA data is taken from the 2010 Census. In order to compare one firm to another, it is important that the data we receive from the consultant firm is accurate and organized in the manner that allows for this fair comparison.

WORK FORCE & BRANCH WORK FORCE REPORTS

When submitting a WFR, especially if the WFR is for a specific project or activity, we would like to have information about the firm's work force that is actually participating in the project or activity. That is, if the project is in San Diego and the work force is from San Diego, we want a San Diego County Work Force Report¹. By the same token, if the project is in San Diego, but the work force is from another county, such as Orange or Riverside County, we want a Work Force Report from that county². If participation in a San Diego project is by work forces from San Diego County and, for example, from Los Angeles County and from Sacramento County, we ask for separate Work Force Reports representing your firm from each of the three counties.

MANAGING OFFICE WORK FORCE

Equal Opportunity Contracting may occasionally ask for a Managing Office Work Force (MOWF) Report. This may occur in an instance where the firm involved is a large national or international firm but the San Diego or other local work force is very small. In this case, we may ask for both a local and a MOWF Report^{1,3}. In another case, when work is done only by the Managing Office, only the MOWF Report may be necessary.³

TYPES OF WORK FORCE REPORTS:

Please note, throughout the preceding text of this page, the superscript numbers one ¹, two ² & three ³. These numbers coincide with the types of work force report required in the example. See below:

- ¹ One San Diego County (or Most Local County) Work Force – Mandatory in most cases
- ² Branch Work Force *
- ³ Managing Office Work Force

**Submit a separate Work Force Report for all participating branches. Combine WFRs if more than one branch per county.*

RACE/ETHNICITY CATEGORIES

American Indian or Alaska Native – A person having origins in any of the peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment.

Asian – A person having origins in any of the peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Black or African American – A person having origins in any of the Black racial groups of Africa.

Native Hawaiian or Pacific Islander – A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

White – A person having origins in any of the peoples of Europe, the Middle East, or North Africa.

Hispanic or Latino – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin.

Work Force Report

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Black or African American – A person having origins in any of the Black racial groups of Africa.

Native Hawaiian or Pacific Islander – A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

White – A person having origins in any of the peoples of Europe, the Middle East, or North Africa.

Hispanic or Latino – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin.

Exhibit A: Work Force Report Job Categories – Administration

Refer to this table when completing your firm's Work Force Report form(s).

Management & Financial

Advertising, Marketing, Promotions, Public Relations, and Sales Managers
Business Operations Specialists
Financial Specialists
Operations Specialties Managers
Other Management Occupations
Top Executives

Professional

Art and Design Workers
Counselors, Social Workers, and Other Community and Social Service Specialists
Entertainers and Performers, Sports and Related Workers
Health Diagnosing and Treating Practitioners
Lawyers, Judges, and Related Workers
Librarians, Curators, and Archivists
Life Scientists
Media and Communication Workers
Other Teachers and Instructors
Postsecondary Teachers
Primary, Secondary, and Special Education School Teachers
Religious Workers
Social Scientists and Related Workers

Architecture & Engineering, Science, Computer

Architects, Surveyors, and Cartographers
Computer Specialists
Engineers
Mathematical Science Occupations
Physical Scientists

Technical

Drafters, Engineering, and Mapping Technicians
Health Technologists and Technicians
Life, Physical, and Social Science Technicians
Media and Communication Equipment Workers

Sales

Other Sales and Related Workers
Retail Sales Workers
Sales Representatives, Services
Sales Representatives, Wholesale and Manufacturing
Supervisors, Sales Workers

Administrative Support

Financial Clerks
Information and Record Clerks
Legal Support Workers

Material Recording, Scheduling, Dispatching, and Distributing Workers
Other Education, Training, and Library Occupations
Other Office and Administrative Support Workers
Secretaries and Administrative Assistants
Supervisors, Office and Administrative Support Workers

Services

Building Cleaning and Pest Control Workers
Cooks and Food Preparation Workers
Entertainment Attendants and Related Workers
Fire Fighting and Prevention Workers
First-Line Supervisors/Managers, Protective Service Workers
Food and Beverage Serving Workers
Funeral Service Workers
Law Enforcement Workers
Nursing, Psychiatric, and Home Health Aides
Occupational and Physical Therapist Assistants and Aides
Other Food Preparation and Serving Related Workers
Other Healthcare Support Occupations
Other Personal Care and Service Workers
Other Protective Service Workers
Personal Appearance Workers
Supervisors, Food Preparation and Serving Workers
Supervisors, Personal Care and Service Workers
Transportation, Tourism, and Lodging Attendants

Crafts

Construction Trades Workers
Electrical and Electronic Equipment Mechanics, Installers, and Repairers
Extraction Workers
Material Moving Workers
Other Construction and Related Workers
Other Installation, Maintenance, and Repair Occupations
Plant and System Operators
Supervisors of Installation, Maintenance, and Repair Workers
Supervisors, Construction and Extraction Workers
Vehicle and Mobile Equipment Mechanics,

Installers, and Repairers
Woodworkers

Operative Workers

Assemblers and Fabricators
Communications Equipment Operators
Food Processing Workers
Metal Workers and Plastic Workers
Motor Vehicle Operators
Other Production Occupations
Printing Workers
Supervisors, Production Workers
Textile, Apparel, and Furnishings Workers

Transportation

Air Transportation Workers
Other Transportation Workers
Rail Transportation Workers
Supervisors, Transportation and Material
Moving Workers
Water Transportation Workers

Laborers

Agricultural Workers
Animal Care and Service Workers
Fishing and Hunting Workers
Forest, Conservation, and Logging Workers
Grounds Maintenance Workers
Helpers, Construction Trades
Supervisors, Building and Grounds Cleaning
and Maintenance Workers
Supervisors, Farming, Fishing, and Forestry
Workers

Exhibit B: Work Force Report Job Categories - Trade

Brick, Block or Stone Masons

Brickmasons and Blockmasons
Stonemasons

Carpenters

Carpet, floor and Tile Installers and Finishers

Carpet Installers
Floor Layers, except Carpet, Wood and Hard
Tiles
Floor Sanders and Finishers
Tile and Marble Setters

Cement Masons, Concrete Finishers

Cement Masons and Concrete Finishers
Terrazzo Workers and Finishers

Construction Laborers

Drywall Installers, Ceiling Tile Inst

Drywall and Ceiling Tile Installers
Tapers

Electricians

Elevator Installers and Repairers

First-Line Supervisors/Managers

First-line Supervisors/Managers of
Construction Trades and Extraction Workers

Glaziers

Helpers, Construction Trade

Brickmasons, Blockmasons, and Tile and
Marble Setters
Carpenters
Electricians
Painters, Paperhangers, Plasterers and Stucco
Pipelayers, Plumbers, Pipefitters and
Steamfitters
Roofers
All other Construction Trades

Millwrights

Heating, Air Conditioning and Refrigeration
Mechanics and Installers
Mechanical Door Repairers
Control and Valve Installers and Repairers
Other Installation, Maintenance and Repair
Occupations

Misc. Const. Equipment Operators

Paving, Surfacing and Tamping Equipment
Operators
Pile-Driver Operators
Operating Engineers and Other Construction
Equipment Operators

Painters, Const. Maintenance

Painters, Construction and Maintenance
Paperhangers

Pipelayers and Plumbers

Pipelayers
Plumbers, Pipefitters and Steamfitters

Plasterers and Stucco Masons**Roofers****Security Guards & Surveillance Officers****Sheet Metal Workers****Structural Iron and Steel Workers****Welding, Soldering and Brazing Workers**

Welders, Cutter, Solderers and Brazers
Welding, Soldering and Brazing Machine
Setter, Operators and Tenders

Workers, Extractive Crafts, Miners

TAB B
EXECUTIVE SUMMARY AND RESPONSES TO
SPECIFICATIONS

RFP 10089923-23-E Toxicology Testing Services

Vendor: Bio-Tox Laboratories, Inc.

1965 Chicago Ave., C

Riverside, CA 92507

Contact: Tracey Stangarone

Phone: (951) 341-9355

Note: Information and format provided for this RFP is our interpretation of directions provided for a full response to the RFP requirements. Any information lacking is not due to non responsiveness and may be provided upon further clarification and direction.

Table of Contents for RFP 10089923-23-E

Tab A- Submission of Information and Forms

Contract Signature Page (Addendum A)

Contractors Standards Pledge of Compliance Form

Equal Opportunity Contracting forms

ABFT Accreditation Certificate

Tab B- Executive Summary and Response to Specifications; Exceptions Request

Executive Summary

Response to RFP

Staff Resumes

Staff Diplomas and Certificates

Tab C- Cost/Price Proposal

RFP 10089923-23-E Toxicology Testing Services

EXECUTIVE SUMMARY

For over 36 years, Bio-Tox Laboratories, Inc. has successfully demonstrated that it is a reliable and trustworthy vendor and partner for forensic toxicology services to all forensic agencies including police departments, sheriff departments, coroners offices, highway patrol and attorneys of all types (Attorney General to private practice) in southern California and elsewhere. Our mission is to provide the most reliable and forensically defensible toxicology services at a reasonable cost. We are proud of the accomplishments we have made in providing not only accurate and reliable toxicology testing results to our clients, but also for services we provide above and beyond analytical testing. Our services have expanded and developed over the past three decades with added value including, but not limited to:

- Laboratory Accreditation from the American Board of Forensic Toxicology (ABFT) in 2012 with continuous successful re-inspections and accreditation
- Board Certified Toxicologists in Forensic Toxicology from the American Board of Forensic Toxicology (ABFT)
- Expert witness testimony on human performance impairment and postmortem interpretation in well over 1,000 trials and/or hearings including but not limited to: Drug and Alcohol DUI's, Vehicular Manslaughter/Watson DUI's, Drug-Facilitated Sexual Assaults and 11550's
- Toxicologists have devoted hundreds of hours of education, research and phone consultation time to the District Attorney, City Attorney and Public Defender offices for result interpretation and case review, officers and deputies for result interpretation and Proposition 115 interviews and Forensic Pathologists for interpretation and consultation on Coroner cases
- Continued successful performance with outside vendor Proficiency Testing programs for alcohol and drug analysis with above average results compared to peer laboratories
- Expanded testing capabilities with the addition of a Dual-Column Headspace Chromatograph for Forensic Alcohol Analysis and the continual addition of new and emerging drugs to the LC/MS/MS Comprehensive Panel Drug Screen, LC/MS/MS Benzodiazepine Drug Confirmation and ELISA Drugs of Abuse Screening method in order to stay current and relevant in the field of toxicology
- Provided onsite tours of laboratory, ongoing training, as well as presentations in drug and alcohol interpretation to officers, deputies and the attorneys
- Continued education and development of toxicological knowledge by participating in California Association of Toxicologists (CAT) and other professional peer groups for the purpose of staying current and relevant in this rapidly changing field of forensic sciences

As a vendor and partner of the San Diego Police Department for 24 years (since 1999) providing Toxicology services, the attorney's responsible for adjudicating criminal cases have come to rely on our expertise and professionalism for court proceedings, whereas many testing sources cannot or will not provide that essential piece of the forensic puzzle. Many analysts stop short of providing their expert opinion on substance or alcohol impairment. This is a vital part of the justice system that Bio-Tox is known to provide, as well as excellent consultation prior to trial.

While our laboratory continues to build value, like many businesses we have been forced to increase fees due to local and global costs. Bio-Tox continues to strive for cost efficiency and high quality laboratory services, while attracting and retaining competent staff to implement the highest standards in our work. We believe our laboratory not only continues to demonstrate commitment and excellence in the field of toxicology, but also that Bio-Tox is more than just a testing resource and truly is a locally-based, full-spectrum, provider of multiple services beneficial to all of local law enforcement agencies.

Bio-Tox has reviewed the RFP requirements and is capable and of fulfilling the Scope of Work as stated. We would ask for exceptions to B. Pricing 3. Escalation. From time to time due to global and local circumstances out of our control, expenses increase and must be considered for sustainable business practices. The length of this contract is significant and may incur nominal increases as requested/required. Also, 4. Quality Assurance c. Report Records and Retention Time, for record retention we ask for the standard 5 years as opposed to 7 years as stated.

Laboratory personnel are very familiar with the City of San Diego judicial process since they have been testifying for over 20 years there. Our staff are all located within a 90-120 minute drive time to any location in the County of San Diego. All staff have cleared criminal background checks.

Laboratory Personnel and overview are as follows:

Laboratory Director

The Laboratory Director is responsible for the overall administration of the laboratory. This includes coordination, development and supervision of the laboratory activities and staff, establishing policies, maintaining the laboratory accreditation with the American Board of Forensic Toxicology (ABFT), as well as authorizing procedures and ensuring that the laboratory quality system is monitored and utilized by all staff members. The Laboratory Director works independently and collaboratively to perform toxicological analyses, conduct research, provide consultation and testify in court in as an expert in the field of Forensic Toxicology.

The Laboratory Director has a Bachelor's Degree in Chemistry, a Master's Degree in Forensic Science and a Graduate Certificate in Forensic Toxicology. The Director has over 13 years of experience in the field of Forensic Toxicology which includes literature review, attending scientific seminars and workshops in the field of toxicology and proficiency testing.

The Laboratory Director is board certified in Forensic Toxicology (D-ABFT-FT) from the American Board of Forensic Toxicology (ABFT).

The Laboratory Director has testified as an expert in the field of Forensic Toxicology for both human performance (DUI, etc.) and postmortem toxicology interpretation approximately 400 times in Riverside, San Bernardino, San Diego, Orange, Los Angeles and Kern County. The Laboratory Director also provides training to law enforcement and various District Attorney's offices in the interpretation of toxicological results. Resume is attached.

Forensic Toxicologist

Toxicologist conducts both routine and complex chemical examinations of tissues and body fluids to determine the presence and amount of toxic substances, in order to aid in establishing levels of impairment or cause of death; conducts examinations involving research and development of toxicological techniques to be employed in the examination and analysis of common or unusual specimens; prepares reports on findings, including analytical calculations, and maintains an accurate and precise record of all work performed while maintaining

chain of custody, result reporting, and quality control documentation. Toxicologist uses analytical balances, pH meters and other routine laboratory tools and specialized equipment such as high-pressure liquid chromatography, gas chromatography, immunoassay analyzers and mass spectrometry. Toxicologist performs extraction of biological samples for analytical procedures and demonstrates correct loading and analyzing techniques on GC Headspace, LC/MS/MS, and other equipment including loading calibrators, blanks and unknown samples. Toxicologist is responsible for calibrating and maintaining laboratory equipment and software; performing basic troubleshooting of equipment when appropriate. Toxicologist verifies test procedures performed and establishes test performance characteristics, including the precision and accuracy of each test and test system. Toxicologist prepares written reports, evidence and exhibits, as well as interprets results of laboratory tests for law enforcement officers, attorneys, and the courts through consultative discussion or testimony.

Toxicologist has a Bachelor's Degree in Biology and a Master's Degree in Forensic Toxicology and has 14 years of experience in the field of Forensic Toxicology which includes literature review, attending scientific seminars and workshops in the field of toxicology and proficiency testing.

Toxicologist is board certified in Forensic Toxicology (D-ABFT-FT) from the American Board of Forensic Toxicology (ABFT).

Toxicologist has testified as an expert in the field of Forensic Toxicology for both human performance (DUI, etc.) and postmortem toxicology interpretation in over 200 cases in Riverside, San Bernardino, and San Diego counties. Toxicologist also provides training to law enforcement and various District Attorney's offices in the interpretation of toxicological results. Resume is attached.

Forensic Toxicologist

Conducts chemical examinations of tissues and body fluids to determine the presence and amount of toxic substances in order to aid in establishing levels of impairment or cause of death. Prepares reports on findings, including analytical calculations, and maintains an accurate and precise record of all work performed. Maintains chain of custody, result reporting, and quality control documentation. Demonstrates correct extraction of biological samples for analytical procedures. Demonstrates correct loading and analyzing techniques on immunoassay, GC Headspace, LC/MS/MS, and other equipment. Calibrates and maintains laboratory equipment and software; performs basic troubleshooting of equipment when appropriate. Resolves technical problems and ensures remedial actions are taken when test systems deviate from the laboratory's established specifications. Participates in an approved proficiency testing program. Provides responsive, high quality service to clients, representatives of outside agencies, and members of the public by providing accurate, complete, and up-to-date information, in a courteous, efficient, and timely manner. Prepares written reports, evidence, and exhibits for presentation in court or to clients. Interprets results of laboratory tests for law enforcement officers, attorneys, and the courts through consultative discussion or testimony. Testifies in court as an expert witness as to theory, technique, and results of examinations performed. Maintains compliance for laboratory accreditation, quality assurance and safety programs, and follows all state and federal regulations. May provide in-service training to clients and co-workers.

The forensic toxicologist has a B.S. and M.S. in Environmental Toxicology, 18 years on the job training and experience through sample analysis, data interpretation, and court testimony. Continuing education over the past 18 years through scientific seminars and workshops through various societies and organizations, and literature review.

The forensic toxicologist has testified as an expert in the field of forensic toxicology for both human performance (DUI, etc.) and postmortem toxicology interpretation in almost 700 cases in Riverside, San Bernardino, San Diego, Los Angeles, and Kern counties. Resume is attached.

Business Manager

Responsibilities include managing client relationships, contract negotiations and compliance, insurance policy coverage, as well as budgetary compliance and success. In conjunction with other managerial positions, the business manager provides coordination, development and general supervision of the laboratory and activities of the staff.

Business Manager has over 35 years experience in business management and has been employed by Bio-Tox for over 25 years.

Office Supervisor

Office Supervisor is responsible for the overall administration of the office and laboratory clerical support. This includes coordination, development and supervision of the office activities and staff, establishing policies, authorizing procedures, maintaining excellent customer service with clients and ensuring that the office runs efficiently and in accordance to company objectives. Office Supervisor has over 30 years of office administrative experience has been employed by Bio-Tox for over 20 years.

Other staff include Associate Toxicologist that is in training for Forensic Toxicologist (resume attached), Laboratory Technicians, and other clerical/courier support.

proposer. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to City.

F. CRIMINAL BACKGROUND CERTIFICATION

1. Section 5.13.1 of the City’s General Terms and Provisions is deleted.

2. Contractor certifies that all employees hired by Contractor and working on this Contract have had a criminal background check and that said employees shall be free and clear from any convictions.

G. CONTRACT ADMINISTRATOR.

The Contract Administrator for this Contract is identified in the notice of award and is responsible for overseeing and monitoring this Contract.

H. PRICE SCHEDULE

Proposer shall provide pricing in the form and format identified herein. Pricing not submitted in the form or format may deem proposer non-responsive. Proposed pricing shall be inclusive of all fees and costs associated with completing the requirements of this RFP.

Completion of the Pricing Schedule is required to ensure consistency in the price evaluation process. The Pricing Schedule shall be completed in its entirety and incorporated herein. Any deviations from the Pricing Schedule shall be considered non-responsive and unacceptable.

Proposals that do not include an amount in the Extension (Estimated Quantity) Column will be deemed nonresponsive.

Quantities provided in the below table are provided to show an estimated quantity the Police expects to request on an annual basis. Estimated quantities are not guaranteed and may be more or less than the amounts provided below.

1. TOXICOLOGY SERVICE TESTS

Item No.	Qty Per Year	U/M	Description	Unit Cost	Extension (Quantity X Unit Cost = Extension)
1	750	EA	Confirmations from the Drug Screening Panel to include only: Amphetamines, Cocaine, Opiates, and Phencyclidine	see note	
2	1000	EA	Drug Screen Panel to include: Amphetamines, Cocaine, Opiates, Phencyclidine, Benzodiazepines, and Marijuana	\$ 49	\$ 49,000

Note:
These are listed on items 9, 15, 17, 29

3	250	EA	Comprehensive Panel (Drug Screen Panel, plus prescription drugs).	\$ 195	\$ 48,750	
4	1	EA	Benzodiazepines LC/MS	\$ 205	\$ 205	
5	1	EA	Barbiturates, Screen	\$ 10	\$ 10	
6	1	EA	Barbiturates, LC/MS	\$ 85	\$ 85	
7	1	EA	Carisoprodol, LC/MS	\$ 143	\$ 143	
8	1	EA	Chlorpheniramine LC/MS	\$ 143	\$ 143	
9	1	EA	Cocaine, LC/MS	\$ 95	\$ 95	
10	1	EA	Diazepam, Screen	see note		included on 4
11	1	EA	Hydrocodone, LC/MS	see note		included on 17
12	1	EA	Ketamine, LC/MS	\$ 143	\$ 143	
13	1	EA	Lithium, LC/MS	\$ 143	\$ 143	
14	1	EA	Methylenedioxymethamphetamine, LC/MS	see note		included on 15
15	1	EA	Methamphetamine, LC/MS	\$ 100	\$ 100	
16	1	EA	Methadone, LC/MS	\$ 143	\$ 143	
17	1	EA	Morphine, LC/MS	\$ 120	\$ 120	
18	1	EA	Inhalents Panel	see note		Send out Test

19	1	EA	Clonazepam	see note		included on 4
20	1	EA	Clonidine	\$ 143	\$ 143	
21	1	EA	Clozapine	\$ 143	\$ 143	
22	1	EA	GHB, LC/MS	\$ 237	\$ 237	
23	1	EA	LSD Screen	\$ 75	\$ 75	
24	1	EA	Scopolamine	\$ 143	\$ 143	
25	1	EA	Trazodone	\$ 143	\$ 143	
26	1	EA	Flunitrazepam Confirm	see note		included on 4
27	1	EA	Flunitrazepam Screen	see note		included on 4
28	1	EA	Flunitrazepam Confirm	see note		included on 4
29	1	EA	Phencyclidine, LC/MS	\$ 100	\$ 100	
30	1	EA	Trifluoperazine, Screen	see note		included on 3
31	1	EA	Trifluoperazine, LC/MS	\$ 143	\$ 143	
32	1	EA	Propoxyphene, LC/MS	\$ 143	\$ 143	
33	1	EA	Cannabinoids, LC/MS	\$ 125	\$ 125	
34	1	EA	Thioridazine, LC/MS	\$ 143	\$ 143	

35	1	EA	Toluene, Screen	see note		Send out Test	
36	1	EA	Toluene, Confirmation	see note		Send out Test	
37	1	EA	Other Drugs by LC/MS not listed	\$ 143	\$ 143		
38	1	EA	Ethyl Alcohol Quantitation	\$ 155	\$ 155		
TOTAL COST FOR SECTION 1:					\$	100,773	

2. MISCELLANEOUS

Item No.	Est. Qty.	U/M	Description	Unit Cost	Extension (Quantity X Unit Cost = Extension)	Notes:
1	200	EA	Discovery Package	\$ 138	\$ 27,500	
2	50	EA	Testimony, Per Hour, Portal to Portal	\$ 330	\$ 16,500	Min. 2 hours, Case Prep and Consult
3	25	EA	Case Preparation Over 30 Minutes	\$ 330	\$ 8,250	
4	10	EA	Consultation Over 30 Minutes	\$ 330	\$ 3,300	
5	10	EA	Stat Pick Up Fee	\$ 250	\$ 2,500	
6	10	EA	Stat Fee, Per Test	\$ 200	\$ 2,000	
7	10	EA	Special Handling		\$ -	Case by case
8	1	EA	Chain of Custody Record for Samples Not Tested	\$ 28	\$ 28	
9	1	EA	Leaking Sample Clean-up	\$ 40	\$ 40	

RFP – Goods, Services, & Consultants

Revised: November 8, 2016

OCA Document No. 841661_3

10	1	EA	Name of Case Discrepancy	\$ 35	\$ 35
11	1	EA	Pre-Issuing Opinions/Screening Results	\$ -	\$ -
TOTAL COST FOR SECTION 2:					\$ 60,153

Up to 15 minutes

Section 1 - Total Cost:	\$ 100,773
Section 2 - Total Cost:	\$ 60,153
Section 1&2 - Total Cost:	\$ 160,926

New	1	EA	10 Panel Drug Screen	\$ 75	\$ 75
New	1	EA	13 Panel Drug Screen	\$ 116	\$ 116
New	1	EA	Matrix Effect, LC/MS	\$ 150	\$ 150
New	1	EA	Screen Matrix	\$ 75	\$ 75
New	1	EA	Trip Charge, 1 per week	\$ 100	\$ 100
New	1	EA	Trip Charge (No samples picked up and no cancellation day prior to pick up)	\$ 200	\$ 200
Other Total:					\$ 716

Celina Beckham, B.S.

EXPERIENCE

Associate Toxicologist, Bio-Tox Laboratories, January 2023 – Present

- Performs complex drug confirmations on human biological samples using Liquid Chromatography-Tandem Mass Spectrometry (LC/MS/MS)
- Conducts and reviews screening examinations of human biological samples using LC/MS/MS to determine the presence of drugs
- Performs electrolytes and glucose analysis on vitreous humor specimens using an i-Stat 1 analyzer
- Reviews Headspace Gas Chromatography with Flame Ionization Detection (GC-FID) ethanol and volatile results for ante-mortem and postmortem specimens
- Provides expert opinions on an individual's impairment for the purposes of driving
- Prepares and reviews final reports, evidence, and exhibits for court cases
- Prepares and reviews excel spreadsheets for quality control monitoring
- Participates in proposition 115 phone testimony
- Performs routine maintenance, troubleshooting, and calibration of laboratory instrumentation and software
- Participates in screening and confirmation testing of proficiency samples
- Monitors and orders laboratory consumable inventory including reagents, glassware, and columns
- Reviews relevant literature and case studies
- Attends continuing education workshops/seminars
- Operates under protocol compliant with the American Board of Forensic Toxicology (ABFT)

Lead Laboratory Technician, Bio-Tox Laboratories, August 2019 – January 2023

- Designed and executed a validation plan for the quantitative analysis of electrolytes in vitreous humor using an i-Stat 1 Analyzer
- Designed and executed a validation plan for the quantitative analysis of fluoride as dissolved preservative in whole blood samples using an ion-specific electrode
- Designed and executed a validation plan for the qualitative detection of buprenorphine, methadone, and tramadol in human blood and tissue samples by ELISA
- Performs liquid-liquid and solid phase extractions on ante-mortem and postmortem specimens for screening and confirmation testing
- Prepares calibrators and controls for use with LC/MS/MS systems
- Oversees and coordinates daily work duties among other laboratory technicians
- Trains new laboratory technicians

Laboratory Technician, Bio-Tox Laboratories, October 2018 – August 2019

- Conducts and reviews screening examinations of human biological samples using the enzyme-linked immunosorbent assay (ELISA) to determine the presence of drugs
- Processes and maintains accurate chain of custody for forensic specimens received from law enforcement agencies
- Prepares solvents, buffers, and mobile phases for use with LC/MS/MS systems
- Homogenizes tissue samples to test for the presence of drugs or alcohol
- Maintains accurate and precise records of all work performed for quality control documentation

EDUCATION

- M.S. Forensic Toxicology, University of Florida, 2020 – Present, GPA: 4.0
- B.S. Chemistry, University of California, Riverside, 2018, GPA: 3.5

INSTRUMENTS USED

- AB Sciex 3200 Q-Trap Mass Spectrometer
- Tecan Mini-Prep ELISA EVO75 analyzer including Tecan Washer and Tecan Reader
- SPEWare System 48 Extractor
- Cerex System 48 Sample Concentrator
- i-Stat 1 Analyzer
- Zymark Turbo Vap LV Evaporator
- Thermo Orion pH meter
- CAT X120 Mixer
- Thermo Scientific eVol Dispensing System with syringe

ANALYTICAL TECHNIQUES

- LC/MS/MS
- ELISA Immunoassay
- Solid Phase Extraction
- Liquid-Liquid Extraction

PROFESSIONAL ORGANIZATIONS

- California Association of Toxicologists (CAT), Associate Member (2021 – present)
- Society of Forensic Toxicologists (SOFT), Associate Member (2021 – present)

PROFESSIONAL COURSES

- The Center for Forensic Science Research and Education (CSFRE)
 - The Robert F. Borkenstein Course on Alcohol and Highway Safety: Testing Research and Litigation – Virtual. May 2021
 - A 30-hour course covering the most relevant and up to date information on the fundamentals of alcohol and its relationship to traffic safety and driver impairment.
 - The Robert F. Borkenstein Course on the Effects of Drugs on Human Performance and Behavior – Virtual. August 2021
 - A 36-hour course covering the most relevant and up-to-date information on the fundamentals of drugs and their relationship to traffic safety and driver impairment.

MEETINGS/WORKSHOPS ATTENDED

- California Association of Toxicologists (CAT)
 - Spring 2022 Virtual Meeting. May 11-12, 2022
 - Presentations of toxicology case studies, oral fluid projects, novel method validations, and OSAC updates.
- The Center for Forensic Science Research and Education (CSFRE)
 - Online Forensic Symposium: Current Trends in Forensic Toxicology. June 8-12, 2020

- A symposium for recognized forensic toxicology experts to present their recent research and discuss current trends in the field.
- International Association for Chemical Testing (IACT)
 - Online Alcohol Calculation Extrapolation Workshop. April 14, 2020
 - Topics: Forensic alcohol pharmacokinetics, use of Widmark and other alcohol estimation formulas, retrograde extrapolation, and estimation principles applied to actual cases.
- Other
 - Forensic Insights into the Mechanisms of Antidepressants, Dr. Lionel Raymon Webinar. January 27, 2023
 - Dr. Raymon discusses and reviews neuroanatomical circuitry and key brain areas involved in mood regulation to explore what makes a CNS drug an antidepressant.

ADDITIONAL TRAINING

- National Highway Traffic Safety Administration (NHTSA) Standardized Field Sobriety Test (SFST) Course with Wet Lab. Murrieta, CA. March 16-18, 2022
 - A comprehensive course designed to increase the student's ability to detect impairment in drivers. Topics: NHTSA Studies, General Deterrence, Physiology, Vehicle Code Review, Detection as a Three-Phase Process, Processing the Arrested Subject, Courtroom Testimony, SFST Instruction & Proficiency Testing, and Report Writing
- National Highway Traffic Safety Administration (NHTSA) Advanced Roadside Impaired Driving Enforcement (ARIDE) Course. Murrieta, CA. December 5-6, 2022.
 - A course that trains the student to understand the signs of impairment related to drugs, alcohol, or a combination of both. Topics: SFST Review, the Seven Major Drug Categories, Signs and Symptomology, Physiology of Drugs, Drug Combinations, Courtroom Testimony, and Report Writing

RELEVANT ACADEMIC COURSES

General Chemistry with lab, Organic Chemistry, Inorganic Chemistry, Quantum Chemistry, Advanced Physical Chemistry with Lab, General Physics with lab, Cellular & Molecular Biology with lab, Biochemistry, Calculus, Multivariable Calculus, Differential Equations, Quantitative Analysis, Instrumental Methods, Advanced Structural and Synthetic Methods, Laboratory QA/QC, Principles of Forensic Science, Forensic Toxicology I, Forensic Toxicology II, General Toxicology, Drug Biotransformations and Molecular Mechanisms of Toxicity, Applied Statistics for Data Analysis, Toxic Substances, Introduction to Forensic Medicine, Principles of Mammalian Pharmacology

THE REGENTS OF THE

University of California

ON THE NOMINATION OF THE FACULTY OF THE
COLLEGE OF NATURAL AND AGRICULTURAL SCIENCES
HAVE CONFERRED UPON

CELINA ANDREA BECKHAM

THE DEGREE OF BACHELOR OF SCIENCE
WITH A MAJOR IN CHEMISTRY (PURE CHEMISTRY)
WITH ALL THE RIGHTS AND PRIVILEGES THERETO PERTAINING

GIVEN AT RIVERSIDE
THIS FIFTEENTH DAY OF JUNE IN THE YEAR
TWO THOUSAND AND EIGHTEEN

Edmund S. Brown, Jr.
GOVERNOR OF CALIFORNIA AND
PRESIDENT OF THE REGENTS

Just A. S. ...
PRESIDENT OF THE UNIVERSITY



[Signature]
CHANCELLOR AT RIVERSIDE

[Signature]
DEAN OF THE COLLEGE

EXPERIENCE

Bio-Tox Laboratories Riverside, CA 2010-Present

Laboratory Director March 2015-Present

- Performs toxicological evaluations, assessments and analysis on biological specimens.
- Establishes procedures and oversees the collection, security, analysis and integrity of physical evidence.
- Develops and maintains compliance for laboratory accreditation, quality assurance and safety programs and follows all state and federal regulations.
- Assists with hiring and oversees the technical training of laboratory personnel as well as training for court appearances and presentations.
- Establishes laboratory standards, internal and external quality assurance programs to ensure standards are met and maintained.
- Monitors work loads and ensures that laboratory tasks are completed in a timely and cost effective manner.
- Supervises Laboratory Technicians and Forensic Toxicologists
- Assists corporate officers in the development of departmental budget; makes proposals and justification for budgetary actions.
- Consults with law enforcement officers, attorneys, experts and others on the solution of problems involving the analysis and evaluation of evidence.
- Appears in court as an expert witness in civil or criminal cases as to laboratory/scientific issues, theory, technique and/or results of examinations performed.
- Served as Assistant Laboratory Director from December 2013 to February 2015

Toxicologist/Quality Assurance Manager 2010-December 2013

- Performs drug screening and LC/MS/MS drug quantitation for evaluation of human performance and post-mortem samples
- State of California Forensic Alcohol Supervisor qualified to perform forensic alcohol analyses
- Testifies in court as an expert witness to analyses performed as well as the impairing effects of alcohol and/or drugs on human performance
- Responsible for the Quality Assurance program, including writing standard operating procedures (SOP's) for laboratory protocols and test methods
- Responsible for external proficiency testing program monitoring
- Responsible for maintaining ABFT Accreditation compliance
- Oversees the implementation and enforcement of laboratory safety

GAR Laboratories, Inc. Riverside, CA 2003-2010

Analytical Chemist, Quality Control

- Responsible for analytical testing on incoming active pharmaceutical ingredient raw materials, bulk and finished good products, utilizing wet chemistry and chromatography techniques.
- Responsible for writing Standard Operating Procedures pertaining to analytical methods and protocols in the laboratory, following FDA and cGMP guidelines.
- *Method Validation Coordinator:* responsible for the development and validation of nine HPLC analytical methods for the assay of sunscreen products.
- *Equipment Maintenance and Calibration Coordinator:* responsible for ensuring current maintenance and calibration of all company equipment.

Kolmar Laboratories Corona, CA 2002-2003

Chemist, Quality Control

- Responsible for analytical testing on incoming raw materials.
- Evaluated, approved and released raw materials for batching.

University of Rhode Island Kingston, RI 2001-2002

Chemistry Department Teaching Assistant

- Taught General Chemistry I and II laboratory courses.
- Ensured safe and accurate laboratory practices.

Oxnard Pharmacy Warwick, RI 2000-2002

Pharmacy Technician

- Accepted and dispensed customer prescriptions

Microbac Laboratories, Inc. Corona, CA 2000-2000

Laboratory Technician, Metals Analyst

- Prepared and tested water and soil samples for the presence of metals.
- Experienced in AA Spectrophotometric and wet chemistry techniques.

EDUCATION

University of Florida Gainesville, FL 2011-2012

Forensic Toxicology

- Graduate Certificate, 2012
- GPA: 3.86

University of Florida Gainesville, FL 2006-2007

Forensic Science

- M.S. Pharmacy, Forensic Science Track, 2007
- GPA: 4.00

University of Rhode Island Kingston, RI 2000-2002

Applied Pharmaceutical Sciences

- Master's coursework in Pharmaceutical Sciences, with a specialization in Personal Care Product formulation
- GPA: 3.55

University of LaVerne LaVerne, CA 1997-2000; 2005

Chemistry

- B.A. Chemistry, 2005
- Received the Edmund Jaeger Science Scholarship for scientific achievement in Physics and Analytical Chemistry, 1998.
- Graduated with departmental honors.
- Institution GPA: 3.28 Overall GPA: 3.41

Chaffey College Rancho Cucamonga, CA 1993-1997

Chemistry

- Transferred to the University of LaVerne
- GPA: 3.48

CERTIFICATION AND QUALIFICATION

- American Board of Forensic Toxicology (ABFT) Certification, Diplomate-Forensic Toxicology November 2014-present
- Title 17 State of California Forensic Alcohol Supervisor May 2012-present
- Title 17 State of California Forensic Alcohol Analyst July 2010-2012

SKILLS

Software: Proficient in Microsoft Excel, Word, PowerPoint, AB Sciex Analyst, TotalChrom Navigator, ProPalette Optiview software, Shimadzu Class-VP 7.0 Chromatography software, Thermo Electron Omnic FT-IR software and Agilent OpenLAB CDS ChemStation.

Instrument experience: Perkin Elmer AA Spectrophotometer, Gretag MacBeth ColorEye 7000A Colorimeter, Perkin Elmer Spectrum BX FT-IR, Karl Fischer Titrator, Shimadzu LC-10AT_{VP} HPLC, Shimadzu Nexera XR LC-20AD_{XR} HPLC, Shimadzu GC17-A Gas Chromatograph, Perkin Elmer Clarus 500 Gas Chromatograph with Turbomatrix Headspace Sampler, Agilent 7890B Gas Chromatograph with 7697A Headspace Autosampler, Tecan MiniPrep 75 ELISA system, Applied Biosystems/Sciex Model API 2000 and 3200 Q-Trap Mass Spectrometer, Genesys 10 UV-VIS Spectrophotometer, Mettler Toledo Auto-Titrator, Thermo Nicolet Avatar 330 FT-IR, pH meters, centrifuges and viscometers.

Relevant Coursework: General Chemistry I and II, Organic Chemistry I and II, Quantitative Analysis, Analytical Chemistry II, Physical Chemistry I and II, General Biology I and II, Biochemistry, Physics I and II, Calculus I and II, Statistical Methods in Research, Electron Microscopy, Forensic Toxicology I and II, General Toxicology, Toxic Substances, Drug Biotransformation and Molecular Mechanisms of Toxicity, Principles of Forensic Science, Laboratory Quality Assurance/Control, Scientific Evidence and Statistics, Biological Evidence and Serology, Forensic Anthropology I, Forensic Medicine I, Forensic Analysis of DNA, Blood Spatter and Distribution

ADDITIONAL TRAINING

- 03/2022: Murrieta Police Department Standardized Field Sobriety Test (SFST) Course Wet Lab, Drinking Volunteer, Murrieta, CA
- 06/2021: Riverside Police Department Standardized Field Sobriety Test (SFST) Course Wet Lab, Drinking Volunteer, Riverside, CA
- 08/2018: Corona Police Department DUI Checkpoint Corona, CA
- 06/2017: Corona Police Department DRE Ride Along Corona, CA
- 05/2017: Riverside County Sheriff, Moreno Valley DUI Checkpoint Observation
- 04/2017: CHP/NHTSA Advanced Roadside Impaired Driver Enforcement (ARIDE) Course, Riverside, CA
- 04/2017: CHP/NHTSA Driving Under the Influence and Standardized Field Sobriety Testing (SFST) Course, Riverside, CA
- 12/2016: Riverside Police Department Standardized Field Sobriety Test (SFST) Course Wet Lab, Drinking Volunteer, Riverside, CA
- 05/2016: Corona Police Department DRE Ride Along Corona, CA
- 02/2016: Riverside County Sheriff, Moreno Valley DUI Checkpoint Observation

06/2015: Riverside Police Department Standardized Field Sobriety Test (SFST) Course Wet Lab, Drinking Volunteer, Riverside, CA
05/2015: Riverside County Sheriff Ride Along, Moreno Valley, CA
05/2014: Riverside County Sheriff DRE Ride Along Moreno Valley, CA
03/2014: CHP ARIDE Wet Lab, Drinking Volunteer, Riverside, CA
10/2011: Los Angeles Police Department Alcohol Study: Absorption of Bolus Doses of Alcohol on an Empty Stomach (Wet Lab)
10/2011: Redlands, CA Police Department DUI Checkpoint Observation
10/2010: Riverside County Sheriff DRE Ride Along Perris, CA

PROFESSIONAL MEMBERSHIPS

California Association of Toxicologists (CAT), Full Member

- CAT Officer: Secretary of Membership, November 2020-present
- CAT Officer: Member-At-Large, South, November 2018-2020
- Member and Outreach and Social Media Committee Chairperson 2015-2019

Society of Forensic Toxicologists (SOFT), Full Member

International Association for Chemical Testing (IACT), Associate Member

ADDITIONAL INFORMATION

- American Board of Forensic Toxicology (ABFT) Laboratory Inspector: August 2017, September 2018, August 2019, November 2020, September 2021, October 2022
- Qualified as an expert witness for drug and alcohol analysis and interpretation in San Bernardino, Riverside, Kern and San Diego County. 414 total testimonies as of November 2022

MEETINGS/SEMINARS

California Association of Toxicologists (CAT)

- "Outside the Tox Box" December 2023 Costa Mesa, CA
- "Virtual Spring Meeting" May 2022
- "Challenges in Forensic Toxicology Workshop" November 2019 Oxnard, CA
- "Interpretation, Identification, Implementation" November 2018 Bakersfield, CA
- "The Future Looks Green" May 2017 San Diego, CA
- "Current Challenges in Toxicology" November 2016 Indian Wells, CA: **Meeting Host**
- "Prescription Drugs: Through the Looking Glass" November 2015 Irvine, CA
- "Z-Drugs Workshop and General Session" May 2015 San Francisco, CA
- "Alcohol and Performance/Postmortem Toxicology" with Wet Lab October 2014 San Diego, CA
- "Toxicologists with a Common Goal/Pediatric Toxicology" Joint meeting with SAT September 2013 Las Vegas, NV
- "Drug Effects on Psychomotor Performance" May 2013 San Francisco, CA
- "Behind the Scenes of High Profile Toxicology Cases" November 2012 Glendale, CA
- "All Things Cannabis" May 2012 San Jose, CA
- "Forensic Alcohol" November 2011 Glendale, CA
- "Under the Influence of Drug(s), Says Who?" November 2010 Anaheim, CA
- "Sleep and Driving Under the Influence Workshop" May 2010 Sacramento, CA

Society of Forensic Toxicologists (SOFT)

- SOFT Workshops October 2015 Atlanta, GA
- SOFT Workshops and Seminar October 2014 Grand Rapids, MI
- SOFT Workshops with Wet Lab October 2013 Orlando, FL
- SOFT Workshops July 2012 Boston, MA
- SOFT/TIAFT Joint Meeting with Workshops September 2011 San Francisco, CA

Other

- Forensic Insight Into the Mechanisms of Antidepressants, Dr. Lionel Raymon Webinar, January 2023
- Robert F. Borkenstein Course on Alcohol and Highway Safety (Virtual), May 2021
- International Association for Chemical Testing (IACT) Alcohol Concentration Extrapolation Workshop (Virtual), April 2021
- Center for Forensic Science Research and Education (CFSRE) Symposium on Current Trends in Forensic Toxicology, Virtual Learning February 2021
- Mass Spectrometry Applications to the Clinical Lab (MSACL) Workshop, Practical LC/MS Maintenance and Troubleshooting, February 2016 Palm Springs, CA
- National Association of Medical Examiners (NAME) Annual Meeting and Exhibits, October 2015 Charlotte, North Carolina
- Postmortem Interpretive Toxicology, The Center for Forensic Science Research and Education, January 2015 Philadelphia, PA
- Chemistry of Death, American Chemical Society (ACS) Webinar, October 2014
- Fundamentals of Immunoassay Testing used in Toxicology, RTI International Webinar, August 2014
- Fundamentals of Sample Preparation Used in Toxicology, RTI International Webinar, August 2014
- International Association for Chemical Testing (IACT) Workshops April 2014, Newport Beach, CA
- Fundamentals of High Performance Liquid Chromatography, Waters Corporation Webinar, March 2014
- Agilent Tips and Tricks of HPLC and GC, February 2014 Garden Grove, CA
- Robert F. Borkenstein Course on The Effects of Drugs on Human Performance and Behavior, November 2013 Sacramento, CA
- California Criminalistics Institute Forensic Alcohol Interpretation Course T108 with Wet Lab, March 2012 Newport Beach, CA
- American College of Medical Toxicology (ACMT) Seminars In Forensic Toxicology: Ethanol and Marijuana December 2010 San Francisco, CA
- Shimadzu Fundamentals of HPLC and GC Training, Columbia, MD March 2003

PUBLICATIONS

- A.Council (author), K.Fossler (editor), E.Crabtree (contributor), *California Drug Matrix 2015*, Retrieved from California District Attorney's Association website at <https://www.cdaa.org/publications/free-publications>

PRESENTATIONS

- Riverside County District Attorney's Office DUID Basics Training "Toxicologists: Our Role in DUID Cases" Riverside, CA August 2017
- California Association of Toxicologists (CAT) "DUID or not DUID? Case Study Interpretation", Indian Wells, CA November, 2016
- International Association of Chiefs of Police (IACP) "Determining Drug Impairment and Involvement in Fatal and Serious Crashes" Discussion Panel. San Diego, CA October 2016
- Coachella Valley Association of Governments Public Safety Committee "Marijuana DUI Testing" Palm Desert, CA June 2016

Updated 01/30/2023

University of La Verne

*The Board of Trustees
upon recommendation of its Faculty confer upon*

Erin Omieczynski

the Degree of

**Bachelor of Arts
Chemistry**

*with all the Rights, Privileges and Honors thereto pertaining
Given at La Verne, California, this Thirty-first day of January, Two Thousand and Six*

Benjamin C. Harris
Benjamin C. Harris
Chairman, Board of Trustees



Stephen C. Morgan
Stephen C. Morgan
President of the University

KRISTEN STEWARD, M.S. D-ABFT-FT

EXPERIENCE

Forensic Toxicologist, Bio-Tox Laboratories, February 2015 – present

- Performs complex LC/MS/MS drug confirmations on all drugs within the laboratory
- Analyzes screen/confirmations results
- Prepares reports, evidence, and exhibits for court cases
- Monitors inventory, Orders supplies at appropriate intervals
- Proposition 115 phone testimony
- Provides expert witness statements/court testimony
- Attends continuing education workshops/seminars
- Reviews final reports
- Performs postmortem alcohol analysis
- Prepares drug calibrators and controls for use with the LC/MS/MS systems
- Monitors and maintains all calibrator and control verifications for use within the laboratory
- Oversees the implementation and enforcement of laboratory safety as Safety Manager
- Served as Associate Toxicologist from December 2013 – February 2015

Forensic Technician, Bio-Tox Laboratories, November 2009 – November 2013

- Processes forensic evidence
- Conducts screening examinations of biological samples to determine presence of drugs
- Analyzes screen results
- Prepares reports, evidence, and exhibits for court cases
- Calibrates and maintains laboratory equipment and software
- Monitors inventory, Orders supplies at appropriate intervals
- Homogenizes tissue samples for testing the presence of drugs or alcohol
- Proposition 115 phone testimony
- Performs some complex LC/MS/MS drug confirmations
- Extraction of biological samples and chemicals for analytical procedures
- Provides expert witness statements/court testimony
- Attends continuing education workshops/seminars

EDUCATION

- M.S. Forensic Toxicology, University of Florida, 2012-2015 GPA: 4.0
- B.S. Biology, University of California, Riverside, 2008 GPA: 3.6

CERTIFICATION AND QUALIFICATION

- American Board of Forensic Toxicology (ABFT) Certification – Diplomate - Forensic Toxicology, November 2017.
- Title 17 State of California Forensic Alcohol Analyst – September 2014 - Present

ADDITIONAL TRAINING

- 03/2022: Murrieta Police Department Standardized Field Sobriety Test (SFST) Course Wet Lab, Dispensed bolus doses of alcohol on drinking volunteers, Murrieta, CA
- 06/2021: Riverside Police Department Standardized Field Sobriety Test (SFST) Course Wet Lab, Drinking Volunteer, Riverside, CA
- 5/2017: Moreno Valley, CA Police Department DUI Checkpoint Observation
- 12/2016: CHP/NHTSA - Standardized Field Sobriety Tests (SFST), December 2016, Riverside, CA
- 5/2016: Moreno Valley, CA Police Department DUI Checkpoint Observation
- 6/2016: CHP/NHTSA -Advanced Roadside Impaired Driver Enforcement (ARIDE)
- 5/2015: Moreno Valley, CA Police Department Ride-Along with a Drug Recognition Expert
- 3/2014: CHP ARIDE Wet lab, Field Sobriety Test observation, Riverside, CA
- 10/2011: Redlands, CA Police Department DUI Checkpoint Observation
- 10/2011: Los Angeles Police Department Alcohol Study: Absorption of Bolus Doses of Alcohol on an Empty Stomach (wet lab)

INSTRUMENTS USED

- Radox Evidence Analyzer
- Tecan Mini-Prep 75 analyzer including Tecan Washer and Tecan Reader
- Tecan Freedom EVO 75
- SPEWare System 48 Extractor
- Cerex System 48 Sample Extractor
- Zymark Turbo Vap LV Evaporator
- Thermo Orion 320 pH meter
- AB Sciex API 2000 / 3200 Q-Trap Mass Spectrometer
- Shimadzu 10ADVP HPLC
- Shimadzu 20ADXR HPLC
- Agilent Technologies 7697A Headspace Sampler
- Agilent Technologies 7890B GC System

ANALYTICAL TECHNIQUES

- ELISA Immunoassay
- Solid Phase Extraction
- Liquid-Liquid Extraction
- Chemiluminescence Immunoassay
- LC/MS/MS
- Headspace GC-FID

MEETINGS/ WORKSHOPS ATTENDED

- California Association of Toxicologists (CAT)
 - Outside the Tox Box, November 2022, Costa Mesa, CA
 - CAT Virtual Spring Meeting 2022, May 2022
 - Challenges in Forensic Toxicology Workshop, November 2019, Oxnard, CA
 - Biggest Bang: Interpretation, Identification, Improvement, November 2018, Bakersfield, CA
 - The Future Looks Green, May 2017, San Diego, CA
 - Current Challenges in Toxicology, November 2016, Indian Wells, CA **Meeting Host**
 - Prescription Drugs: Through the Looking Glass, November 2015, Irvine, CA
 - Z-Drug Workshop/CAT General Session, May 2015, San Francisco, CA
 - Alcohol and Performance/Postmortem Toxicology, November 2014, San Diego, CA
 - Toxicologists with a Common Goal/Pediatric Toxicology, September 2013, Las Vegas, NV
 - Drug Effects on Psychomotor Performance, May 2013, San Francisco, CA
 - High Profile Investigations, November 2012, Glendale, CA
 - Forensic Alcohol, November 2011, Glendale, CA
 - Driving Under the Influence of Drugs, November 2010, Anaheim, CA
- Society of Forensic Toxicologists (SOFT)
 - Alcohol and Drugs of Abuse Affecting the Central Nervous System: Pharmacology, Toxicology, and Impairment, August 2016, Dayton, OH
- Mass Spectrometry: Applications to the Clinical Lab (MSACL)
 - Practical LC-MS Maintenance and Troubleshooting, February 2016, Palm Springs, CA
- The Center for Forensic Science Research and Education
 - The Robert F. Borkestein Course on Alcohol and Highway Safety: Testing, Research and Litigation, May 2021
 - Online Forensic Symposium: Current Trends in Forensic Toxicology, June 8-12, 2020
 - The Robert F. Borkestein Course on the Effects of Drugs on Human Performance and Behavior, October 2017, Austin, TX
- International Association for Chemical Testing
 - Alcohol Concentration Extrapolation Workshop, April 14, 2021
- Other
 - 1/2023: Forensic Insights into the Mechanisms of Antidepressants. Presented by Dr. Lionel Raymon
 - 5/2019: Cannabis and Driving: Untangling a Complex Problem. UCI Center for the Study of Cannabis, Irvine, CA
 - 4/2017: Driving Under the Influence of Drugs Expert Testimony Workshop, Orange County Crime Lab and California Office of Traffic Safety, Orange County, CA
 - 12/2019: Driving High, the Emerging DUI, Association of Public Health Laboratories webinar
 - 6/2019: Kratom Abuse is on the Rise: The Next Chapter in the Opioid Crisis, Pat Pizzo – RTI International Webinar

- 01/2016: LC-MSMS Troubleshooting Series 001, The Association for Mass Spectrometry: Applications to the Clinical Lab, 4-part webinar
- 10/2014: Chemistry of Death, American Chemical Society (ACS) Webinar
- 8/2014: Fundamentals of Immunoassay Testing used in Toxicology, RTI International Webinar
- 8/2014: Fundamentals of Sample Preparation used in Toxicology, RTI International Webinar
- 3/2014: Fundamentals of High Performance Liquid Chromatography, Waters Corporation Webinar
- 11/2013: Forensic Aspects of Alcohol in Civil and Criminal Cases, Part 4: Scientific and Legal Issues of Impairment of Driving Ability Due to Alcohol, Justice Rick Libman and James Wigmore
- 07/2012: Introduction to LC-MS and LC/MS/MS, Separation Science

• ***PROFESSIONAL MEMBERSHIPS***

- California Association of Toxicologists (CAT), Full Member
 - Quality Assurance – Committee Chair
 - Driving Under the Influence of Drugs and Alcohol– Committee Member
- Society of Forensic Toxicologists (SOFT), Full Member

PRESENTATIONS

- Got Meth? A Statistical Evaluation of Methamphetamine Levels in Southern California – California Association of Toxicologists, Indian Wells, CA. November 2016

ADDITIONAL INFORMATION

- Qualified as an expert witness for drug analysis in San Bernardino, Riverside, Kern, and San Diego counties – 216 testimonies as of January 2023

RELEVANT COURSES

Three quarters of General Chemistry with lab; three quarters of General Biology with lab; three quarters of Organic Chemistry with lab; three quarters of General Physics with lab, Biochemistry, Analytical Chemistry, Genetics, Soil Science, Microbiology, Molecular Biology, Statistical Computing, Forensic Toxicology I, Forensic Toxicology II, General Toxicology, Toxic Substances, Laboratory Quality Assurance/Control, Forensic Medicine I, Drug Biotransformations and Molecular Mechanisms of Toxicology, Mammalian Pharmacology, Quantitative Analysis

THE REGENTS OF THE


University of California

ON THE NOMINATION OF THE FACULTY OF THE
COLLEGE OF NATURAL AND AGRICULTURAL SCIENCES
HAVE CONFERRED UPON

KRISTEN MARIE SIMESTER

THE DEGREE OF BACHELOR OF SCIENCE
WITH A MAJOR IN BIOLOGY
WITH ALL THE RIGHTS AND PRIVILEGES THERETO PERTAINING

GIVEN AT RIVERSIDE
THIS THIRTEENTH DAY OF DECEMBER IN THE YEAR
TWO THOUSAND AND EIGHT


GOVERNOR OF CALIFORNIA AND
PRESIDENT OF THE REGENTS


PRESIDENT OF THE UNIVERSITY




CHANCELLOR AT RIVERSIDE


DEAN OF THE COLLEGE

The University of Florida

has conferred on

Kristen Marie Steward

the degree

Master of Science

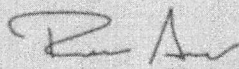
and all the rights and privileges thereunto appertaining.

In Witness Whereof, this diploma, duly signed, has been issued
and the seal of the University affixed.

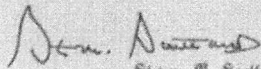
Issued by the Board of Trustees upon recommendation of the Faculty of

The Graduate School

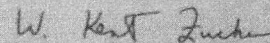
at Gainesville, this twenty-second day of December, 2015.



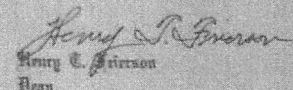
Rick Scott
Governor



Steven A. Scott
Chairman Board of Trustees



W. Kent Zucke
President



Henry C. Erickson
Dean

OLA BAWARDI, M.S.

EXPERIENCE

Forensic Toxicologist, Bio-Tox Laboratories, May 2005 - present

- Screen and confirm blood, urine, and tissue samples for toxic substances using immunoassay and LC/MS/MS
- Participate in drug and alcohol proficiency programs
- Analyze samples for ethanol using GC-FID
- Calibrate and maintain laboratory equipment
- Process data, prepare reports
- Interpret results to attorneys, law enforcement officers, and the courts
- Present toxicology data at Coroner's Review meetings to determine cause of death
- Testify in court as an expert witness in civil or criminal cases
- Provide in-service training to incoming lab technicians/ toxicologists

Graduate Student Researcher/Teaching Assistant, University of California Riverside, July 2003-December 2005

- Participate in on-going research in a laboratory setting
- Identification of pesticide metabolites using HPLC
- Animal Exposures
- Train/Supervise undergraduate students in laboratory practices
- Lead discussions
- Proctor exams
- Grade assignments/ exams

Lab Assistant, University of California Riverside, June 2001-July 2003

- Work with HPLC, Rotary Evaporator and Sonic Dismembrator
- Identification of pesticide metabolites using HPLC
- Fish Tissue Extractions/Sediment Extractions
- Sample Preparation/ Processing for analysis
- Perform dissections on various fish
- Assist in entering/organizing data on computer
- Purchase chemicals and equipment/ order waste pick-ups

Internship (Temporary Student Trainee), Food and Drug Administration (Washington, D.C.) January-March 2002

- Performed PCR (Polymerase Chain Reactions)
- Purified DNA
- Ran PFGE (Pulse Field Gel Electrophoresis)
- General Research

EDUCATION

- M.S. Environmental Science, University of California Riverside, 2005
- B.S. Environmental Science, Toxicology track, University of California Riverside, 2002

QUALIFICATIONS

- Forensic Alcohol Supervisor, CA Dept of Health Services, 2009-present
- Forensic Alcohol Analyst, CA Dept of Health Services, 2007-2009

INSTRUMENTS USED

- Hitachi 914 Analyzer
- Shimadzu and Applied Bio-Systems LC/MS-MS systems
- Perkin Elmer GC-FID Headspace system
- Radox Evidence Analyzer
- TECAN Analyzer

ANALYTICAL TECHNIQUES

- HPLC, LC/MS-MS, GC-FID, Immunoassay
- Solid Phase Extraction, Liquid-liquid extraction
- Animal handling and dosing

MEETINGS/ WORKSHOPS ATTENDED

- California Association of Toxicologists (CAT)
 - June, 2005 Anaheim, CA
 - January, 2006 San Diego, CA
 - November, 2006 Palm Springs, CA
 - March, 2007 Redondo Beach, CA
 - June, 2007 Phoenix, AZ
 - March, 2008 Redondo Beach, CA
 - January, 2009 San Francisco, CA
 - May, 2010 Sacramento, CA
 - November, 2010 Anaheim, CA
 - November, 2011 Glendale, CA
 - May, 2012 San Jose, CA
 - November, 2012 Glendale, CA
 - May, 2013 San Francisco, CA
 - September, 2013 Las Vegas, NV
 - November 2014, San Diego, CA
 - November 2015, Irvine, CA
 - November 2016, Indian Wells, CA (hosted)
 - May 2017, San Diego, CA
 - May 2022, Virtual Meeting
 - December 2022, Costa Mesa, CA
- The International Association of Forensic Toxicologists (TIAFT)
 - August, 2007 Seattle, WA
- The American College of Medical Toxicology
 - Ethanol and Marijuana Workshop, November 2009
 - Ethanol and Marijuana Workshop, December 2010
- The Society of Forensic Toxicologists (SOFT)
 - October, 2008 Phoenix, AZ
 - October, 2014 Grand Rapids, MI
 - January, 2018 Boca Raton, FL (joint meeting with TIAFT)
- INSIT Intelligence- Drug Impairment Program
 - Cannabis Impaired Driving Workshop, April, 2012 Palm Desert, CA
- International Association for Chemical Testing (IACT)
 - April, 2014 Newport Beach, CA

PROFESSIONAL COURSES

- Mini Drug Abuse Recognition Class (CNOA), Irvine, CA, September 2006
- Mass Spectrometry Training, Applied Bio-Systems, Foster City, CA, March 2006
- Robert F. Borckenstein Course on the Effects of Drugs and Human Performance and Behavior, September 2015, Tempe, AZ
- Agilent Tips and Tricks for HPLC and GC, February 2014, Garden Grove, CA
- Fundamentals of Sample Preparation Used in Toxicology, RTI International Webinar, August 2014
- Fundamentals of Immunoassay Testing used in Toxicology, RTI Int. Webinar, August 2014
- Mass Spectrometry: Applications to the Clinical Lab Webinar Series, January 2016
- Cannabis and Driving Workshop (UC Irvine-Center for the Study of Cannabis), May 2019, Irvine, CA
- Kratom Abuse Is On The Rise: The Next Chapter in the Opioid Crisis, RTI Int. Webinar, June, 2019
- Driving High, The Emerging DUI, Association of Public Health Laboratories Webinar, November, 2019
- CFSRE-Current Trends in Forensic Toxicology Webinar, June 8th-June 12th, 2020
- Robert F. Borckenstein Course on Alcohol and Highway Safety: Testing, Research, and Litigation-Online, May 2021

ADDITIONAL TRAINING

- LAPD Alcohol Study/Wet lab, Oct 2011
- CHP/ARIDE Wet lab, March 2014
- CHP ARIDE (Advanced Roadside Impaired Driving Enforcement) Workshop, June 2016
- CHP SFST (Standardized Field Sobriety) Course, March 2017
- Ride Along (Murrieta PD), June 2017
- Ride Along (Corona PD), June 2019
- DUI Checkpoint (Riverside PD), 2008
- DUI Checkpoint (RSO Moreno Valley), May 2016
- DUI Checkpoint (Corona), August 2019

RELEVANT COURSES

General Chemistry with lab, General Biology with lab, Organic Chemistry with lab, Biochemistry, General Physics, Intro Toxicology, Risk Assessment, Intro Genetics, Intro Soil Science with lab, Intro Atmospheric Science, Intro Water, Aquatic Microbiology, Quantitative Analysis, Optical Spectroscopy, Instrumental Analysis, Intro Ecotoxicology, Intro Statistical Computing, Adv Instrumental Analysis

PUBLICATIONS

- "Impacts of hypersaline water on the biotransformation and toxicity of fenthion on rainbow trout (*Oncorhynchus mykiss*), striped bass (*Morone saxatilis* X *Morone chrysops*) and tilapia (*Oreochromis mossambicus*)" O. Bawardi, J. Rimoldi, D. Schlenk; *Pesticide Biochemistry and Physiology* vol. 88 (2007) p. 321-327.
- "Pesticides and PCB's in sediments and fish from the Salton Sea, California, USA." Yelena Sapozhnikova, Ola Bawardi, and Daniel Schlenk; *Chemosphere* vol. 55 (2004) p. 797-809

- “Evaluation of Wetland Tertiary Wastewater Treatments for Estrogenicity Using *In Vivo* and *In Vitro* Assays” L. Xie, Y. Sapozhnikova, O. Bawardi, D. Schlenk; *Arch. Environ. Contam. Toxicol.* vol. 48 (2004) p. 81-86
- “Biochemical effects of petroleum exposure in hornyhead turbot exposed to a gradient of sediments collected from a natural petroleum seep in CA, USA” Luke A. Roy, Scott Steinert, Steve Bay, Darrin Greenstein, Yelena Sapozhnikova, Ola Bawardi, Ira Leifer, Daniel Schlenk; *Aquatic Toxicology* vol. 65 (2003) p.159-169

POSTERS & PRESENTATIONS

- O. Bawardi, B. Furnes, J. Rimoldi, D. Schlenk. “Enantiomeric Sulfoxidation of the Organophosphate Pesticide Fenthion in Fish.” *Poster presented at the 2005 American Chemical Society Meeting, San Diego, CA.*
- Challenges in DUID Cases Discussion Panel- Fall CAT Meeting, November, 2016 Indian Wells, CA

HONORS

- Won Insook Yoo Scholarship Recipient (98-01)

ORGANIZATIONS

- California Association of Toxicologists (2006-present) Member and University Liason Committee member
- Society of Forensic Toxicologists (2008-present)
- International Association for Chemical Testing (2014-present)
- American Chemical Society (2003- 2008)
- Society of Environmental Toxicology and Chemistry-National (2003-2008)
- Southern Cal-Regional Society of Environmental Toxicology and Chemistry (2003-2008)
- Society of Toxicology (2005-2006)

TESTIMONY

- Superior Courts in Riverside, San Diego, San Bernardino Counties, Los Angeles, and Kern Counties
- Testified, as of March 2023, approximately 663 times

THE REGENTS OF THE

University of California

ON THE NOMINATION OF THE FACULTY OF THE
COLLEGE OF NATURAL AND AGRICULTURAL SCIENCES
HAVE CONFERRED UPON

OLA T. BAWARDI

THE DEGREE OF BACHELOR OF SCIENCE
WITH A MAJOR IN ENVIRONMENTAL SCIENCES
WITH ALL THE RIGHTS AND PRIVILEGES THERETO PERTAINING

GIVEN AT RIVERSIDE

THIS FOURTEENTH DAY OF JUNE IN THE YEAR
TWO THOUSAND AND TWO



D. H. Hwan
ACTING CHANCELLOR AT RIVERSIDE

Steven R. Angle
DEAN OF THE COLLEGE

Gray Davis
GOVERNOR OF CALIFORNIA AND
PRESIDENT OF THE REGENTS

Richard C. Atkinson
PRESIDENT OF THE UNIVERSITY

THE REGENTS OF THE

University of California

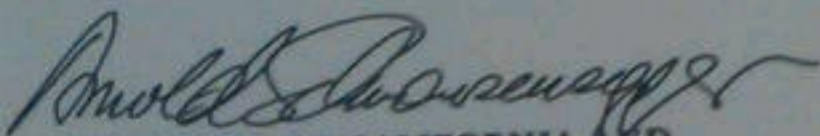
ON THE NOMINATION OF THE
COUNCIL OF THE GRADUATE DIVISION, RIVERSIDE
HAVE CONFERRED UPON

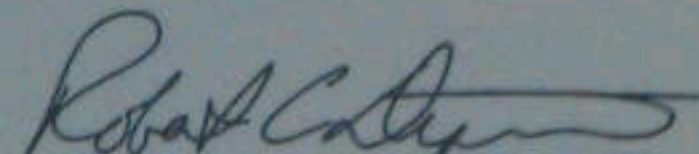
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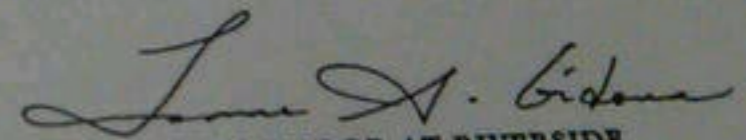
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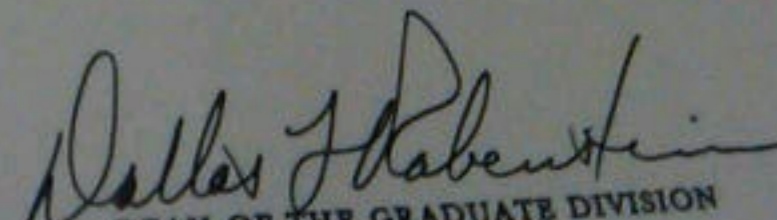
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PRESIDENT OF THE REGENTS


PRESIDENT OF THE UNIVERSITY




CHANCELLOR AT RIVERSIDE


DEAN OF THE GRADUATE DIVISION
AT RIVERSIDE

The University of Florida

has conferred on

Erin Lee Crabtree

the degree

Master of Science in Pharmacy

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In Witness Whereof, this diploma, duly signed, has been issued

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Issued by the Board of Trustees upon recommendation of the Faculty of


The Graduate School

at Gainesville, this eighteenth day of December, 2007.


Governor


Chairman, Board of Trustees




President


Dean

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Charlie Crist
Governor

Norma J. May
Chairman, Board of Trustees



J. Brent Maden
President

Henry T. Brinson
Dean