

CITY COUNCIL MEMORANDUM

FROM: The Office of the City Manager **DATE:** May 17, 2023
SUBJECT: Award non-exclusive contracts to Armstrong Forensic Laboratory Inc., and National Medical Services Inc., to perform narcotic related forensic testing for the Police Department in accordance with RFP 23-014 in the collective amount not to exceed \$112,000 annually.
PRESENTER: Mike Young, Assistant Chief of Police

SUMMARY:

This item serves to award non-exclusive contracts to Armstrong Forensic Laboratory Inc., and National Medical Services Inc., for RFP 23-014 Forensic Laboratory Services for the Police Department in the collective amount not to exceed \$112,000 annually.

GENERAL DESCRIPTION:

Each budget year, Council appropriates funds for narcotic related forensic testing. The North Richland Hills Police Department has previously utilized the forensic laboratory services of Armstrong Forensic Laboratory Inc., and National Medical Services Inc., (NMS). The use of forensic laboratories is a necessary component to criminal investigations for the prosecution of offenses involving narcotic possession and impairment.

The City's request for proposal was advertised beginning on March 15, 2023. A bid opening was conducted on April 5, 2023, to which the city received two bids. The two bid proposals were:

- Armstrong Forensic Laboratory, Inc.
- National Medical Services, Inc. (NMS)

Armstrong Forensic Laboratory, Inc., and National Medical Services, Inc., both have excellent resumes and provide forensic laboratory services to several law enforcement departments throughout the state. Armstrong Laboratory will be used primarily for all narcotic related forensic laboratory testing. National Medical Services will be used if the department experiences any backlog with Armstrong or when there is a need for driving under the influence of drugs (DUID) blood panel testing, which Armstrong does not perform.



This item is to award two non-exclusive one-year contracts, with four additional options to renew for one-year each. Provided that funds are appropriated in the City's annual budget and the terms and conditions of the contracts do not change, the remaining renewals will not require additional City Council approval.

RECOMMENDATION:

Award non-exclusive contracts to Armstrong Forensic Laboratory Inc., and National Medical Services Inc., (NMS) to perform narcotic related forensic testing for the Police Department in accordance with RFP 23-014 in the collective amount not to exceed \$112,000 annually.