

AGENDA ITEM 42

Consider authorizing advertising and setting date to receive bids for crushing rock material for Unified Road and Bridge System.

Moved: **Judge Doerfler**

Seconded: **Commissioner Hays**

Motion: To authorize advertising and to set date to receive bids for crushing rock material for Unified Road and Bridge System for May 23, 2002, at 2:00 p.m. in the County Auditor's office.

Vote: **5 - 0**

AGENDA ITEM 43

Consider authorizing advertising and setting date to receive bids for bullet trap/target system for Williamson County Shooting Range.

Moved: **Commissioner Hays**

Seconded: **Commissioner Limmer**

Motion: To authorize advertising and to set date to receive bids for bullet trap/target system for Williamson County Shooting Range for May 23, 2002, at 3:30 p.m. in the County Auditor's office.

Vote: **5 - 0**

AGENDA ITEM 44

Discuss and take appropriate action on proposals received for Williamson County drug testing.

Proposals were received from the following:

Alpha Omega Testing

Assessnet

On Site Services

Moved: **Commissioner Limmer**

Seconded: **Commissioner Boatright**

Motion: To award the bid for Williamson County drug testing to On Site Services.

Vote: **5 - 0**

< Attachment >


WILLIAMSON COUNTY PROPOSAL FORM**WILLIAMSON COUNTY DRUG TESTING**

PROPOSAL NUMBER: 02WC803

PROPOSAL OPENING DATE & TIME: MARCH 19, 2002 - 2:00 PM

CONTRACT PERIOD: DATE OF AWARD THRU SEPTEMBER 30, 2002

The undersigned, by his/her signature, represents that he/she is authorized to bind the proposer to fully comply with the terms and conditions of the attached Request for Proposal, and Specifications for the amount(s) shown on the accompanying Proposal sheet(s). By signing below, you have read the entire document and agreed to the terms therein.

NAME OF PROPOSER: On Site ServicesMailing Address: 8711 Burnet Rd. A-6City: Austin State: TX Zip: 78757Email Address: onsite.services@worldnet.att.netTelephone: (512) 407-8111 Fax: (512) 407-8222
Signature of Person Authorized to Sign Proposal Date of Proposal: 3-19-02Name and Title of Signer: Drew R. Schmitt (owner)
(Please Print or Type)**PLEASE COMPLETE THE FOLLOWING:**Prompt Payment Discount: 0 % 0 days. (If no discount is offered, Net 30 will apply.)☐ "all or none" basis. (Will accept award of "all" items only. If left blank, low item will apply.)☒ low item basis. (Will accept award on "any or all" items.)

List Additional Limitations if applicable: _____

DO NOT SIGN OR SUBMIT THIS FORM
WITHOUT READING ENTIRE DOCUMENT

THIS FORM MUST BE COMPLETED, SIGNED AND RETURNED WITH BID

WILLIAMSON COUNTY
PROPOSAL SPECIFICATIONS/PROPOSAL SHEETS
DRUG TESTING

DOT AND NON-DOT DRUG AND ALCOHOL COLLECTION AND TEST SERVICES

PROPOSAL #: 02WC803 PROPOSAL OPENING DATE & TIME: MARCH 19, 2002 – 2:00 PM

CONTRACT PERIOD: DATE OF AWARD THRU SEPTEMBER 30, 2002

The Williamson County Commissioner's Court will accept sealed Proposals for a clinic to perform drug and alcohol collection and testing services for Williamson County in accordance with the attached specifications:

1. Proposals will be accepted for collection and testing services to be performed in proposer's clinic and on County premises.
2. Proposer will state the addresses of all clinic locations available for collection and testing services and the hours of operation for each.
3. Proposer agrees that clinic complies with the following statement:

Company does not discriminate on the basis of race, color, national origin, sex, religion, age, and disability in employment or the provision of services.
4. Attach a blank copy of Company's contract.
5. It is anticipated that the approximate number of test samples to be collected for both DOT and Non-DOT will be 325 drug/alcohol tests per year.

COMPANY SERVICE

The Company will collect urine and/or breath alcohol specimens of County employees and applicants for testing by the Company's designated Laboratory.

1. The Company will use custody forms, urine collection supplies, on-site mobile breath alcohol testing equipment, shipping/mailling containers, and security seals provided by the Company's designated testing laboratory for use in the collection of specimens.
2. The Company will conduct its collection of specimens in compliance with the policies and procedures set out by the County and the rules and regulations mandated by the Department of Transportation (DOT).
3. Only generally accepted scientific practices will be used regarding all specimens, tests, and laboratory practices.

4. The Company will provide personnel trained in proper collection procedures for use in collection specimens for the County.
5. The Company will complete all forms, seal specimens, and transfer specimens with said forms to the Company's designated testing laboratory for testing. Forms will be completed in compliance with the policies and procedures set out by the County.
6. The Company will maintain a data base of County employees subject to random testing. A computer generated random selection list will be provided to the County of those employees requiring testing.
7. The Company guarantees specimens will be transferred under provision 7 of this proposal within eight (8) hours from the time of collection to the Company's designated testing laboratory. Pending such transfer, specimens will be securely stored in accordance with instructions from the Company's testing laboratory.
8. The Company will provide ample storage space for collection supplies and custody forms and will maintain the necessary supplies/forms by contacting the Company's designated testing laboratory for replacements.
9. The Company will notify the County of negative test results within twenty-four (24) hours of sample collection.
10. The Company will notify the County of positive test results as soon as possible, but no later than two hundred sixteen (216) hours following sample collection. The two hundred sixteen (216) hours are defined as ninety-six (96) hours following sample collection and one hundred twenty (120) hours or five (5) days for the Medical Review Officer to have a consultation with the positive donor.
11. The Company will maintain a log to record specimens collected and an organized filing system for storage of collection site copy of custody form and other records. A copy of the custody/collection form will be sent to the County monthly with the invoice as a record of the service performed.
12. The Company will invoice the County on a monthly basis for all specimens collected during the month. The Non-DOT charges will be billed separately from the DOT charges on the invoice. A copy of the custody/collection form for each specimen collected that month must be attached to the invoice.
13. The company will provide the County with a written report for each specimen collected during that month. The Non-DOT testing/results will be reported separately from the DOT testing/results. The report will also provide the social security number of the County employee/applicant and the date they were tested.
14. The company will provide the County with a written summary year to date report on a quarterly basis. This summary report must provide statistics for each type of test and overall statistics.
15. The Company will provide personnel to testify and assist the County in litigation relating to collection and chain of custody under this proposal in any litigation that involves its substance abuse testing procedures or the results of its testing. All testimony will be provided to the County at no additional cost.

16. The Company understands that the County and its employees have a substantial interest in the substance testing and its results, whether negative or positive, remaining CONFIDENTIAL. As a result, the Company will not reveal any information of any sort relating to the substance testing of Williamson County employees/applicants to any person or entity except as provided by this section. This prohibition includes, but is not limited to, whether a substance test was performed on any particular potential, current, or former employee. Further, the Company will not permit its agents or employees to reveal this information other than in conformity with this section. The Company will reveal the name and all information, including results/conditions of any test performed under this proposal when any of the following conditions are met:
- a. State or federal law requires that this information be revealed and failure to do so is a criminal offense. In this event, the information may be revealed only to the extent required by law.
 - b. On request of the Associate Director of Human Resources or in the Associate Director's absence the Health and Safety Specialist. Under this provision, the information may only be revealed to the specified individuals or agents thereof who are designated in writing by the Associate Director of Human Resources. The information may be provided over the telephone to such designated individuals. It may also be provided in letter form, CONFIDENTIAL fax transmission, or verbally in a CONFIDENTIAL setting.
 - c. When a test under this contract is positive for substance abuse, the Company will reveal the information in conformity with the preceding section.
 - d. In court proceedings or administrative hearings where the tests performed are directly in issue.
 - e. In CONFIDENCE, authorized personnel of both the collection company and the Company's designated testing laboratory, if separate entities, may discuss all matters relating to the drug test or testing program when necessary to effectuate the purposes of this proposal.
17. The Company will provide over-the-telephone consultation to the County at no additional costs. This service is to be available between the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday.
18. The Company will provide twenty-four (24) hour collection service to the County, seven (7) days per week. Collection of specimens after regular office hours, weekends, and holidays will be on an on-call basis. The on-call service must be accomplished within four (4) hours after the initial request is made for specimen collection. A twenty-four (24) hour pager/beeper system will be used with a code number given to the County to request after-hours, weekend, or holiday collections. The Company agrees to meet at their location or a location specified by the County for after-hours, weekends, or holiday collections for the purpose of collecting samples in conjunction with Williamson County's substance abuse policy regarding bodily injury or accidents involving County employees.
19. The Company will provide specimen collection services at a facility which is readily accessible to all individuals, regardless of disability.

20. The Company will take all reasonable steps to ensure that Williamson County employees/applicants are given the same consideration as any other patient. Staff members will complete the testing procedures as expeditiously as possible without causing any undue waiting period for County employees/applicants while other walk-in traffic or patients are given preferential treatment.
21. The Company will use a consent form provided by the County for each employee tested. This consent form will be returned to the Health and Safety Specialist immediately for the files in that department.
22. The Company will take reasonable efforts to ensure a proper specimen is submitted and to ensure the accuracy of the tests. These efforts will include, but not be limited to, the following provisions:
 - a. The person tested will present photo identification or other verifiable identification.
 - b. The privacy of the individual giving the specimen will be respected as much as possible within the confines of the testing process.
 - c. The Company will provide a secured area or temporary storage for employee/applicant's personal belongings while specimen is being collected.
 - d. The Company will secure the toilet/collection area by checking the area prior to each specimen collection and will eliminate any adulterating substances and will ensure that no substitute specimens are hidden in area.
 - e. Immediately after the specimen is given, the technician will take the temperature of said specimen. The temperature must be between 90.0 degrees and 100.0 degrees. Said temperature will be recorded on the custody form. If the temperature is outside of these ranges, the specimen will be rejected and another requested. Approximately 85 Non-DOT specimens will be split and will be sent to two (2) different laboratories simultaneously to verify results.
 - f. Prior to labeling and sealing the technician will not leave the specimen unattended nor will the specimen be out of the technician's full view.
 - g. Where possible, the specimen container will be sealed by the person providing the specimen.
 - h. The person tested will certify that the specimen came from his or her body at the time the specimen was actually provided.

23. The Company will indemnify, defend, and hold Williamson County, its agents, officers, and employees harmless for all reasonable expenses and any amounts for which the said parties are or may be liable arising from:
- Incorrectly performed collection of specimens.
 - Failure to preserve the specimen collected as required by this proposal.
 - Any failure of the Company to act in conformity with this proposal.
 - Where the identity or test results of an employee are disclosed by the Company, its agents, or its employees other than in conformity with this agreement.
24. In order to meet its obligations under provision 19 of this proposal, the Company agrees to purchase and maintain liability insurance covering all of its activities under the terms of this proposal. Such insurance will be in the amount of \$1,000,000.00 per occurrence and in the aggregate annually. Williamson County will be named as an additional insured under the terms of the policy.
25. To ensure the integrity of the testing and collection process, the Company agrees to screen its employees for the presence of drugs and alcohol prior to their employment and at random intervals.
26. This proposal is for professional services and cannot be assigned by the Company, in whole or in part, without the County's written consent.
27. The Company covenants that it will take all necessary actions to ensure that no discrimination occurs in the treatment or employment of any individual or individuals on the basis of race, color, religion, national origin, age, sex, or disability.
28. The obligation of the parties to this agreement are in Williamson County, Texas. If legal action is necessary to enforce the same, exclusive venue will lie in Williamson County, Texas.
29. This signed proposal once approved and awarded by the Williamson County Commissioner's Court will become the contract and will become effective on the day of award. The initial period of the contract will be from the date of award through September 30, 2002. At the end of this period, the Williamson County Commissioner's Court reserves the right to extend this contract, by mutual agreement of both parties, as it deems to be in the best interest of the county. This extension will be in twelve (12) month increments for up to an additional twenty-four (24) months, with the terms and conditions remaining the same; and with a price escalation at renewal time each year of no more than the consumer price index for that year. The total period of this contract, including all extensions will not exceed a maximum combined period of thirty-six (36) months. The extension of this contract is contingent on the appropriation of necessary funds by Commissioner's Court for the fiscal year in question. Upon the failure of Commissioner's Court to so appropriate in any year, the Company may elect to terminate this agreement, with no additional liability to the County. The County and the Company agree that termination will be the Companies sole remedy under this circumstance.
30. The County and the Company may cancel this agreement upon giving the other party thirty (30) days advance notice in writing.

31. Any notice or communication required in the administration of this proposal/contract will be sent to the County as follows:
- Associate Director of Human Resources
Lisa R. Zirkle
710 Main Street - Suite 304
Georgetown, Texas 78626
512/943-1534
32. Provide the name, title, address, and telephone number of the contact person from the Laboratory that will be designated to receive any notice or communication required in the administration of this proposal/contract.

COMPANY'S DESIGNATED LABORATORY

The Laboratory will test urine specimens of County employees and applicants.

1. The Laboratory will maintain its license/certification as a NIDA certified drug testing laboratory.
2. The Laboratory will provide the Company with Chain of Custody forms, urine collection supplies, shipping/mailling containers, temperature strips and security seals to be used by the Company for use in the collection of specimens.
3. The Laboratory will test each specimen in accordance with the attached Appendix A.
4. The Laboratory will conduct its testing of specimens in compliance with the policies and procedures set out by the County.
5. Only generally accepted scientific practices will be used regarding all specimens, tests, and laboratory practices. Where a question emerges as to what is generally accepted, scientific treatises and DOT regulations will control.
6. The Laboratory will confirm all positive specimens by Gas Chromatography/Mass Spectrometry. Upon a verified positive specimen, a medical review should be performed by a licensed physician Medical Review Officer and said physician should maintain all medical records as required by law.
7. The Laboratory will store all positive specimens for one year and one day. Specimens will be stored for longer periods of time if requested by the County.

8. The Laboratory will provide expert testimony in any litigation that involves its drug testing procedures or the results of its testing. All testimony will be provided to the County at no additional cost.
9. The Laboratory understands that the County and its employees have a substantial interest in the substance testing and its results, whether negative or positive, remaining CONFIDENTIAL. As a result, the Laboratory will not reveal any information of any sort relating to the substance testing of Williamson County employees/applicants to any person except as provided by this section. This prohibition includes, but is not limited to, whether a substance test was performed on any particular potential, current, or former employee. Further, the Laboratory will not permit its agents or employees to reveal this information other than in conformity with this section. The Laboratory will reveal the name and all information, including results/conditions of any tests performed when any of the following conditions are met:
 - a. State or federal law requires that this information be revealed and failure to do so is a criminal offense. In this event, the information maybe revealed only to the extent required by law.
 - b. On request of the Associate Director of Human Resources or in the Associate Director's absence, the Health and Safety Specialist. Under this provision, the information may only be revealed to the specified individuals or agents thereof who are designed in writing by the Associate Director of Human Resources. The information may be provided over the telephone to such designated individuals. It may also be provided in letter form, CONFIDENTIAL fax transmission, or verbally in a CONFIDENTIAL setting.
 - c. When a test under this contract is positive for substance abuse, the Laboratory will reveal the information in conformity with the preceding section.
 - d. In court proceedings or administrative hearings where the tests performed are directly in issue.
 - e. In CONFIDENCE, authorized personnel of both the collection company and the County's designated testing laboratory, if separate entities, may discuss all matters relating to the drug test or testing program when necessary to effectuate the purposes of this proposal.
10. The Laboratory will provide over-the-telephone consultation to the County at no additional costs. This service is to be available between the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday.
11. The Laboratory will provide specimen testing services at a facility which is readily accessible to all individuals, regardless of disability.
12. The Laboratory will indemnify, defend, and hold Williamson County, its agents, officers, and employees harmless for all reasonable expenses and any amounts for which the said parties are or may be liable arising from:

- a. Incorrectly performed drug tests resulting in the termination of an employee.
 - b. Failure to preserve the specimen tested as required by this proposal.
 - c. Any failure of the Laboratory to act in conformity with this proposal.
 - d. Where the identity or test results of an employee are disclosed by the Laboratory, its agents, or its employees other than in conformity with this proposal.
13. In order to meet its obligations under provision 14 of this proposal, the Laboratory agrees to purchase and maintain liability insurance covering all of its activities under the terms of this proposal. Such insurance will be in the amount of \$1,000,000.00 per occurrence and in the aggregate annually. Williamson County will be named as an additional insured under the terms of the policy.
14. To ensure the integrity of the testing process, the Laboratory agrees to screen its employees for the presence of drugs and alcohol prior to their employment and at random intervals.
15. This proposal is for professional services and cannot be assigned by the Laboratory, in whole or in part, without the County's written consent.
16. The laboratory covenants that it will take all necessary actions to ensure that no discrimination occurs in the treatment or employment of any individual or individuals on the basis of race, color, religion, national origin, age, sex, or disability.
17. The obligation of the parties to this proposal are in Williamson County, Texas. If legal action is necessary to enforce the same, exclusive venue will lie in Williamson County, Texas.
18. This signed proposal once approved and awarded by the Williamson County Commissioner's Court will become the contract and will become effective on the day of award. The initial period of the contract will be from the date of award through September 30, 2002. At the end of this period, the Williamson County Commissioner's Court reserves the right to extend this contract, by mutual agreement of both parties, as it deems to be in the best interest of the county. This extension will be in twelve (12) month increments for up to an additional twenty-four (24) months, with the terms and conditions remaining the same; and with a price escalation at renewal time each year of no more than the consumer price index for that year. The total period of this contract, including all extensions will not exceed a maximum combined period of thirty-six (36) months. The extension of this contract is contingent on the appropriation of necessary funds by Commissioner's Court for the fiscal year in question. Upon the failure of Commissioners Court to so appropriate in any year, the Company may elect to terminate this agreement, with no additional liability to the County. The County and the Company agree that termination will be the Companies sole remedy under this circumstance.
19. The County and the Company may cancel this agreement upon giving the other party thirty (30) days advance notice in writing.

20. Any notice or communication required in the administration of this proposal/contract will be sent to the County as follows:

Associate Director of Human Resources
Lisa R. Zirkle
710 Main Street - Suite 304
Georgetown, Texas 78626
512/943-1534

21. Provide the name, title, address, and telephone number of the contact person from the Laboratory that will be designated to receive any notice or communication required in the administration of this proposal/contract.

APPENDIX A

DOT

SUBSTANCE ABUSE MENTAL HEALTH SERVICES ADMINISTRATION
(SAMSHA)

DRUG TESTING PANEL

Drug or Drug Class	Screening Method	Screening Level*	Confirmation Method	Confirmation Level**
Amphetamines Amphetamine Methamphetamine	EMIT	1,000 ng/ml	GC/MS GC/MS	500 ng/ml 500 ng/ml
Cannabinoids Delta-9-Carboxy THC (Marijuana)	EMIT	50 ng/ml	GC/MS	15 ng/ml
Cocaine Metabolites Benzoyllecgonine	EMIT	300 ng/ml	GC/MS	150 ng/ml
Opiates Metabolites + Morphine Codeine + 25 ng/ml if immunoassay specific for free morphine	EMIT	2000 ng/ml	GC/MS GC/MS	2000 ng/ml 2000 ng/ml
Phencyclidine PCP	EMIT	25 ng/ml	GC/MS	25 ng/ml
EMIT = Enzyme Multiplied Immunoassay Techniques GC/MS = Gas Chromatography/Mass Spectrometry ng/ml = nanograms/milliliter				

- * The EMIT screening level refers to the concentration of the specific member of the drug class used to calibrate and define the minimum positive screening test.
- ** The GC/MS confirmation level is the minimum level of drug that will be reported as positive

NON-DOT**SUBSTANCE ABUSE PANEL 9**

Drug or Drug Class	Screening Method	Screening Level*	Confirmation Method	Confirmation Level**
Amphetamines Amphetamine Methamphetamine	EMIT	1,000 ng/ml	GC/MS GC/MS	500 ng/ml 500 ng/ml
Cannabinoids Delta-9-Carboxy THC (Marijuana)	EMIT	50 ng/ml	GC/MS	15 ng/ml
Cocaine Metabolite Benzoylecgonine	EMIT	300 ng/ml	GC/MS	150 ng/ml
Barbiturates	EMIT	300 ng/ml	GC/MS	300 ng/ml
Benzodiazepines	EMIT	300 ng/ml	GC/MS	300 ng/ml
Methadone	EMIT	300 ng/ml	GC/MS	300 ng/ml
Propoxyphene	EMIT	300 ng/ml	GC/MS	300 ng/ml
Opiates Morphine Codeine	EMIT	2000 ng/ml	GC/MS GC/MS	2000 ng/ml 2000 ng/ml
Phencyclidine PCP	EMIT	25 ng/ml	GC/MS	25 ng/ml
EMIT = Enzyme Multiplied Immunoassay Techniques GC/MS = Gas Chromatography/Mass Spectrometry ng/ml = nanograms/milliliter				

* The EMIT screening level refers to the concentration of the specific member of the drug class used to calibrate and define the minimum positive screening test.

** The GC/MS confirmation level is the minimum level of drug that will be reported as positive

DRUG TESTING PROPOSAL SHEET

DOT AND NON-DOT DRUG & ALCOHOL COLLECTION & TESTING SERVICES

DOT Drug Screen Collection/Testing Services In Proposer's Clinic	
Cost for Urine Sample	\$ 35. ⁰⁰
Cost for Breath Alcohol Testing	\$ 20. ⁰⁰
Cost for after hours collection/testing services-additional charge	\$ 25. ⁰⁰ to 150. ⁰⁰ <i>depends on time, date location</i>
DOT Drug Screen Collection/Testing Services On County Premises	
Cost for Urine Sample	\$ 35. ⁰⁰
Cost for Breath Alcohol Testing	\$ 20. ⁰⁰
Cost for after hours collection/testing services-additional charge	\$ 25. ⁰⁰ to 150. ⁰⁰ <i>depends on time, date location</i>
NON-DOT Drug Screen Collection/Testing Services In Proposer's Clinic	
Cost for Urine Sample	\$ 25. ⁰⁰
Cost for Breath Alcohol Testing	\$ 20. ⁰⁰
Cost for after hours collection/testing services-additional charge	\$ 25. ⁰⁰ to 150. ⁰⁰ <i>depends on date, time location</i>
NON-DOT Drug Screen Collection/Testing Services On County Premises	
Cost for Urine Sample	\$ 35. ⁰⁰
Cost for Breath Alcohol Testing	\$ 20. ⁰⁰
Cost for after hours collection/testing services-additional charge	\$ 25. ⁰⁰ to 150. ⁰⁰ <i>depends on Time Date location</i>

ONSITE CLINIC LOCATIONS

Onsite Services

8711 Burnet Road Suite A-6

Austin, Texas 78757

Hours: 8:00am to 5:00pm

Monday thru Friday

Onsite Services

4303 Victory Drive Suite: 300

Austin, Texas 78704

Hours: 8:00am to 5:00pm

Monday thru Friday

Georgetown Family Medical Center

1231 Leander Road

Georgetown, Texas 78628

Hours: 8:00am to 7:00pm (Monday thru Friday)

Hours: 10:00am to 2:00pm (Saturday)

COMPANY'S DESIGNATED LABORATORY

**Clinical Reference Laboratory
8433 Quivira
Lenexa, Kansas 66215
1-800-445-6917
Perry Selfridge**

**Tyler Freeman M.D.
4455-A Morris Park Dr.
Charlotte, North Carolina 28227
1-800-643-0770**

ONSITE SERVICES CLIENT REFERENCE LIST

- **Georgetown I.S.D**
Contact: Wanda Smith
Address: 2311 N. Austin Ave. Georgetown, Tx. 78626
Phone: 512-819-0390

 - **Capitol Aggregates**
Contact: Paul Scheel
Address: PO Box 6230 Austin, Tx. 78762
Phone: 512-385-3211

 - **Round Rock I.S.D.**
Contact: Dan Roberts
Address: 921 Luther Peterson Place Round Rock, Tx. 78664
Phone: 512-428-2450
-

One Tower Square, Hartford, Connecticut 06183

TravelersPropertyCasualty
A Member of Travelers Group **COMMON POLICY DECLARATIONS**
OFFICE PAC
BUSINESS: OFFICE**POLICY NUMBER:** IL-PACP-725H043A-TLC-02
ISSUE DATE: 02-04-02**1. NAMED INSURED AND MAILING ADDRESS:**ON SITE SERVICES
8711 BURNET ROAD, #A-6

AUSTIN TX 78757

2. POLICY PERIOD: From 03-16-02 to 03-16-03 12:01 A.M. Standard Time at the Location of Described Property.**3. LOCATIONS:**

PREM. NO.	BLDG. NO.	OCCUPANCY
01	01	OFFICE

ADDRESS
(same as Mailing Address unless specified otherwise)
8711 BURNET ROAD, #A-6
AUSTIN TX 78757

4. COVERAGE PARTS AND SUPPLEMENTS FORMING PART OF THIS POLICY AND INSURING COMPANIESCOVERAGE PARTS and SUPPLEMENTS
Businessowners Coverage Part**5. The COMPLETE POLICY** consists of this declarations and all other declarations, and the forms and endorsements for which symbol numbers are attached on a separate listing.**6. SUPPLEMENTAL POLICIES:** Each of the following is a separate policy containing its complete provisions.

POLICY	POLICY NUMBER
--------	---------------

DIRECT BILL

7. PREMIUM SUMMARY:

Provisional Premium	\$	962.00
Due at Inception	\$	
Due at Each	\$	

NAME AND ADDRESS OF AGENT OR BROKERVAN DYKE-RANKIN & CO INC SV355
P O BOX 1206
BRENHAM TX 77834-1206**COUNTERSIGNED BY:**_____
Authorized Representative

DATE: _____

TX M0 00 08 01 (Page 1 of 01)

004358 Office: ELMIRA NY SRV CTR DOWN

One Tower Square, Hartford, Connecticut 06183



BUSINESSOWNERS COVERAGE PART DECLARATIONS

OFFICE PAC
DELUXE PLAN

POLICY NO.: IL-PACP-725H043A-TLC-02
ISSUE DATE: 02-04-02

DECLARATIONS PERIOD: From 03-16-02 to 03-16-03 12:01 A.M. Standard Time at the location of Described Property.

FORM OF BUSINESS: CORPORATION

COVERAGES AND LIMITS OF INSURANCE: Insurance applies only to an item for which a "limit" or the word "INCLUDED" is shown.

BUSINESSOWNERS PROPERTY COVERAGE:

PREM. NO.	BLDG. NO.	PREM. NO.	BLDG. NO.
01	01		

BUILDINGS:

Limit of Insurance:	\$	\$
Loss Adjustment Basis:		
Inflation Guard:		
Exterior Building Glass Deductible:	\$	\$

BUSINESS PERSONAL PROPERTY:

Limit of Insurance:	\$	16,532	\$
Loss Adjustment Basis:		90% COINS.	
Inflation Guard:			
Exterior Building Glass:			
Exterior Building Glass Deductible:	\$		\$

BUSINESS INCOME: Limit-Actual loss up to 12 Consecutive Months

DEDUCTIBLE AMOUNT: Businessowners Property Coverage: \$ 250 Per Occurrence.

**COMMERCIAL GENERAL LIABILITY COVERAGE-
OCCURRENCE FORM**

LIMITS OF INSURANCE

General Aggregate (except Products-Completed Operations) Limit	\$ 2,000,000
Products-Completed Operations Aggregate Limit	\$ 2,000,000
Personal and Advertising Injury Limit	\$ EXCLUDED
Each Occurrence Limit	\$ 1,000,000
Fire Damage Limit (any one fire)	\$ 300,000
Medical Payments Limit (any one person)	\$ 5,000

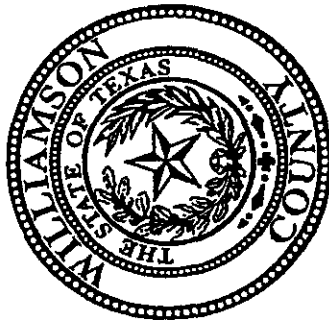
MORTGAGE HOLDER OR TRUSTEE-BUILDING COVERAGE ONLY:

(As interest may appear at time of loss) subject to the Mortgage Clause (without contribution) printed in this policy.

SPECIAL PROVISIONS:

TX M0 01 09 98

(Page 1 of 01)



**WILLIAMSON COUNTY AUDITOR'S OFFICE
PURCHASING DEPARTMENT
710 MAIN STREET - SUITE 303
GEORGETOWN, TEXAS 78626**

<http://www.williamson-county.org/Procurement>

**BID TABULATION
WILLIAMSON COUNTY DRUG TESTING**

PROPOSAL NUMBER: 02WC803 PROPOSAL OPENING DATE & TIME: MARCH 19, 2002 - 2:00 PM
CONTRACT PERIOD: DATE OF AWARD THRU SEPTEMBER 30, 2002

approved 4-30-02
John C. Davidson

AWARDED VENDOR: ON SITE SERVICES

DOT AND NON-DOT DRUG & ALCOHOL COLLECTION & TESTING SERVICES

	ON SITE SERVICES	ASSESSNET	ALPHA OMEGA TESTING
DOT Drug Screen Collection/Testing Services In Proposer's Clinic			
Cost for Urine Sample	\$35.00	\$27.50	\$45.00
Cost for Breath Alcohol Testing	\$20.00	\$14.75	\$20.00
Cost for after hours collection/testing services-additional charge	\$25.00-150.00**	\$35.00	\$25.00
DOT Drug Screen Collection/Testing Services On County Premises			
Cost for Urine Sample	\$35.00	\$28.75	\$45.00
Cost for Breath Alcohol Testing	\$20.00	\$15.75	\$20.00
Cost for after hours collection/testing services-additional charge	\$25.00-150.00**	\$35.00	\$50.00
NON-DOT Drug Screen Collection/Testing Services In Proposer's Clinic			
Cost for Urine Sample	\$25.00	\$12.00	\$35.00
Cost for Breath Alcohol Testing	\$20.00	\$10.00	\$20.00
Cost for after hours collection/testing services-additional charge	\$25.00-150.00**	\$35.00	\$25.00

NON-DOT Drug Screen Collection/Testing Services On County Premises			
Cost for Urine Sample	\$35.00	\$15.00	\$35.00
Cost for Breath Alcohol Testing	\$20.00	\$12.50	\$20.00
Cost for after hours collection/testing services-additional charge	\$25.00-150.00**	\$35.00	\$50.00

**Depends on time, date, and location

AGENDA ITEM 45

Consider authorizing advertising and setting date to receive bids for bridge replacement on County Roads 390, 406, and 427.

Moved: **Commissioner Limmer**

Seconded: **Commissioner Hays**

Motion: To authorize advertising and to set date to receive bids for bridge replacement on County Roads 390, 406 and 427 for May 22, 2002, at 2:00 p.m. in the Commissioners' Courtroom.

Vote: **5 - 0**

AGENDA ITEM 46

Consider authorizing advertising and setting date to receive bids for re-roofing of Central Texas Treatment Center in Granger.

Moved: **Commissioner Limmer**

Seconded: **Commissioner Boatright**

Motion: To authorize advertising and to set date to receive bids for re-roofing of Central Texas Treatment Center in Granger for May 22, 2002 at 3:30 p.m. in the Commissioners' Courtroom.

Vote: **5 - 0**

AGENDA ITEM 47

Consider authorizing advertising and setting date to receive bids for maintenance contract for highspeed printers.

Moved: **Judge Doerfler**

Seconded: **Commissioner Hays**

Motion: To authorize advertising and to set date to receive bids for maintenance contract for highspeed printers for May 21, 2002, at 2:00 p.m. in the County Auditor's office.

Vote: **5 - 0**

AGENDA ITEM 48

Consider declaring an emergency and approving a budget amendment to acknowledge additional expenditures for non departmental:

0100-0409-003312	Vertex	30,000.00
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Moved: **Commissioner Boatright**

Seconded: **Judge Doerfler**

Motion: To declare an emergency and to approve a budget amendment to acknowledge additional expenditures for non departmental:

0100-0409-003312	Vertex	30,000.00
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Vote: **5 - 0**

< Attachment >