



Jackson County Detention Center

Office of the Jackson County Sheriff
Sheriff Darryl Forté



TO: Barbara Casamento- Purchasing Administrator
CC: Diana Turner, Director JCDC
FROM: Deloris Wells, Deputy Director of Administration JCDC

Deloris Wells

SUBJECT: Recommendation Memo RFP 24-062 Pre-Employment Physical Examinations, Employee Drug and Alcohol Testing and Fitness for Duty

DATE: October 1, 2024

Ms. Casamento,

We have completed our review of proposal 24-062, for Pre-Employment Physical Examinations, Employee Drug & Alcohol Testing and Fitness for Duty. There were three panelists, Deloris Wells-Deputy Director of Administration, Carmen Hayes-Human Resources Manager and Karisa Faulkner, Budget Coordinator.

We recommend awarding the contract to Caduceus. Caduceus offers services that align with the needs of the organization. We believe this vendor offers reliable services with comprehensive testing options. All the vendors presented proposals that reflected years of experience along with state-of-the-art testing and locations near our facility, however, Caduceus offered the lowest and best pricing.

This service is critical to the day-to-day operations at the detention center and employee safety. We also rely on this service to determine if an associate is eligible for employment and fit for duty. We anticipate \$25,000 in annual spend with this company utilizing account: 001-2701-56712.