



## Christian County Commission

100 West Church St, Room 100  
Ozark, MO 65721

**SCHEDULED**

**MEETING ATTACHMENTS (ID # 5478)**

Meeting: 06/11/26 9:00 AM

Department: County Clerk

Category: Meeting Items

Prepared By: Eryn Flood

Initiator: Eryn Flood

Sponsors:

Doc ID: 5478

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## Meeting Attachments

### ATTACHMENTS:

- 1 - COVER SHEET- BUILING INSPECTIONS
- 2 - 11 JUNE 2026- BUILDING INSPECTIONS- RECOMMENDATION FEES
- 3 - COVER SHEET- DSI
- 4 - 11 JUNE 2026-DSI ORIGINAL PROPOSAL
- 5 - 11 JUNE 2026-DSI ORIGINAL CONTRACT SIGNATURE PAGE
- 6 - 11 JUNE 2026-DSI MEDICAL AWARD LETTER
- 7 - COVER SHEET- LIBRARY BOARD



## **Christian County Commission**

100 West Church St, Room 100

Ozark, MO 65721

### **Building Inspection Dept Fees**

Todd Wiesehan

Changes to permit fees as recommended by the Building Code Board. See attached report.

#### **ATTACHMENTS:**

Report

Requested by: toddw@christiancountymo.gov 2026-06-08 09:02



## **CHRISTIAN COUNTY** *Resource Management Department*

1106 W. Jackson St.  
Ozark, MO 65721

Telephone (417) 581-7242  
Fax (417) 581-4623

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June 11, 2026

### **REPORT TO THE COUNTY COMMISSION**

#### **Subject: Recommended Changes to Building Inspections Department Fee Schedule**

The County Commission in first and second-class counties under 64.170 RSMo is given authority to “establish a schedule of permit, license and inspection fees” for the Building Inspections Department.

The Christian County Building Code Board met on May 4, 2026, to review our current fee schedule. The Board noted increased cost of fuel, vehicle expense, technology and wages as factors which require that the Board take action in recommending changes to the permitting fee structure in order to properly fund the expense of permitting and inspection activities.

The last time our Building Inspections Department reviewed its fee structure and suggested changes to the County Commission was in 2022. At that time, we found that our fee structure was significantly behind/below what is charged by other nearby jurisdictions and at that time the Commission approved several increases to help close the gap. As you are aware, Christian County continues to be one of the fastest growing areas and the pace of construction associated with that growth has not slowed. Providing inspectors to travel throughout the County to properly perform the inspections required of the permits issued takes significantly more labor hours and equipment than our fee structure can continue to support.

For these reasons the Building Code Board is submitting to the County Commission the following recommendations for changes to the Building Inspections Department fee structure known as **Section II. Fees & Permits.**

What follows is an explanation of the recommended changes:

#### **Residential Permits**

In reviewing and comparing the fee structures of the Building Inspections Departments in our office, Ozark, Nixa and other counties, we found that each has unique features such as multipliers and impact fees which collectively contribute to the overall bottom line of total fees collected. In comparing the overall construction permitting cost for the same residential structure if it were built in either Ozark, Nixa or Christian County we found that the cost in Christian County is currently far less than our neighboring jurisdictions.

Our current structure is fairly simple with inspection fees based on calculating 35¢ per sq. ft. Because our fee calculation has few variables and we do not add on various impact fees the Board has recommended increasing the per sq. ft. charge to 50¢. The goal here was to make an adjustment

which is strong enough to correct our position versus multiple incremental increases which would continually leave the department behind.

For the sake of perspective – the amount charged for a permit only accounts for about one third of one percent (.00035) of these home values.

*Recommendation: Increase the current 35¢ per sq. ft. to 50¢*

### **Commercial Permits**

The fee schedule currently refers to the International Building Code Building Valuation Table published in August of 2012 as the basis for establishing construction value. This standard is obviously outdated and impacts the department's ability to charge appropriate fees which are based upon \$3.75 per \$1000 of construction value.

*Recommendation: Change all references to the IBC Building Valuation Table published in 2012 to 2024.*

### **Accessory Buildings**

This inspection fee is based upon the total square footage X 10¢. Regardless of size, our inspectors typically make multiple trips to the site wherever it may be in the County. The current minimum must be raised to cover the costs associated with making an onsite inspection.

*Recommendation: Increase the per square foot charge from 10¢ to 15¢.*

### **Manufactured Homes**

Our current Manufactured Home installation inspection fee is a flat \$100. We are requesting an increase to \$200. These permits typically require at least two inspection trips to sites in outlying areas. This change will aid in covering the labor, fuel and vehicle maintenance attributable to these permits.

*Recommendation: Change the fee for Manufactured Home installation inspection in item 12 from \$100 to \$200.*

### **Swimming Pools**

Swimming pool permits are more time consuming than one might expect. Multiple visits are often required in order to get homeowners and builders to comply with basic safety requirements intended to reduce injuries and fatalities to our youngest population.

We currently charge flat fees of \$60 for above grade residential pools and \$120 for below grade pools. These fees are comparatively less than neighboring communities. Increased fuel and labor costs justify an increase here to \$150 and \$300.

*Recommendation: Change the permit fee for Residential Pools in item 22 to read: Residential Pool permit fee shall be \$150.00 for pools above grade classification, and \$300.00 for pools below grade classification.*

## **Technology Fee**

The cost associated with software utilized to maintain all of the County's permitting and inspection records is significant. Our annual expense for this year was \$18,500. We took note that several communities have begun to include a "technology fee" with all new permits issued. The Board agreed that instituting a \$20 fee with each permit would help to better absorb this cost.

*Recommendation: Add technology fee as #3 on the list and renumber subsequent items accordingly. Item #3 should read as follows: A non-refundable \$20 technology fee shall be charged with each new permit application.*

## **Demo Permit Inspection Fee**

The current fee for a demo permit is \$50. These often require additional follow up to verify cleanup and decommissioning of utilities at the site. An increase to \$75 would be consistent with the fees charged by neighboring municipalities with much smaller geographic footprints to cover.

*Recommendation: Change Demolition permit inspection fee in item 13 (becoming #14) from \$50 to \$75.*

## **Solar Permit Inspection Fee**

The current cost for a solar panel installation permit is \$40 and has been charged as a simple electrical trade permit. In order to properly account for labor and fuel expenses we would like to establish a specific charge of \$75 for this type of permit.

*Recommendation: Add a new item #35 Solar Permit fee shall be \$75*

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In summary, the adoption of recommended fee structure changes for the Building Inspections Department would be expected to stabilize and fortify the departmental budget. These funds would be utilized to keep pace with the inflationary growth to the operational expenses for staffing, technology maintenance and equipment required to properly ensure that construction taking place within our jurisdiction meets the minimum life/safety standards our citizens deserve.

The Building Code Board respectfully requests that the County Commission approve and adopt these changes to become effective beginning July 2, 2026.

A copy of the fee structure with proposed changes is attached hereto as Exhibit "A".



Todd M. Wiesehan  
Director, Resource Management Department

## Exhibit "A"

### SECTION II. FEES & PERMITS

The following fee schedule shall be known as 'The Christian County Building Permit Inspections Fee Schedule'.

The fees for inspections and plan review services for all construction requiring permits within Christian County Missouri shall be in accordance with the following fee schedule:

1. All permits shall be charged a \$15.00 Filing Fee for each project.
2. All permits requiring plan review services shall be charged a plan review fee.
3. A non-refundable \$20 technology fee shall be charged with each new permit application.
4. Any work requiring a permit that has been started without first obtaining a permit, shall be rated at 1-1/2 times the normal permit inspection fee.
5. Addenda to currently permitted and active commercial projects shall be charged an addendum review fee.
6. Appeals. There shall be a fee paid for each appeal made to the Building Code Board of Appeals. An application to the Building Code Board of Appeals shall be \$250.00, non-refundable.
7. The International Building Code Building Valuation Data Table published in August of 2024 shall be used for purposes of establishing construction valuation for all new commercial and residential building projects.
8. The building valuation of all new commercial 'Shell Buildings' shall be calculated at 75% of valuation as established by the International Building Code Building Valuation Data Table published in August of 2024.
9. New residential building permit 'Building Inspection Fee' shall be: 50¢ per sq. ft. Square footage shall be calculated by combining sq. ft. of all floor levels under roof including unfinished basements and attached garages. Uncovered (no roof) attached decks and porches shall not be included in the square foot total.
10. Residential remodels, decks, and additions permit inspection fee shall be: 10¢ per square foot of area remodeled, deck, or addition area, with a minimum fee of \$25.00. The square footage total shall be calculated by including the area of all portions of the work to be performed, including raised decks and porches, covered or uncovered.
11. Residential plan review fee: \$35.00 flat fee.
12. Residential accessory structures inspection fee shall be: 15¢ per sq. ft., with a minimum fee of \$40.00
13. Manufactured Home installation inspection fee: \$200.00 flat fee.
14. Demolition permit inspection fee: \$75.00 flat fee.

15. New Commercial Building Permit inspection fee shall be: \$3.75 per \$1000.00 of construction value, with a \$25.00 minimum.
16. Commercial re-models, additions, tenant infill, or change of occupancy permit inspection fee shall be: \$3.75 per \$1000.00 of construction value. Construction value shall be set as 75% of valuation as established by the International Building Code Building Valuation Table published in August of 2024. All commercial re-model, addition, tenant infill, or change of occupancy permits not requiring the services of a design professional shall be: 35¢ per sq. of area remodeled, with a minimum fee of \$50.00.
17. Commercial Plan Review Fee for All Commercial Projects, shall be: 25% of Commercial Building Permit Inspection Fee, with a minimum required fee of \$35.00. When the billed third-party review expense exceeds 25% of the permit fee, the actual invoice amount will apply. In circumstances where changes to initially permitted plans require additional third-party review, a permit may be suspended until any additional review fees are paid.
18. Addendums. Plan review fee for addendums to active permitted commercial projects shall be: 5¢ per sq. ft. of affected area, with a minimum fee of \$35.00
19. Re-roof permit inspection fee. \$35.00 flat fee.
20. Sign permits. Whenever the Christian County Planning & Development Department requires a sign permit in accordance with the Christian County Planning & Zoning Regulations, such signs shall be subject to the provisions of the 2012 International Building Code, and the 2011 National Electric Code. The fee for sign permit inspections shall be: \$25.00 for the first \$1,000.00 in construction costs, plus an additional \$4.25 per \$1,000.00 of additional construction costs above the first \$1,000.00, with a minimum fee of \$25.00
21. Sign permit plan review fee shall be: \$35.00 flat fee.
22. Re-inspection fees. A re-inspection fee shall be charged after the initial reinspection, (3rd inspection) when the following occurs:
  - A. Work not ready for inspection after second scheduled attempt.
  - B. Re-inspecting previously inspected work that has not been corrected.
  - C. Job site not accessible after second scheduled attempt.

*Re-inspection fee: \$150.00 flat fee.* No further inspections shall be performed until the appropriate re-inspection fees have been paid.
23. Residential Pool permit fee shall be \$150.00 for pools above grade classification, and \$300.00 for pools below grade classification.
24. Commercial Pool Permit fee shall be \$180.00 plus each trade (\$40.00)
25. Permit Renewal fee shall be 50% of the original permit plus a \$15 filing fee.

26. Water Heater change out fee shall be \$40.00
27. Furnace change-out fee shall be \$40.00
28. Electrical Lines or Service Panel fee shall be \$40.00
29. Gas Permit fee shall be \$40.00
30. Water Lines or Water Service fee shall be \$40.00
31. Sewer Line fee shall be \$40.00
32. Waste Lines fee shall be \$40.00
33. HVAC System fee shall be \$40.00
34. Fire suppression systems fee shall be \$175.00 which will include a \$35.00 plan review and a \$100.00 fee for modifications to existing systems.
35. Solar installation permit fee shall be \$75

## Building Valuation Data – AUGUST 2024

Square Foot Construction Costs <sup>a, b, c</sup>

Group (2024 International Building Code)	IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
A-1 Assembly, theaters, with stage	333.98	322.10	312.59	300.28	280.58	272.46	290.01	261.47	251.46
A-1 Assembly, theaters, without stage	306.63	294.75	285.24	272.92	253.47	245.34	262.66	234.35	224.35
A-2 Assembly, nightclubs	264.07	256.33	248.28	238.82	223.69	217.61	230.62	203.42	195.71
A-2 Assembly, restaurants, bars, banquet halls	263.07	255.33	246.28	237.82	221.69	216.61	229.62	201.42	194.71
A-3 Assembly, churches	311.21	299.32	289.82	277.50	258.18	250.05	267.24	239.06	229.06
A-3 Assembly, general, community halls, libraries, museums	261.35	249.47	238.96	227.64	207.19	200.06	217.38	188.07	179.07
A-4 Assembly, arenas	305.63	293.75	283.24	271.92	251.47	244.34	261.66	232.35	223.35
B Business	292.48	282.09	271.97	260.46	237.85	229.40	250.46	212.56	202.84
E Educational	279.20	269.50	260.98	250.17	233.48	221.55	241.57	204.55	198.00
F-1 Factory and industrial, moderate hazard	162.52	154.68	144.93	139.48	124.19	118.17	132.99	102.98	95.90
F-2 Factory and industrial, low hazard	161.52	153.68	144.93	138.48	124.19	117.17	131.99	102.98	94.90
H-1 High Hazard, explosives	151.65	143.81	135.05	128.61	114.61	107.60	122.11	93.40	N.P.
H234 High Hazard	151.65	143.81	135.05	128.61	114.61	107.60	122.11	93.40	85.33
H-5 HPM	292.48	282.09	271.97	260.46	237.85	229.40	250.46	212.56	202.84
I-1 Institutional, supervised environment	264.93	255.57	246.84	238.11	217.64	211.63	238.15	195.82	189.67
I-2 Institutional, hospitals	459.84	449.45	439.33	427.82	403.26	N.P.	417.81	377.98	N.P.
I-2 Institutional, nursing homes	319.21	306.86	296.74	285.23	264.10	N.P.	275.22	238.82	N.P.
I-3 Institutional, restrained	341.48	331.09	320.97	309.46	288.34	278.89	299.46	263.05	251.33
I-4 Institutional, day care facilities	264.93	255.57	246.84	238.11	217.64	211.63	238.15	195.82	189.67
M Mercantile	197.08	189.34	177.79	171.82	156.33	151.25	163.63	136.06	129.35
R-1 Residential, hotels	267.42	258.06	249.33	240.60	220.62	214.60	240.64	198.79	192.64
R-2 Residential, multiple family	223.61	214.25	205.52	196.79	177.77	171.76	196.82	155.95	149.80
R-3 Residential, one- and two-family <sup>d</sup>	211.77	205.84	200.99	197.13	190.36	183.32	193.75	177.67	167.37
R-4 Residential, care/assisted living facilities	264.93	255.57	246.84	238.11	217.64	211.63	238.15	195.82	189.67
S-1 Storage, moderate hazard	150.65	142.81	133.05	127.61	112.61	106.60	121.11	91.40	84.33
S-2 Storage, low hazard	149.65	141.81	133.05	126.61	112.61	105.60	120.11	91.40	83.33
U Utility, miscellaneous	115.27	108.48	100.93	96.59	86.02	80.36	91.94	68.09	64.85

- a. Private Garages use Utility, miscellaneous
- b. For shell only buildings deduct 20 percent
- c. N.P. = not permitted
- d. Unfinished basements (Group R-3) = \$31.50 per sq. ft.



## Christian County Commission

100 West Church St, Room 100

Ozark, MO 65721

### Contract Renewal ITB #2023-8 Employee Drug Screening Services

Kim Hopkins-Will - Purchasing Manager Amber Bryant - Director of Employee Services

Contract Renewal: ITB #2023-8 Employee Drug Screening Services

#### BACKGROUND FOR COMMISSIONERS:

This contract renewal is for Employee Drug Screening Services to be provided by DSI Medical. This is the third contract renewal (year 4).

#### RECOMMENDATION:

Our recommendation for the renewal is to DSI Medical.

#### PRICING:

DSI Medical requested 4% increase in their pricing. This is the first increase in four years.

#### ATTACHMENTS:

DSI Original Proposal

DSI Contract Signature Page

DSI Award Letter

Respectfully submitted,

Kimberly Hopkins-Will, MBA, NIGP-CPP, CPPO, CPPB

Purchasing Manager

Christian County

202 W. Elm Street

Ozark, Missouri 65721

Office: 417-582-4309

khopkins@christiancountymo.gov

#### ATTACHMENTS:

DSI Medical Award Letter

DSI Original Proposal

DSI Original Contract Signature Page

## CHRISTIAN COUNTY COMMISSION

Invitation To Bid #2023-8

“Employee Drug Screening Services”

### STATEMENT OF WORK Provided By:

DSI MEDICAL SERVICES, INC.

Roger Hornby

*Vice President – Business Development*

300 Welsh Rd, Bldg 4, Ste 160

Horsham PA 19044

**P** 800.770.0531 x1729

**F** 215.957.0640

**E** roger.hornby@dsimed.com

04/27/2023



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## EXECUTIVE SUMMARY / OVERVIEW

### Contact

Roger Hornby (**Primary Contact**)  
*Vice President of Business Development*

**P** 800.770.0531 x1729    **C** 215.740.3689  
**F** 215.443.3037  
**E** roger.hornby@dsimed.com

Jim Haug  
*Business Unit Manager*

**P** 800.770.0531  
**E** [jim.haug@drugscan.com](mailto:jim.haug@drugscan.com)

### Summary

DSI Medical Services Inc., **founded in 1991, CELEBRATING over 32 years of extensive experience of State & Federal laws outlined in the Omnibus Transportation Employee Testing Act of 1991 and The Drug-Free Workplace Act of 1988**, is a NATIONAL TPA that will provide drug & alcohol management services utilizing a HHS / SAMHSA Certified Laboratory for both initial screening and GC/MS confirmation of non-negative specimens, in order to permit CHRISTIAN COUNTY COMMISSION to meet its regulatory responsibilities under Department of Transportation (DOT) regulations including, **but not limited to, 49 CFR Parts 40, 219, 382, 383, 390-397, 399 and 655, as well as 20 CFR Part 29. Additionally, CHRISTIAN COUNTY COMMISSION's policies mandate a drug free workplace for all its employees, so DSI Medical will provide drug testing services under NON-DOT environments, with the same legal defensibility as its Federally-mandated programs.**

The HHS / SAMHSA Certified Laboratory will provide account coded chain of custody and control forms to respective CHRISTIAN COUNTY COMMISSION departments. **For walk-in clinics, DSI Medical will provide an online portal for locating and placing orders for UDS collections, BATs, and/or DOT Physicals, utilizing the ELECTRONIC chain of custody and control form.** Additionally, (if necessary) any compliant urine collection kits will accompany supply orders generated via our website by respective company contacts. **All laboratory testing will be conducted in full compliance with Federal DOT regulations, as well as for NON-DOT testing in the same fashion.**

DSI Medical will provide medical review officer (MRO) services through its contract with i-3 Medical Review Services. All MRO's are fully certified through the American Association of Medical Review Officers (AAMRO), representing accreditation in all 50 states, and are current & in compliance with Federal & State regulations.

DSI Medical will provide management oversight to the corporate substance abuse testing programs up to & including: maintenance of the random pool selections, alternate selections, result reporting following MRO review, electronic notification to DER when negative results are posted, blind specimens, litigation support packages, expert witness testimony, **MIS and management reports**, & onsite mobile collection services and/or local collection centers for CHRISTIAN COUNTY COMMISSION, for any pre-employment, random, post-accident, reasonable cause, return-to-duty, and/or follow up drug & alcohol tests annually. **Additionally, DSI will provide administrative management services, regulatory guidance, updates, & interpretation, as well as labor grievance support, and education, to help ensure compliance of your employees with your company drug testing program.**



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**Profile Data**

DSI Medical's drug testing policies, procedures and practices are in accordance with and comply with the requests in this ITB, as well as all applicable governmental laws, rules and regulations at both the Federal and State levels. **Neither DSI Medical, nor any individuals assigned to this agreement, are disbarred, suspended, or otherwise prohibited from professional practice by any federal, state, or local agency. DSI Medical is not part of any pending civil litigation, arbitration, or proceedings that would affect its capability of providing the requested services.**

**Insurance**

Included is the Liability Insurance Certificate of DSI Medical Services Inc. by Provider: The Greater Rochester Assurance Company. DSI has coverage under General Liability (\$2,000,000), Workers Compensation & Employers' Liability (\$1,000,000), Professional Liability (\$2,000,000), Automobile Liability (\$1,000,000), and Excess Liability (\$5,000,000) which is over General Liability and Auto & Employers Liability only. CHRISTIAN COUNTY COMMISSION to be listed as "Additionally Insured" upon request.

**Acceptance of Terms**

This Statement of Work (Professional Services Agreement) for EMPLOYEE DRUG SCREENING SERVICES, dated April 2023, is a proposed agreement entered into by and between and DSI Medical Services (DSI) Inc., for one (1) year, with the option to renew for up to three (3) additional one (1) year periods, and is subject to the same terms and conditions, including the PRICE SHEET, and valid for ninety (90) days from opening date of ITB.

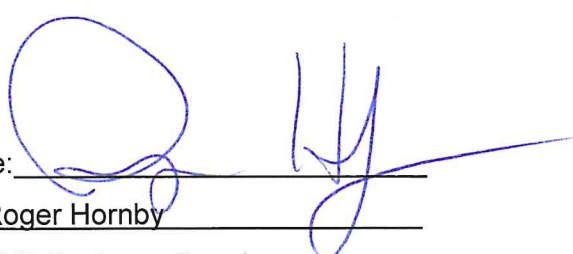
**DSI Medical will maintain full acceptance of proposed services, with acknowledgement of all addendum, throughout the duration of said purchase order or contract resulting from this ITB / Technical Proposal. In addition, DSI Medical will comply with the Standard Contract Clauses required by the CHRISTIAN COUNTY COMMISSION. Executed on the dates set forth below by the undersigned authorized representatives of both Parties.**

**CHRISTIAN COUNTY COMMISSION**

**DSI Medical Services, Inc.**

300 Welsh Rd, Bldg 4, Ste 160  
Horsham PA 19044  
800.770.0531 x1729

By: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

By:   
Signature: \_\_\_\_\_  
Name: Roger Hornby  
Title: VP Business Development  
Date: 04/27/2023



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## SCOPE OF SERVICES

DSI Medical will manage the drug and alcohol testing services for CHRISTIAN COUNTY COMMISSION. Program management includes urine specimen testing at a HHS / SAMHSA laboratory under Federal & State & protocols, associated supplies for specimen collection, and overnight specimen transportation, to the laboratory from the collection site and/or mobile collector.

The HHS / SAMHSA laboratory will report all results to a designated certified Medical Review Officer (MRO) who will in conjunction with MRO staff will review all non- negative results. MRO staff will coordinate and verify receipt of the MRO copy or equivalent copy of the chain of custody and control form permitting MRO ruling and result release in an expeditious manner. Any non-negative specimen will result in the medical review officer contacting the donor and providing the opportunity for the donor to explain (and provide) medical justification for the laboratory findings. Absent medical justification the MRO will rule the test result accordingly. **DOT positive drug test result reviewed by the MRO will first be reported telephonically** to the respective designated employer representative (DER) before the result is release electronically to the confidential account and password protected DSI web site.

DSI Medical will serve as a single point of contact for any drug or alcohol test inquiries from CHRISTIAN COUNTY COMMISSION management. DSI senior management is readily available to provide regulatory guidance or interpretation to any management representative as currently is the practice. DSI will provide quarterly/monthly random drug selections to the respective district contacts. **DSI utilizes the scientifically validated i-3 program for CHRISTIAN COUNTY COMMISSION's random selections. This highly acclaimed random software program assures completerandomness of the employees selected.**

Additionally, result information will be data entered into the confidential password protected web-based account for random statistical accounting and MIS reporting. DSI Medical will provide drug test result reporting (**typically less than 24-48 hours for negatives**) via the confidential account & password DSI web site. **DSI Medical will maintain records & data collected of each donor on our server, with results accessible 24 /7 online to respective CHRISTIAN COUNTY COMMISSION contacts.**

CHRISTIAN COUNTY COMMISSION management will electronically forward an updated pool roster to our random pool administrator to load on our secure FSTP site. Alternate selections are readily available electronically should an initial random selection not be available during the selection period. Random statistical reports will be provided at any time to reflect current random statistical data and demonstrate the programs tracking for annual compliance and MIS reporting.

### Deliverables

All services and supplies will be in place for CHRISTIAN COUNTY COMMISSION within the agreed upon implementation period (generally within 1 week), following approval and acceptance of DSI Medical serving as CHRISTIAN COUNTY COMMISSION's Third Party Administrator (TPA), including creating & delivery of Chain of Custody forms to designated locations, collection kits, shipping materials, etc., at NO ADDITIONAL CHARGE.



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## Employee Education & Supervisor Training (If Needed)

Any training regarding DSI Medical's system utilization & functionality, location of network providers, supply order capability, or any additional needs, will be coordinated with respective CHRISTIAN COUNTY COMMISSION contacts. **Senior Management remains versed & up-to-date on Federal regulatory updates/changes & will provide guidance so that the CHRISTIAN COUNTY COMMISSION has the right tools in place to be in compliance at all times.**

**DSI Medical program management training is included with our service.** However, if requiring FEDERAL compliant "Reasonable Suspicion" training for supervisors and/or employees, this service is available online, and can be purchased on a "Per License" basis. DSI Medical offers this training through their online curriculums, and these trainings meet the DOT requirements in accordance with 49 CFR Part 382.603 and 382.307, as well as your company's unique needs, including, but not limited to, the following: Reasonable Suspicion, Drug & Alcohol Awareness, General Hazardous materials, driver file documentation, etc., and training is available on an "as needed" or "refresher" basis.

## Random Drug Testing Selections

DSI utilizes the scientifically validated i-3 Random Selection Software program for random selection. **This highly acclaimed random software program assures complete randomness of the employees selected, for multiple pool requirements of DOT entities including: FMCSA, FRA, FTA, USCG, PHMSA, and FAA.** The selection process has withstood labor challenges including a NLRB challenge. Since the early challenges surrounding random testing, there has not been any claim whereby the selection process has been disputed.

**Selections are done on a monthly or quarterly basis, dependent upon your preference. Selections are posted to our confidential password protected web site and permit client monitoring and requests for alternates.** Selected donors are removed from a pending status as random tests are completed. Monitoring of your random program by DSI's staff assists in adjusting the number of employees selected to assure the clients' compliance with Federal & company random testing requirements, along with notification of all DOT selected individuals who did not complete their testing during selection period.

(In accordance with HIPAA, outside facing client portal has successfully passed numerous penetration / vulnerability and application scans. Mobile devices can also use this Symantec Encryption, however USB ports are disabled using Symantec Endpoint Protection. As well, end users are required to change password every 90 days, containing strong encryption features (with a minimum 8 characters, Upper, Lower, Number, Special Character). Users are also susceptible to being locked out after 5 unsuccessful attempts. In addition, the web portal utilizes SFAX and Protected Trust email encryption.)

## Urine and/or Breath Alcohol Mobile On-Site SCHEDULED Collections

DSI Medical Services, Inc. employs a sub-contracted team of Federally-certified drug / BAT collectors whom can perform on-site collections for CHRISTIAN COUNTY COMMISSION. These collectors will be responsible for transportation of specimen to lab & necessary paperwork to DSI Medical. Mobile collectors are available by scheduled appointments for onsite collection needs.



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## Urine / BAT Emergency Mobile On-Site UNSCHEDULED Accident / Suspicion Services

For any “After Hours” Emergency testing needs, DSI Medical will make available, upon calling an Emergency phone line, a team of Federally certified UDS & BAT collectors if requested:

- Our national mobile collection team, managed by Tomo Drug Testing, an affiliate of our lab partners, will be available to provide both “after hours” and during normal business hour mobile collection needs. Please see cost Quotation for charges for both “scheduled” and “unscheduled” emergency service needs.
- Per the Federal Regulations, any post-accident breath alcohol testing will be performed no more than 2 hours, to a max of 8 hours (with documentation), and drug testing no more than thirty-two (32) hours, after an accident, unless unforeseen circumstances prevent from doing so. Any additional CRST specific requests will be met to the best of our abilities.

## Transition, Implementation, & Counseling

Transition & implementation will occur over a 1 - 2 week period. An initial conference call between DSI Medical & CHRISTIAN COUNTY COMMISSION management can be scheduled to establish expectations for training timelines, creation & delivery of Chain of custody forms to designated locations, proper destruction of existing Chain of custody forms, discussion of CHRISTIAN COUNTY COMMISSION's random pool management, and introduction to our website reporting system, collection site finder, billing system, etc. with your Designated Employee Representative (DER).

## Litigation Support / Labor Grievance Consulting – Exclusive to DSI customers!

- DSI Medical Services will assist your company with grievance preparation and/or unemployment claims analysis and review. The following are some of the ways in which assistance and support can be given:
- Pre-case discussion highlighting strengths, weaknesses, previous decisions, and potential conflicts (if any) with collective bargaining agreement.
- Provision of support documentation for case preparation and discussions with labor representative presenting the case.
- Provision of support documentation for case preparation and discussions with Human Resource representative presenting the case for unemployment challenges.
- Review Company Substance Abuse and Testing Policies and provide input.
- Act as liaison between company and laboratory toxicologist(s) to assure that all claims are addressed in an expert opinion that can be submitted at any hearing that might occur.
- Additionally, DSI's professionals are available to clients for questions and counseling on drug and alcohol testing issues or matters.



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## Billing and Recordkeeping

Test result reporting occurs immediately upon release from the medical review officer. GC/MS negative results are released and reported, **on average, 24 hours (or less) with e-mail notification** to respective DER advising new results have been posted to the confidential password protected web site (*Faxed & Email attached results available upon request*). **Positives & Refusal to Test drug test rulings are first communicated telephonically to the respective DER prior to release to the confidential password protected web site.** Immediate communication of Positive & Refusal to Test results is also made for breath alcohol testing.

**All services are invoiced monthly, VIA 1 SIMPLE INVOICE!!!** Billing can be itemized / subtotaled per CHRISTIAN COUNTY COMMISSION location for tracking convenience. Acceptable payments include: Net 15, Net 30, or Credit Card accepted. Invoices will be billed inclusive of Lab costs, MRO services, UDS & BAT collection fees, and Physicals when placing orders online through the ONE Portal. Mobile / Emergency fees, online training course licenses, and onsite services will be billed in arrears of services performed.

## Record Keeping / Data Collection

DSI Medical Services Website, **accessible 24/7**, [www.dsimed.com](http://www.dsimed.com)

- Immediate release of negative results available in MRO ruling format to the confidential website following your Medical Review Officer's review, typically less than 24 hours.
- **Ability to locate & coordinate with additional local or out-of-area collection sites to facilitate DOT and/or Non-DOT drug testing.**
- Ability to retrieve rulings electronically securely and forward to designated company locations via e-mail.
- **Access to current year and previous 4 years of results (non-negative) available at your convenience and retrievable according to your company's requirements.**
- E-mail OR Secure Faxed Result (fax # provided by customer) to the designated employer representative (DER) every time a new result is posted to the web site.
- E-mail notification to the DER, along with a call to collection site during normal business hours of 9am-6pm Monday – Friday, for every pending result that cannot be released due to the MRO not receiving the MRO copy of the chain of custody form.
- The ability to print your company's individual MRO rulings (secure encrypted data) based on your selection criteria e.g. by date, by test reason, by DOT vs. Non –DOT.
- Customized Reports to facilitate your program management (Random Testing Monitoring).



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## Management Reports

- DSI Medical, via i3 software that powers our website [www.dsimed.com](http://www.dsimed.com), generates the following reports for our clients:
- **DOT Annual MIS Summary: This summary includes all drug & alcohol testing information required with the exception of refusals, education and disposition of drivers.**
- Random Recap Report - provides detailed information including "donors not tested" - (available monthly/quarterly depending on client's random program).
- Positive Recap Report - details the client's positive donors for a requested period of time - (issued upon request).
- Donor List - details donors by a variety of sorts (i.e., location, reason for test) - (issued upon request).
- **Customized Monthly Reports** as required by the client are accessible anytime.
- **Bi-Annual Lab Reports - sent directly to client from the labs.**



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# HHS/SAMHSA LAB: ALERE TOXICOLOGY LABORATORIES

- Alere Toxicology Services, 1111 Newton St, Gretna LA 70053, 504-361-8989
- Alere Toxicology Services, 450 Southlake Blvd, Richmond VA 23236, 804-378-9130

All Alere Toxicology Laboratory procedures are documented in their Standard Operating Procedure Manual. As a SAMHSA / HHS certified laboratory this manual is reviewed, and all actions are scrutinized to assure strict compliance with the SOPs every six months by independent inspectors assigned by SAMHSA. Chain of Custody procedures are included in every aspect of the drug testing, from the time a kit is received by an Alere employee until it's disposal, be that a day later as in the case of a negative specimen, or a year later, should the specimen be positive. Alere's quality assurance program includes both internal and external "blind specimen" submission. Alere Toxicology surpasses required quality assurance measures through outside contracts for constant submission of blind proficiency specimens.

In accordance with Department of Health and Human Services Regulations (Mandatory Guidelines for Federal Workplace Drug Testing Programs) will be performed in the following manner:

- Each specimen is accessioned upon arrival at Alere Toxicology Labs. A series of bar-coded numbers is applied to the specimen, as well as all accompanying documentation. After accessioning, each "primary" specimen is sampled for the initial testing. During the aliquoting process, each specimen is observed for signs of adulteration or tampering.
- Immunoassay screening via the EMIT method is performed on all urine specimens. For those companies performing DOT required testing, the initial screening is for marijuana, cocaine, phencyclidine, opiates/opioids, amphetamines, 6-AM, and MDMA, MDA. Cutoff levels utilized in the screening are as follows --

DRUG CLASS	INITIAL TEST LEVEL	CONFIRMATORY TEST LEVEL
AMPHETAMINES	500 ng/mL	
Amphetamine		250 ng/mL
Methamphetamine		250 ng/mL
COCAINE METABOLITES	150 ng/mL	100 ng/mL
MARIJUANA METABOLITES	50 ng/mL	15 ng/mL
MDA-ANALOGUES	500 ng/mL	
MDA		250 ng/mL
MDMA		250 ng/mL
OPIATES	2000 ng/mL	
Morphine		2000 ng/mL
Codeine		2000 ng/mL
OPIATES (SEMI-SYNTHETIC)	300 ng/mL	
Hydromorphone		100 ng/mL
Hydrocodone		100 ng/mL
6-ACETYLMORPHINE	10 ng/mL	10 ng/mL
OXYCODONES	100 ng/mL	
Oxymorphone		100 ng/mL
Oxycodone		100 ng/mL
PHENCYCLIDINE	25 ng/mL	25 ng/mL



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- During the EMIT process each specimen is analyzed for CREATININE (a non-protein nitrogenous constituted of normal urine) to check for dilution of the specimen; Specific Gravity is performed on those specimens with a low creatinine measure, pH, and oxidizing adulterants. Additionally, any specimen identified by the laboratory as “suspicious” is subjected to testing for a wide variety of adulterants.
- Results on those specimens testing Negative via immunoassay screening are released from the laboratory to the Medical Review Officer. In the case of specimens testing “positive” via immunoassay screening, a second aliquot of the primary specimen is taken to confirmatory testing utilizing Gas Chromatography/Mass Spectrometry. Specimens reported Positive via GC/MS must be at or above the following cutoff levels –
- Additionally, Methamphetamine positives must contain a minimum of 200 ng/mL Amphetamine (Methamphetamine metabolite). Specimens confirmed Positive via GC/MS would be reported as positive to the Medical Review Officer.
- A Non-DOT lookalike panel will be made available to order for Non-Federal testing needs. Cutoffs will mirror exactly as listed for the DOT cutoff levels & procedures.

**Alere Toxicology laboratories has scientifically validated procedures in place to perform testing for “d” and “l” (amphetamine) isomer testing. This test is performed upon written request from the Medical Review Officer, and at NO ADDITIONAL CHARGE to the client.** These procedures are scrutinized during audits and have been found to provide the forensic quantum-of-proof necessary for any challenges during litigation.

**QUALITY ASSURANCE:** Data handling procedures are dictated by SAMHSA / HHS to be highly secure at every step. Additionally, accession numbers applied to each specimen and accompanying documentation are bar coded for the data entry process. A multi-level review within the laboratory is carried out by accessioners, analysts and a certifying scientist prior to any (positive or negative) results being released from the lab. Restricted access to each program, within the computer system only, permits only approved and authorized laboratory personnel to enter results, and provides yet additional protection within the data entry/data handling process. All of these procedures, combined with their multi-level review, assure 100% accuracy 100% of the time.

**QUALITY ASSURANCE:** SAMHSA and the U.S. Department of Transportation mandate that specimens testing positive be maintained in locked freezer storage for one year. Alere Toxicology maintains a highly secure area within an extremely limited access area for this purpose. Freezer temperatures are examined and documented on a daily basis, and procedures are in place should a problem be identified. Chain of Custody forms for each specimen stored are maintained with the specimens during the analysis procedure and then filed in a secure manner acceptable to SAMHSA / HHS regulations. The current system of storage is highly expandable, and more than adequate to meet the needs of future contracts.

# Certificate of Accreditation



The Substance Abuse and Mental Health  
Services Administration  
*certifies that*

## **Alere Toxicology Services, Inc.**

**Gretna, LA**

NLCP Laboratory Number: 0083

has successfully completed the requirements  
of the National Laboratory Certification Program for urine laboratories in accordance  
with the Mandatory Guidelines for Federal Workplace Drug Testing Programs.

*Effective June 26, 1989*

Pamela S. Hyde, J.D.  
Administrator  
Substance Abuse and Mental Health Services Administration



Frances M. Harding  
Director  
Center for Substance Abuse Prevention

# Certificate of Accreditation



The Substance Abuse and Mental Health  
Services Administration

*certifies that*

**Alere Toxicology Services, Inc.**

**Richmond, VA**

NLCP Laboratory Number: 0760

has successfully completed the requirements  
of the National Laboratory Certification Program for urine laboratories in accordance  
with the Mandatory Guidelines for Federal Workplace Drug Testing Programs.

*Effective June 20, 1994*

A handwritten signature in black ink, appearing to read 'Pamela S. Hyde', written over a horizontal line.

Pamela S. Hyde, D.D.  
Administrator  
Substance Abuse and Mental Health Services Administration



A handwritten signature in black ink, appearing to read 'Frances M. Harding', written over a horizontal line.

Frances M. Harding  
Director  
Center for Substance Abuse Prevention



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## STAFF RESOURCES

DSI Medical presently has seven representatives assigned to CHRISTIAN COUNTY COMMISSION. Most of the representatives possess in **excess of a decade of experience in regulated substance abuse testing and both state & federal regulations, as a tenured employee of DSI Medical.** Each representative will be well versed on the necessary CHRISTIAN COUNTY COMMISSION protocols and will continue to handle CHRISTIAN COUNTY COMMISSION's business through constant communication, with timely resolution to any concerns.

**Senior management remains available on a 24/7 basis to respond and provide guidance and regulatory interpretation.** The seven representatives are as follows:

### DSI Medical Services

- **Jim Haug**  
*Business Unit Manager*  
P 800.770.0531  
E [Jim.Haug@drugscan.com](mailto:Jim.Haug@drugscan.com)
- **Joseph Whelan**  
*Forensic Specialist,  
/ Expert Witness Testimony*  
P 800.770.0531 x1720  
E [Joseph.Whelan@dsimed.com](mailto:Joseph.Whelan@dsimed.com)  
(see resume on following pages)
- **Roger Hornby (Primary Contact –12+ years with DSI Medical)**  
*Vice President of Business Development*  
P 800.770.0531 x1729  
C 215.740.3689  
E [Roger.Hornby@dsimed.com](mailto:Roger.Hornby@dsimed.com)
- **Ryan Bogas (over 5 years w/ DSI Medical)**  
*Customer Service / Supplies / Account Set Up*  
P 800.770.0531 x1727  
E [Roger.Hornby@dsimed.com](mailto:Roger.Hornby@dsimed.com)
- **Susan Hough (over 25 years with DSI Medical)**  
*Manager, Customer Service / Alcohol Testing Compliance / MRO Assistant*  
P 800.770.0531 x1722  
E [Susan.Hough@dsimed.com](mailto:Susan.Hough@dsimed.com)
- **Kathy Pontarelli (over 8 years with DSI Medical) – Customer Service / MRO Assistant**  
P 800.770.0531 x1723  
E [Kathy.Pontarelli@dsimed.com](mailto:Kathy.Pontarelli@dsimed.com)
- **Kevin McCown (over 30 years with DSI Medical) – Random Program Administrator / MRO Assistant**  
P 800.770.0531 x1724  
E [Kevin.McCown@dsimed.com](mailto:Kevin.McCown@dsimed.com)
- **Candance Heil (over 11 years w/ DSI Medical)**  
*MRO Assistant / Assistant Random Program Administrator*  
P 800 770 0531 x1735  
E [Candance.Heil@dsimed.com](mailto:Candance.Heil@dsimed.com)
- **Nicole Ratliff (over 5 years w/ DSI Medical)**  
*MRO Assistant / New Account Set Up*  
P 800 770 0531 x1721  
E [Nicole.Ratliff@dsimed.com](mailto:Nicole.Ratliff@dsimed.com)

### Alere Toxicology Laboratories

- **Mark Wuest**  
*Alere Lab Director, Richmond VA (resume on following pages)*

**Joseph F. Whelan**  
**Senior Vice President DSI Medical**  
**Director Contracts & Regulatory Oversight**  
**DRUGSCAN, Inc**  
**Horsham, PA 19044**

- Manage and direct client contracts providing drug & alcohol testing services to over five hundred nationwide clients. Oversee three hundred thousand + drug test rulings per year in both regulated and non-regulated testing environments.
- Subject Matter Expert on FMCSA Part 391.41- Physical Qualifications for Drivers
- Twenty-three + years freight transportation experience as corporate Director of HR & Labor with hands on experience in management, employment litigation, substance abuse testing, addiction and treatment, labor, human resources, and training.
- 35 + years experience with substance abuse testing and addiction; human metabolization of drug metabolites and alcohol, forensic toxicology, hydration, and opiate addiction / pain medication.
- Former lead member of MFCA/TMI subcommittee on Drug and Alcohol Testing. Responsible for drafting the drug and alcohol testing language of the National Master Freight Agreement (NMFA) Article 35, Section 3 & 4 which covers 100,000+ unionized truck drivers across the country.
- Adjudicated drug/alcohol grievance cases under the NMFA rendering decisions that comply with DOT Regulations and the Collective Bargaining Agreement.
- Served as "Expert Witness" involving 49 CFR Parts 40, 382, 655, 199, & 46 CFR Parts 16 & 4 in labor / civil litigation procedures.
- Submitted comments, facilitated testimony during NPR on re-write of 49 CFR Part 40 and the current drug and alcohol testing regulations implemented August 2001.
- Lectured / Trained on Department of Transportation Regulations:  
49 CFR Part 40, 49 CFR FMCSA Part 382, FTA Part 655, PHMSA Part 199 USCG 46 CFR 4, 5, & 16, and NRC 10 CFR Part 26
- Certified Breath Alcohol Technician (BAT) / Urine Specimen Collection Trainer
- Regulatory Consultant to Medical Review Officers (MRO), Substance Abuse Professionals (SAPS), and Medical Directors on forensic toxicology, regulated testing process, and substance abuse addiction.
- Conducted workshops in conjunction with Drug Enforcement Agency (DEA)  
Titled: "Drug Testing / Overcoming the Barriers".
- Past Advisory Board Member - Partnership for Drug Free Workplace.
- Lecturer / Participant for New Jersey Forum: "Linking Community and Workplace Substance Abuse Prevention Programs"

## CURRICULUM VITAE

**NAME:** MARK WUEST, D-ABFT-FD

**ADDRESS:** Alere Toxicology Services  
450 Southlake Blvd  
Richmond, VA 23236  
804-378-9130

**EDUCATION** Bachelor of Science, Major - Microbiology  
The Ohio State University - Columbus, Ohio

### EXPERIENCE:

- August 2014 to Present **Laboratory Operations Director / Responsible Person**  
Alere Toxicology Services – Richmond, VA
- ❖ *Manage daily operations of forensic drug testing laboratory. Laboratory tests for drugs of abuse in urine and oral fluids.*
  - ❖ *Responsible for maintaining SOP's, quality assurance and quality control, method validations, testing and evaluation of proficiency testing surveys, training of staff.*
  - ❖ *Serve as an expert witness in federal, state and local courts.*
- September 2010 to August 2014 **Laboratory Manager, Confirmations Department**  
Quest Diagnostics, Inc. – Lenexa, KS
- ❖ *Manage supervisors and testing personnel in the extraction and GC/MS areas.*
  - ❖ *Write and revise SOP's for the department, method validations, coordinate testing and evaluation of proficiency testing surveys, oversee training of confirmation staff, certify screening and confirmation data as needed.*
- August 2010 to August 2014 **Responsible Person**  
Quest Diagnostics, Inc. - Lenexa, KS
- ❖ *Responsible for daily operations of forensic drug testing laboratory. Laboratory tests for drugs of abuse in urine, oral fluids and hair.*
- August 2006 to August 2010 **Alternate Responsible Person**  
Quest Diagnostics, Inc. (LabOne) - Lenexa, KS
- ❖ *Responsible for daily operations of forensic drug testing laboratory.*
- June 2007 to September 2010 **Supervisor, Confirmations Department**  
Quest Diagnostics, Inc. (LabOne) – Lenexa, KS
- ❖ *Manage supervisors and testing personnel in the extraction and GC/MS areas.*
  - ❖ *Write and revise SOP's for the department, method validations, coordinate testing and evaluation of proficiency testing surveys, oversee training of confirmation staff, certify screening and confirmation data as needed.*
- January 2005 to July 2007 **Supervisor, Non-Negative Certifying Scientists**  
Quest Diagnostics, Inc. (LabOne) - Lenexa, KS
- ❖ *Review and certify test results of initial screen and confirmation tests of urine drug screens, oral fluid drug screens and blood alcohols.*
  - ❖ *Provide technical oversight to the Non-Negative Certification area.*
  - ❖ *Consult with clients and physicians regarding testing and results.*

**PROFESSIONAL CERTIFICATIONS AND MEMBERSHIPS:**

- Diplomat – Forensic Drug Toxicology – American Board of Forensic Toxicology (ABFT)
- Inspector – National Laboratory Certification Program (NLCP)
- Member - Society of Forensic Toxicologists (SOFT)
- Member - Midwest Association for Toxicology and Therapeutic Drug Monitoring (MATT)



## MEDICAL REVIEW OFFICER (MRO) SERVICES

**Dr. Janelle Jaworski, M.D.**  
**MROCC Certification #22-163754 (Expires 8/17/2027)**  
**i-3 Screen MRO Review**

**P.O. Box 17409**  
**Denver CO 80217**

MRO Services are provided through i-3 Medical Review Services with whom DSI contracts with. Both the **American Association of Medical Review Officers (AAMRO)** and **Medical Review Officer Certification Council (MROCC)** certification allows the medical doctor to be able to perform DOT certified lab analysis review for ANY STATE within the United States of America. Along with this certification, MRO services provided include the following:

- Administrative review of all negative results.
- Review of all confirmed positive results by a licensed Medical Physician who is qualified in accordance with CFR Part 40.121, under the Omnibus Act.
- Interpretation of each confirmed positive test results.
- Provide an opportunity for a donor to discuss a positive test result with the Medical Review Officer.
- Consultation with the forensic toxicologist from the HHS/SAMHSA laboratory to review concerns or questions regarding test results.
- Order a reanalysis of the original urine sample, if necessary. (Only the MRO has the authority to issue this directive).
- Determine whether a laboratory positive test resulted from legally prescribed medication. If so, report test results as negative. Alert DER on those medications that may pose a safety risk suggesting CHRISTIAN COUNTY COMMISSION employee obtain a safety sensitive letter from prescribing physician.
- Any and ALL positive THC / Marijuana results will be reported to the DER as positive, including those where the donor possesses a medical marijuana certificate.
- Discuss any conflicts between CHRISTIAN COUNTY COMMISSION policy and Federal standards of practice with the designated employee representative (DER) of the CHRISTIAN COUNTY COMMISSION.
- Notify the employer regarding the results of the test.

Each company's designated MRO will be the sole custodian of individual test results. The MRO will retain the reports of individual test results for a minimum of five (5) years, in compliance with federal regulations.

# MROCC

## Medical Review Officer Certification Council

certifies that

Janelle A. Jaworski, M.D.

has successfully met all eligibility and examination criteria  
and is hereby designated a

Certified Medical Review Officer

Certification Number: 22-163754  
Effective from August 17, 2022  
to August 17, 2027





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## EXPERIENCE / REFERENCES

Here is what our clients are saying about DSI MEDICAL SERVICES with their current programs....

1. "For over 20 years, ABF Freight System, Inc. has partnered with DSI MEDICAL SERVICES for all of our drug testing needs. In addition to providing reliable, timely drug test results, we have found their customer service exceptional."

**Marla K. Scales, Manager of Human Resources** | P 479.785.8942 | E [mkscales@abfs.com](mailto:mkscales@abfs.com)  
**ABF Freight System, Inc.** 3801 Old Greenwood Rd, Fort Smith AZ 72903. DOT Regulated company, Transportation, 1000+ employees

2. "Just a few words of appreciation for the outstanding service provided by DSI MEDICAL SERVICES in administering all aspects of our nationwide Substance Abuse Program. DSI MEDICAL SERVICES consistently surpasses our expectations from the initial testing to issuing the final report to the MRO. Your firm is at the top of a very short list of service providers that excels in the delivery of the highest quality, always timely and most professional services in a very litigious and scientifically demanding field. We look forward to ten more years of satisfaction guaranteed service from your company."

**David Gunnoe, Risk Manager** | P 713.475.4512 | E [David.Gunnoe@ge.com](mailto:David.Gunnoe@ge.com)  
**Atlantic Plant Maintenance, Inc. A Division of General Electric** 3225 Pasadena Ave, Pasadena TX 77503 Non-DOT Regulated company, Utility Services, 1000+ employees

3. "The Philadelphia Area Labor-Management Committee (PALM) has been using DSI MEDICAL SERVICES since 1996. During this time, the relationship between the management and employees of DSI MEDICAL SERVICES and PALM has grown to one of respect, cooperation and reliability. The staff and services of DSI MEDICAL SERVICES have been outstanding in getting results in a timely manner. Questions, if they arise, are given thorough answers. The scheduling of collections is handled masterfully, even on a last minute basis. Collectors are efficient and professional. Office personnel, have always handled issues with prompt and cheerful dispositions. PALM is extremely proud to work with such an organization."

**Gert Anthony, Manager** | P 215.732.7476 Ext 20 | E [ganthony@palmnet.org](mailto:ganthony@palmnet.org)  
**Philadelphia Area Labor-Management Committee (PALM)** 731 S. Broad St, Philadelphia PA 19147 Non-DOT Union company, Oil Refinery, 200+ employees

#### 4. Additional Municipality References

**Ramsey County MN**  
Contact: Scott Jahnke  
P 651.248.5178  
E [scott.jahnke@co.ramsey.mn.us](mailto:scott.jahnke@co.ramsey.mn.us)

**St Charles County MO**  
Contact: Debbie Moore  
P 636.949.7320 x7198  
E [DMoore@sccmo.org](mailto:DMoore@sccmo.org)

**Burlington Conty NJ**  
Contact: Kate Mahan  
P 609.265.5480  
E [kmahan@co.burlington.nj.us](mailto:kmahan@co.burlington.nj.us)

**Meridien Energy LLC**  
Contact: Angela Schettine  
P 716.358.2131  
E [aschettine@meridienenergy.com](mailto:aschettine@meridienenergy.com)

## LOCAL COLLECTION SITES

### ➤ **Nixa Family Med Clinic**

103 N. Old Wilderness Rd, Nixa MO 65714

(417)890-5550



M – F 8AM – 4PM



### ➤ **Springfield Family Med Clinic**

4049 S. Campbell Ave, Springfield MO 65807

(417)890-5550



MONDAY – SATURDAY 7AM – 11PM

SUNDAY 10AM – 10PM



### ➤ **IPE Screening**

220 W. Sunshine St, Springfield MO 65807

(417)881-2522

M – F 8AM – 4PM

### ➤ **Mercy OccMed Clinic**

2120 W. Kearney St, Springfield MO 65803

(417)869-6191

M – F 6AM – 5PM

### ➤ **TOMO Drug Testing**

2055 S. Stewart Ave, Springfield MO 65804

(888)379-7697

M – F 8AM – 5PM

# INVITATION TO BID #2023-8

## BID FORM

### EMPLOYEE DRUG SCREENING SERVICES

Pursuant to and in accordance with the above stated Invitation to Bid (ITB), the undersigned hereby declares that they have examined the ITB documents and specifications for the item(s) listed below. The undersigned proposes and agrees, if their bid is accepted to furnish at his sole risk, cost, and expense all labor, tools, equipment, materials, supplies, facilities, transportation, bonds, insurance, delivery, and other means necessary to perform the work set out in this bid in strict accordance therewith, for the prices reflected below.

The undersigned must comply with the Department of Transportation requirements, see page 12.

#### COST:

	Description of Drug Screen Collections	Qty	Price:
1.	On-site D.O.T. urine analysis	Qty of 1	\$ 55.00
2.	Office D.O.T. urine analysis	Qty of 1	\$ 45.00
3.	On-site non D.O.T. urine analysis	Qty of 1	\$ 55.00
4.	Office non-D.O.T. urine analysis	Qty of 1	\$ 45.00
5.	On-site breath alcohol analysis	Qty of 1	\$ 47.00
6.	Office breath alcohol analysis	Qty of 1	\$ 47.00

Note: Currently Christian County does Breath Alcohol testing and a 10-panel drug screening for the following:

- 6-Acetylmorphine (Heroin)
- Amphetamine/Methamph
- Amphetamines
- Cocaine
- Codeine/Morphine
- Hydrocodone
- Hydrocodone/Hydromorphone
- MDMA/MDA
- Methamphetamine
- Opiates
- Oxycodone/Oxymorphone
- Phencyclidine
- THC

# BID FORM CONTINUED

Specimen testing will be performed by:

Alere Toxicology / Abbott Labs for walk-ins  
Quest Diagnostics for onsites

List certification or qualifications of person(s) testing samples:

Labs are SAMHSA-certified, CAP-Certified, CLIA certified

What is the maximum time frame to receive results?

Average of "Next Business Day" for Negatives. Positives will always take a bit longer, requiring more time to test, and more time for MRO to review findings

How are the results provided to Christian County Human Resource Department?

Results are made available online with an email notification letting DER know when result is ready. If preferred, results can also be faxed or emailed as attachments

## RENEWALS:

This contract shall be valid for a period of one (1) year from the date of the award. Christian County will have the sole option to extend the agreement period in one-year increments, or any portion thereof, for a total cumulative period of three (3) additional years. If exercised, the option shall be executed at the same prices as quoted herein subject to a maximum percentage of increase, if any, quoted by the bidder above for each applicable option period. All percentages of increased stated shall be computed against the previous year's agreement prices.

First Renewal (Year 2) May 1, 2024 – April 30, 2025 Max Increase Not to Exceed: 0-4 %.

Second Renewal (Year 3) May1, 2025 – April 30, 2026 Max Increase Not to Exceed: 0-4 %.

Third Renewal (Year 4) May, 2026 – April 30, 2027 Max Increase Not to Exceed: 0-4 %.

## Cooperative Procurement:

The vendor should indicate by checking "yes" or "No" in the indicated space below if the vendor will honor the submitted prices and terms for purchase by other entities that participate in cooperative purchasing with Christian County, Missouri.

Note: Indicating no will not affect the evaluation of your bid.

Yes  No

# BID FORM CONTINUED

## OTHER SERVICES/FEEES YOU MAY PROVIDE

1. Do you have annual administrative fees? (circle one) Yes or **No** If yes, what is the charge? \$ 0
2. Do you offer post-accident testing onsite? (circle one) **Yes** or No If yes, what is the charge? \$ 115/hour (2 hr min)
3. How many hours a day are you available for post-accident testing? 24/7 hours per day

Please list days and times available: \_\_\_\_\_

4. Do you offer substance abuse programs? (circle one) Yes or **No** - we refer clients to [www.saplist.com](http://www.saplist.com) or [www.go2asap.com](http://www.go2asap.com)
- If yes, what are they, and how much is the charge?

List programs and charges if applicable / Additional Services (If Needed)

**Program description:**

**Charges:**

Retest (Bottle B) of Positive Specimen at Alternative Lab \$ 199 per positive metabolite

Expert Witness/Court Testimony \$ No charge (Telephonically) or \$250/hr + travel/meals (In-person)

Random Selection/Consortium Services \$ No charge ★

Clearinghouse Reporting of Positives \$ No charge ★

Clearinghouse Submission of Full/Limited queries \$ 5.00 per query

Missouri Motor Vehicle Report \$ 12.50 each

Background Check Bundles (Criminal + Sex Offender) - contact DSI for pricing

Scheduled Onsite Event \$ 150.00 plus cost of drug and/or BAT tests

5. Who is your referral service for substance abuse programs? [www.saplist.com](http://www.saplist.com) or American Substance Abuse Professionals

6. Is there a gas surcharge? (circle one) Yes or **No**

If yes, how much?

\$ N/A

7. Do you have an MRO who will report the results of the testing? (circle one) **Yes** or No

If yes, who? Dr Janelle Jaworski MD

8. Are your MRO's fee charged separately? (circle one) Yes or **No**

If yes, what is your MRO's fee?

\$ Included in drug test price

9. How many years of experience does the MRO have with your company? 3 years.

10. Is your MRO required to attend continuing education seminars yearly? (circle one) **Yes** or No

# BID FORM CONTINUED

11. Is the training provided to your MRO approved by D.O.T.? (circle one) Yes or No

If yes, how many hours per year is your MRO required to attend? Varies hours.

12. Does your testing detect adulterants? (circle one) Yes or No

13. Does your testing detect "diluted" urine? (circle one) Yes or No

14. Do you test the temperature of the urine? (circle one) Yes or No

15. Do you provide an expert witness through the lab in the event a testimony is needed? (circle one) Yes or No

If yes, what is the fee for this service? \$ 275/hour

16. Do you offer driver and supervisor training for drug and alcohol awareness? (circle one) Yes or No

If yes, what is the fee for this service? \$ 49.00 per end user

17. Do you offer D.O.T. physicals? (circle one) Yes or No

If yes, what is the fee for this service? \$95.00 @ Mercy OccMed + EDTS

18. Do you utilize "split" sample procedures as outlined in part 50 of the DOT regulations when collecting a urine sample? (circle one) Yes or No

If yes, what is the fee for this service? \$ No additional fee for split collection

19. Do the controlled substances to be tested for in a urine sample include Synthetic Cannabinoids (K-2: Spice)? However, to confirm a positive metabolite at a 2<sup>nd</sup> lab, the fee is \$199 per positive metabolite

(circle one) Yes or No, not in DOT, but you can setup a separate Nandot panel to test K-2 in addition

20. Where is the closest facility that Christian County would direct new hires for drug testing?

Name: See list of clinics on page 15 of proposal

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Emergency Phone No.: \_\_\_\_\_

Note: Distance to the facility is a factor when evaluating bids.

# DEPARTMENT OF TRANSPORTATION BIDDER REQUIREMENTS

Please know that the bidder must comply with 49 CFR Part 382 <https://www.ecfr.gov/current/title-49/subtitle-B/chapter-III/subchapter-B/part-382?toc=1>, updated 3/13/23 to include queries.

Will your company make sure Christian County is compliant with federal motor carrier safety regulations (FMCSR) 40CFR Part 382? **(circle one) Yes or No** See summary below.

Per 382.301 **Pre-employment testing** prior to the first time a driver performs safety-sensitive functions for an employer, the driver shall undergo testing for controlled substances as a condition prior to being used. No employer shall allow a driver, who the employer intends to hire or use, to perform safety-sensitive functions unless the employer has received a controlled substances test result from the MRO or C/TPA (consortium third party administrator) indicating a verified negative test for the driver.

Per 382.303 **Post-accident testing**. As soon as practicable following an occurrence involving a commercial motor vehicle operating on a public road in commerce, each employer shall test for alcohol for each of its surviving drivers. (See DOT rules for more specifics).

Per 382.305 **Random testing**. Every employer shall comply with the requirements of this section. Every driver shall submit to random alcohol and controlled substance testing as required in this section. The minimum annual percentage rate for random alcohol testing shall be 10 percent of the average number of driver positions. The minimum annual percentage rate for random controlled substances testing shall be 50 percent of the average number of driver positions. Christian County averages 180 employees.

**DOT and non-DOT testing pools** must be completely separated. Everyone in the pool must have an equal chance of being selected and tested including point of contact personnel. A scientifically valid method of select employees for testing must be used. **Selections can be by employee name, identifying title, or other employee assigned number.** Indicate what type of selection process your company uses. *Pseudo-random number generator (PRNG) known as a dual-phase linear congruential algorithm (LCA)*  
*Note: Random testing must be spread through the year in a non-predictable pattern.*

Per 382.307 **Reasonable suspicion testing**. An employer shall require a driver to submit to an alcohol test when the employer has reasonable suspicion to believe that the driver has violated the prohibitions concerning alcohol. The employer's determination that reasonable suspicion exists to require the driver to undergo an alcohol test must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, and speech or body odors of the driver. An employer shall require a driver to submit to a controlled substance test when the employer has reasonable suspicion to believe that the driver has violated the prohibitions concerning controlled substances. The employer's determination that reasonable suspicion exists to require the driver to undergo substances test must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the driver. The observations may include indications of the chronic and withdrawal effects of controlled substances.

382.309 **Return-to-duty testing** and 382.311 **Follow-up testing**. The requirements for return-to-duty and follow-up testing must be performed in accordance with 49-CFR part 40, Subpart O. Please refer to DOT regulations 382.301 for complete terminology of each of the above.


**IMPORTANT:** Christian county wishes to designate awarded contractor as a C/TPA to report violations and conduct queries on the county's behalf.

Note: Christian County will purchase the queries. *- There is an additional fee for our firm to "conduct" queries on County's behalf. Reporting violations to Clearinghouse is no additional charge.*

**(20) Declaration:**

The vendor hereby declares understanding, agreement, and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all terms and conditions, requirements, and specifications of this original invitation to bid. The vendor further agrees that upon receipt of an authorized purchase order from the Christian County Commission or when a Notice of Award is signed and issued by the Commission, a binding contract shall exist between the vendor and Christian County. Signature required below confirming understanding of this statement.

Doing Business as (DBA) Name <i>DSI Medical Services Inc.</i>	Legal Name of Entity/Individual Filed with IRS for this Tax ID No. <i>80-0270114</i>
Mailing Address <i>300 Welsh Rd Bldg 4, Suite 160</i>	IRS Form 1099 Mailing Address <i>same as mailing</i>
City, State, Zip Code <i>Horsham PA 19044</i>	City, State, Zip Code

Contact Person <i>Roger Hornby</i>	Email Address: <i>roger.hornby@dsimed.com</i>
Phone Number <i>(215) 461-1729</i>	Fax Number: <i>(215) 443-3037</i>
Authorized Signature 	Date <i>4/27/23</i>

List three (3) business references you have done business with for three years or more providing employee drug and alcohol screening:

1<sup>st</sup>

Company Name: St Charles County Representative Name: Debbie Moore

Address 201 North 2<sup>nd</sup> St City St Charles State MO Zip 63301

Business Phone (636) 949-7320 Business Fax (636) 949-7322 Cellular Phone

email address if available dmoore@sccmo.org

2<sup>nd</sup>

Company Name: Ramsey County HR Representative Name: Scott Jahnke

Address 121 7<sup>th</sup> Place, East City St Paul, MN State Zip 55101

Business Phone (651) 266-2929 Business Fax (651) 266-7188 Cellular Phone

email address if available scott.jahnke@co.ramsey.mn.us

3<sup>rd</sup>

Company Name: County of Burlington Representative Name: Kate Mahan

Address 49 Rancocas Rd City Mt. Holly State NJ Zip 08060

Business Phone (609) 265-5480 Business Fax (609) 265-5088 Cellular Phone

email address if available kmahan@co.burlington.nj.us



# Christian County Commission

100 W. Church Street Room 100  
Ozark, Missouri 65721  
(417)582-4300

Ralph Phillips  
Presiding Commissioner

Lynn Morris  
Eastern Commissioner

Hosea Bilyeu  
Western Commissioner

## ADDENDUM NUMBER 01 INVITATION TO BID #2023-8 EMPLOYEE DRUG SCREENING SERVICES

**CONTACT:** Kim Hopkins-Will, NIGP-CPP, CPPO, CPPB  
Purchasing Agent  
**ADDRESS:** Christian County Government  
100 W. Church St., Room 100  
Ozark, MO 65721  
**PHONE:** (417) 582-4309  
**EMAIL:** [khopkins@christiancountymo.gov](mailto:khopkins@christiancountymo.gov)

**TO PROSPECTIVE BIDDERS:** The original Invitation to Bid documents remain in full force and effect except as revised by the following changes which take precedence over anything to the contrary in the Bidding Event document

### PLEASE ENTER ADDITIONAL COSTS IN THE TABLE BELOW

Description of Drug Screen	Qty	Price
<b>Collections</b>		
<b>7. On-site Non-D.O.T. lab testing</b>	1	\$ 55.00
<b>8. Office Non-D.O.T. lab testing</b>	1	\$ 45.00

The following are questions submitted by prospective bidders and the official response from Christian County.

**Q1:** Who is your current TPA/provider(s) managing this drug testing program & SAMHSA LAB conducting the urine testing?

**A1:** The current TPA is KT Health Clinic, they choose the lab.

**Q2:** Which offsite clinics do you use for collections, and who is your onsite mobile collector? How often do onsite collections occur? Are these onsite collections for scheduled quarterly randoms, or for emergency collections primarily? If scheduled onsite, how many specimens are typically collected?

**A2:** KT Health is the current offsite clinic; they provide someone to come for onsite testing. Onsite collections occur quarterly for randoms, and as needed for reasonable suspension. Randoms average about 25 tests. /quarter

**Q3:** How / Where might we obtain the current contract / pricing for these services being requested, or you could provide the current price sheet from the current contract?

**A3:** We are currently working under the contract we made with TOX Review (who sold to KT Health in January of this year.) Current pricing is as follows:

On-site D.O.T. urine analysis	\$35.00
Office D.O.T. urine analysis	\$30.00

On-site Non D.O.T. Testing	\$20.00
Office Non D.O.T. Testing	\$15.00
On-site breath alcohol analysis	\$20.00
Office breath alcohol analysis	\$15.00
On-site Non-D.O.T. Lab Testing	\$30.00
Office Non-D.O.T. Lab Testing	\$25.00

Q4: How often do you test for K2 Spice (aka Synthetic cannabinoids)? Are these tests done using its own special urine panel, when needed

A4: Unknown.

Q5: Why is this bid being solicited? Has all renewal options expired, or has there been an interruption with the service?

A5: **TOX Review was located in Ozark, KT Health took over the contract but is a long distance for County employees.**

Q6: If given the ability, what would the City change moving forward with the next Contract, to raise the service level even higher than it is now? In other words, do you have a "wish list" of any additional services/features/expectations moving forward?

A6: I'm unsure what the City would like to do, but the County isn't looking for additional services but wants customer service.

Q7: On page 8, it identifies the requested services you would like prices for, but it lists a quantity of "1". Historically, how many of these collections have been performed on a monthly or yearly basis, for each service requested?

A7: **In 2022 we spent approximately two thousand dollars for employee drug screening services.**

All else remains the same.

ACKNOWLEDGMENT: Acknowledge this Addendum 01 by signing below and returning it with your bid.

Company Name: DSI Medical Services Inc.

c/o: Roger Hornby

(Name of Agent or Sales Rep)

Title: VP- Business Development

Signature: [Handwritten Signature]

Date: 5/2/23

END OF DOCUMENT

**FINAL MANDATORY COMPLIANCE CHECKLIST:**

Please use the below table to ensure your bid is fully compliant before you seal it for submission. If you have any questions regarding any of these items, please call:

Kim Hopkins-Will – Purchasing Agent

(417) 582-4309

[khopkins@christiancountymo.gov](mailto:khopkins@christiancountymo.gov)

FINAL COMPLIANCE CHECKLIST	(✓)
I am submitting my bid prior to the specified deadline. (Page 1)	✓
I understand that <b>no faxed or electronically transmitted bids</b> will be accepted. (Page 2)	✓
I have filled out, signed, and dated the <b>Declaration page</b> , and I understand that failure to do so <b>will result in rejection</b> of my bid. (Page 13)	✓
I am including one (1) unbound original and three (3) copies of my bid. (Page 1)	✓
I must include the Bid Form starting on (Page 8), and all pages thereafter.	✓
I am enclosing my bid in a sealed envelope, and I am marking the envelope <b>"ITB #2023-8 EMPLOYEE DRUG SCREENING SERVICES- BID DOCUMENTS – DO NOT OPEN"</b> . (Page 2)	✓
I have reviewed the <b>Department of Transportation's Requirements</b> and comply. (Page 12)	✓

**END OF DOCUMENT**

# Request for Taxpayer Identification Number and Certification

**Give Form to the  
 requester. Do not  
 send to the IRS.**

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	<p><b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.  <b>DSI Medical Services Inc</b></p> <p><b>2</b> Business name/disregarded entity name, if different from above</p> <p><b>3</b> Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p> <input type="checkbox"/> Individual/sole proprietor or single-member LLC                     <input checked="" type="checkbox"/> C Corporation                     <input type="checkbox"/> S Corporation                     <input type="checkbox"/> Partnership                     <input type="checkbox"/> Trust/estate  <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____  <small>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</small>  <input type="checkbox"/> Other (see instructions) ▶ _____             </p> <p><b>4</b> Exemptions (codes apply only to certain entities, not individuals; see Instructions on page 3):                  Exempt payee code (if any) _____                  Exemption from FATCA reporting code (if any) _____  <small>(Applies to accounts maintained outside the U.S.)</small></p>	
	<p><b>5</b> Address (number, street, and apt. or suite no.) See instructions.  <b>300 Welsh Rd, Bldg 4, Suite 160</b></p> <p><b>6</b> City, state, and ZIP code  <b>Horsham PA 19044</b></p> <p><b>7</b> List account number(s) here (optional)</p>	<p>Requester's name and address (optional)</p>

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

<b>Social security number</b>									
or									
<b>Employer identification number</b>									
8	0	-	0	2	7	0	1	1	4

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, Item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶ 11/9/23
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**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*

BY CHRISTIAN COUNTY AND ONE COPY OF THIS AGREEMENT WILL BE RETURNED TO YOU.

IN WITNESS WHEREOF, the parties have executed and entered into this Agreement as of the date first set forth above.

COUNTY OF CHRISTIAN

CONTRACTOR

By: Lynn Morris  
Lynn Morris, Presiding Commissioner

Company Name: DSI Medical Services Inc

By: Bradley A. Jackson 6-27-23  
Bradley A. Jackson, Eastern Commissioner

By: [Signature]  
Title: VP - Business Development

By: Hosea Bilyeu 6-27-23  
Hosea Bilyeu, Western Commissioner

By: \_\_\_\_\_  
Title: \_\_\_\_\_



WITNESSED BY: Paula Brunfeldt  
Paula Brunfeldt, Christian County Clerk

AUDITOR CERTIFICATION

I certify that the expenditure contemplated by this document is within the purpose of the appropriation to which it is to be charged and that there is an unencumbered balance of anticipated revenue appropriated for payment of same.

Approved as to form:  
By: N. Austin Fax  
N. Austin Fax, Christian County Counselor

Amy Dent  
Amy Dent, Christian County Auditor

6/29/23  
Date



# Christian County Commission

100 W. Church Street Room 100  
Ozark, Missouri 65721  
(417)582-4300

Lynn Morris  
Presiding Commissioner

Bradley A. Jackson  
Eastern Commissioner

Johnny Williams  
Western Commissioner

June 11, 2026

DSI Medical Services, Inc.  
300 Welsh Road  
Horsham, PA 19044  
Attn: Roger Hornby  
800-770-0531 x1729  
[Roger.hornby@dsimed.com](mailto:Roger.hornby@dsimed.com)

RE: #2023-8 Employee Drug Screening Services

The Christian County Commission voted in session today to renew the contract for ITB#2023-8 Employee Drug Screening Services for another year.

The contract (originally awarded in 2023) was for one year with the option of renewing for three additional one-year periods. This is the third renewal (year 4) and will begin July 1, 2026, and go through June 30, 2027.

Your point of contact will be Amber Bryant, the Director of Employee Services. Ms. Bryant can be reached at 417-582-4307 or by email at [abryant@christiancountymo.gov](mailto:abryant@christiancountymo.gov).

\_\_\_\_\_  
Johnny Williams  
Western Commissioner

\_\_\_\_\_  
Lynn Morris  
Presiding Commissioner

\_\_\_\_\_  
Bradley A. Jackson  
Eastern Commissioner

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_



## **Christian County Commission**

100 West Church St, Room 100

Ozark, MO 65721

### **Library Board Appointment**

Commissioners

Two vacancies are currently open for the Christian County Library Board: one in Nixa, with the departure of Mary Hernandez de Carl and the other in Highlandville/Spokane with Echo Schneider resigning this past April. Four applicants have applied and the commissioners have spoken to those needing to be interviewed.

The applicants are:

Koleman Parsley (Ozark)

Echo Schneider (Nixa)

Ashley Popejoy (Nixa)

David Rice (Ozark)

Each commissioner will vote for their top candidates by ballot vote.