Intoximeters
Experience · Service · Integrity

April 22, 2025

Office of State Courts Administrator
OSCA Division of Legal Services
Attn: Mitchell Bonine, Contracts Management Analyst
2112 Industrial Drive
Jefferson City, MO 65109

Re: OSCA: 23-01792 Treatment Court Drug/Alcohol Testing Equipment, Monitoring Equipment and Services, Renewal No. 2

Dear Mr. Bonine,

Thank you for the opportunity to respond to Contract Renewal No. 2, OSCA: 23-01792 Treatment Court Drug/Alcohol Testing Equipment, Monitoring Equipment and Services.

We have carefully reviewed our current costs for the items on the contract. Please note that over the last few years, we have endured multiple increases in our material costs. As such, we request a price adjustment to the Alco-Sensor FST and the Alco-Sensor III, which have been outlined on the attached pricing page and terms document. All other items on the contract remain at list price.

Please let me know if we can get your approval of the requested price increase.

Sincerely,

Christopher H. Dalton
President

2081 Craig Road | St. Louis, Missouri 63146 | P +1 314 429 4000 | F +1 314 429 4170 | www.intox.com

RFP MO OSCA 23-01792

PRICING PAGE
AND TERMS

Item	Qty	Price Each
Alco-Sensor FST/Part #40-2010-00	1 2-9 10-19 20+	$462.00 $456.50 $434.50 $401.50
Alco-Sensor III / Part #12-0210-00	1+	$373.00
108L Dry Gas (.082)C / Part #22-0080-01	1+	$184.25
1.5 LPM Regulator / Part #22-0200-00	1+	$143.50
6 LPM Regulator / Part #22-0640-00	1+	$143.50
ASFST Mouthpiece / Part #23-0120-00	200-499 500-999 1000-4999 5000-9999 10000+	$0.31 $0.29 $0.27 $0.25 $0.22
ASIII Mouthpiece / Part #23-0040-00	200-499 500-999 1000-4999 5000-9999 10000+	$0.31 $0.29 $0.27 $0.25 $0.22

Terms:

1. Intoximeters agrees to hold the above pricing firm through June 30, 2026.
2. For any subsequent renewal options the Missouri Office of State Courts Administration chooses to exercise, Intoximeters reserves the right to increase the above pricing.

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OFFICE OF STATE COURTS ADMINISTRATOR
P.O. Box 104480
2112 Industrial Drive
Jefferson City, MO 65110-4480

CONTRACT RENEWAL 002
CONTRACT: OSCA 23-01792-23
TITLE: Drug/Alcohol Testing Equipment, Monitoring Equipment, & Services

CONTACT: Mitchell Bonine
EMAIL: osca.contracts@courts.mo.gov
PHONE: (573) 522-6766

ISSUE DATE: April 14, 2025 **RETURN RENEWAL NO LATER THAN: May 15, 2025**

Proposal submission: Proposals may be sent electronically to osca.contracts@courts.mo.gov. If you would like to submit a written proposal, please print or type the RFP number on the lower left hand corner of the envelope.

(U.S. Mail)
Office of State Courts Administrator Attn:
Contract Unit
PO Box 104480
Jefferson City, MO 65110 - 4480

or

(Courier Service)
Office of State Courts Administrator Attn:
Contract Unit
2112 Industrial Dr.
Jefferson City, MO 65109

CONTRACT PERIOD: July 1, 2025 THROUGH JUNE 30, 2026

DELIVER SUPPLIES/SERVICES FOB DESTINATION TO THE FOLLOWING ADDRESS: VARIOUS TREATMENT COURTS THROUGHOUT THE STATE OF MISSOURI

The offeror hereby declares understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all requirements and specifications contained herein and the Terms and Conditions Request for Proposal (RFP). The offeror further agrees that the language of this RFP shall govern in the event of a conflict with his/her proposal. The offeror further agrees that upon receipt of an authorized purchase order from the Office of State Courts Administrator or when this RFP is countersigned by an authorized official of the Office of State Courts Administrator, a binding contract shall exist between the offeror and the Office of State Courts Administrator.

SIGNATURE REQUIRED

AUTHORIZED SIGNATURE	DATE 4/23/25
PRINTED NAME Christopher Dalton	TITLE President
COMPANY NAME Intoximeters, Inc	
MAILING ADDRESS 2081 Craig Road	
CITY, STATE, ZIP St. Louis, Missouri 63146	
TELEPHONE NUMBER 314-429-4000	EMAIL ADDRESS bids@intox.com

NOTICE OF AWARD (OSCA USE ONLY)

ACCEPTED BY OFFICE OF STATE COURTS ADMINISTRATOR AS FOLLOWS: As submitted in its entirety		
CONTRACT NO. **23-01792-23**	CONTRACT PERIOD **July 1, 2025 through June 30, 2026**	
CONTRACTS SECTION Mitchell Bonine	DATE 06/05/25	DEPUTY STATE COURTS ADMINISTRATOR R. Morrissey

CONTRACT RENEWAL 002 to OSCA 23-01792-23
TITLE: Drug/Alcohol Testing Equipment, Monitoring Equipment, & Services
Contract renewal period: July 1, 2025 through June 30, 2026

The Office of State Courts Administrator desires to renew the above referenced contract.

The Office of State Courts Administrator (OSCA) requests there not be any increase in cost for this contract period.

A completed Pricing Page must be returned with the completed and signed cover page of this renewal document prior to full execution by OSCA.

To be a contracted collector for the court(s), all individuals must adhere to the revised Missouri Collector Standards (Attachment 1)

Individuals who have submitted the Collector Guideline Acceptance From under this contract do not need to submit another form at this time.

> To be a contracted collector for the judiciary, all individuals must adhere to the Missouri Collector Standards, Attachment 1. Any individual providing collection services must have submitted an Exhibit A, Collector Guideline Acceptance Form, attached below, and all required supporting documents, prior to performing collection services under this contract. Exhibit A's must only be submitted with this renewal document for new collectors.
>
> By completing, signing and returning Exhibit A, you, as well as each collector, are verifying you have read and will abide by these Missouri Guidelines for Drug/Alcohol Collections.
>
> Background Check Procedures are provided below as well at Attachment 2.

All other terms, conditions and provisions of the previous contract period shall remain the same and apply hereto.

PRICING PAGE

The offeror shall provide the firm, fixed pricing information for each product and/or service to be provided in accordance with the provisions and requirements specified herein. All costs associated with providing the products and/or services required herein shall be included in the prices.

PRICE: The offeror shall provide a listing of each product and/or service with a firm, fixed price for each product and/or service.

Effective Date: The effective date for contracts awarded as a result of this renewal shall be from July 1, 2025 through June 30, 2026.

More lines/additional pages may be added, if needed.

OFFEROR NAME: Intoximeters, Inc.

See attached Pricing Page/Terms Product/Service $_____ firm, fixed price per each unit

for Breath Alcohol Testing Product/Service $_____ firm, fixed price per each unit

Breath alcohol testing instruments Product/Service $_____ firm, fixed price per each unit

and supplies on page 14 Product/Service $_____ firm, fixed price per each unit

_____ Product/Service $_____ firm, fixed price per each unit

_____ Product/Service $_____ firm, fixed price per each unit

_____ Product/Service $_____ firm, fixed price per each unit

Electronic Monitoring

Pricing per participant

per day: No bid

per week: _____

per month: _____

Is there a minimum number of days? Yes_____ No_____

If yes, please indicate number of days:_____

Deposit or Start Up fee required? Yes _____ No_____

If yes, what is the cost?_____

Please list system requirements, such as single land phone line, water resistance, range of coverage etc.:

_____

Please list counties for which you will provide this service:

Pricing Page, continued

COLLECTOR SERVICES PRICING

OFFEROR NAME: Intoximeters, Inc.

The offeror should quote a price per hour **or** per test. Only one will be accepted.
The price shall not change during the contract period.

Firm, fixed price for collector services performed: $ No bid per hour, or

$ _____ per test

For the following county and circuit:

County: _____ Circuit: _____

County: _____ Circuit: _____

County: _____ Circuit: _____

County: _____ Circuit: _____

County: _____ Circuit: _____

County: _____ Circuit: _____

ATTACHMENT 1

COLLECTOR STANDARDS

MISSOURI GUIDELINES FOR DRUG/ALCOHOL COLLECTIONS

Ten Principles of a Good Testing Program

1. Design an effective drug detection program, place the policies and procedures into written form (treatment court manual) and communicate the details of the drug detection program to the court staff and clients alike.

2. Develop a client contract that clearly enumerates the responsibilities and expectations associated with the court's drug detection program.

3. Select a drug-testing specimen and testing methodology that provides results that are scientifically valid, forensically defensible and therapeutically beneficial.

4. Ensure that the sample-collection process supports effective abstinence monitoring practices, including random, unannounced selection of clients for sample collection and the use of witnessed/direct observation sample-collection procedures.

5. Confirm all positive screening results using alternative testing methods unless the participant acknowledges use.

6. Determining the creatinine concentrations of all urine samples and sanction for creatinine levels that indicate tampering.

7. Eliminate the use of urine levels for the interpretation of client substance-use behavior. A drug test is either positive (drug presence is as or above the cutoff concentration) or negative (none detected; drug level is below the cutoff concentration).

8. Establish drug-testing results interpretation guidelines that have a sound scientific foundation and that meet a strong evidentiary standard.

9. In response to drug-testing result interpretation guidelines that have a sound scientific foundation and that meet a strong evidentiary standard.

10. Understand that drug detection represents only a single supervision strategy in an overall abstinence monitoring program.

ATTACHMENT 1, continued

COLLECTOR MINIMUM STANDARDS

Any individual who collects specimens for testing acts as an official representative of the court who is required and trusted to work within the law. A collector shall refrain from manifesting bias or prejudice or engage in harassment, including but not limited to bias, prejudice, or harassment based upon race, sex, gender, gender identity, religion, national origin, ethnicity, disability, age, sexual orientation, or marital status.

Qualifications:

1. A minimum of 21 years of age;
2. Legal United States resident or legally eligible to work in the United States;
3. May be subject to drug and alcohol testing by the local drug court;
4. Shall be subject to background checks by the local court at the collector's expense, which will include but may not be limited to: Employment history and references, fingerprint checks for open and closed federal and state criminal records, Sex Offender Registry and the Family Care Safety Registry;
5. NDASA certification and experience are recommended.

Requirements:

1. Provide monitoring function for the team by collecting urine, saliva, breath and/or hair samples;
2. Document contact with participants and forward to the court within a timely manner so information can be used during staffing sessions as determined by the local court team;
3. Be reasonably available to appear in court if requested;
4. Participate in on-going training such as the Essential Elements of Drug Court (NADCP.org) and drug collection/detection procedures and tampering techniques;
5. Competent in the procedures of drug and alcohol testing as outlined by the local court;
6. Review and understand the local policy and procedure manual and the agreement between the participant and the court;
7. Have a general understanding of substance use disorder and treatment;
8. Abide by additional standards, roles and responsibilities set forth by the local court.

Code of Ethics:

1. Abide by all municipal, state and federal statutes;
2. Maintain professionalism at all times and treat participants with dignity and respect;
3. Maintain the confidentiality and privacy of the participant;
4. Duty to report all actions to the court;
5. Any prior relationships with participants or family members must be reported to the team;
6. Shall not loan money, property, co-sign loans or accept gifts, favors or promises from participants or family members;
7. No fraternization with any participant or family members;
8. Shall not establish a personal or business relationship with participants or family members;
9. Shall not be under the influence of drugs or alcohol when performing duties;
10. Shall not monitor participants at AA, NA, or other self-help meetings whose members wish to preserve anonymity;
11. Shall not observe or obtain urine samples or perform urinalysis testing while conducting home, employment, or other site visits.

ATTACHMENT 1, continued

COLLECTION PROCEDURES

Contracted collectors will be required to follow the procedures below for collection, control and testing of participant urine specimens, which ensures the confidentiality and reliability of all test results:

General Procedures:

1. Collectors shall be the same gender as the participant submitting the specimen.
2. There shall be no physical contact between the collector and participant during specimen collection.
3. Specimen collection shall be in a secure location which provides privacy from other participants, uninvolved staff and sanitary conditions.
4. Collectors will collect urine specimens as directed by the treatment court coordinator/administrator.
5. No participant shall participate in the collection of another participant's urine specimen or have access to collected urine specimens or drug testing equipment and supplies.

Pre-collection:

1. The participants' identity should be confirmed with a valid photo ID.
2. The participant will sign a label and the chain of custody form if the specimen is being submitted to a lab.
3. The participant will be limited to no more than 24 ounces of water within one hour of collection.
4. All staff handling urine specimens will wear protective gloves.
5. Participants will either wash their hands or wear protective gloves prior to and during specimen procurement in order to prevent contamination of urine specimens.
6. Participants will remove clothing from the groin and buttocks areas to ensure devices are not present, which would allow alteration of the urine sample.
7. Any item or substance that could be used to dilute, substitute or adulterate shall be immediately reported to the court.
   a. Such items may include, but are not limited to the following:
      (1) containers or vials of liquid or urine that could be utilized to substitute or dilute a participant's urine:
      (2) devices used to supply substances in lieu of the participant providing a fresh specimen;
      (3) any contraband such as salt, bleach, iodine, Visine, soap or other substances that could be used to adulterate urine, and
      (4) any other contraband identified during the collection process.
   b. A notice of these prohibited items should be included in the participant manual.
   c. All confiscation of such items should be documented in a report to the court program, along with a photo of the item. If unable to confiscate the item, do not apprehend or attempt to use force. Describe the item in detail in a report to the court.

Collection Process:

1. All collections will be directly observed (witnessed full-frontal).
2. Participants are allowed a maximum of one hour to produce a sample. Those who refuse or fail to produce a urine specimen of at least 30cc (1 oz. or half a bottle) within one hour will be considered a refusal and no further subsequent attempts to collect the sample shall be conducted.
3. Urine should be collected in the standard individual container provided by a laboratory.
   a. Disposable collection cups may be used to collect urine specimens and then poured into the bottle.

ATTACHMENT 1, continued

COLLECTION PROCEDURES

Post-Collection Process:

1. The sample should be tested for creatinine and temperature (reject if not 90° - 100° F). Other tests may include specific gravity, pH, color and odor to detect possible 'flushing' patterns.
2. The participant will place the cap on the bottle, secure it and rinse the bottle before giving it to the collector.
   a. The collector will ensure the cap is secured.
   b. All urine collected for drug testing which is not submitted to the laboratory or used for on-site testing will be disposed of in a toilet and the toilet shall be flushed.
   c. Urine which is spilled shall be cleaned up promptly with a 10 percent liquid bleach solution or any environmental protection agency approved hospital disinfectant which destroys bacteria.
   d. The specimen container will be disposed of in a dedicated trash container to which participants do not have access.
3. For specimens submitted to a lab:
   a. The label will be placed on the container in the presence of the participant.
   b. The collector should ensure the evidence tape is placed over the container lid immediately following specimen collection.
   c. The collector must complete the lab form and initiate and sign the chain of evidence section on the day collected.
   d. Specimens shall be placed in a refrigeration unit within 24 hours in a secured area until transported to a laboratory for analysis.
   e. The collector will make arrangements for the transportation of all urine specimens sent to a laboratory.
4. When the specimens are forwarded via the U.S. Postal Service or United Parcel Service, the individual relinquishing the specimens will sign the chain of evidence section in the "To" section indicating "USPS" or "UPS."
5. For on-site tests:
   a. A chain of custody form may be used.
   b. Confirmation tests should be performed if an on-site test result is questionable or a participant contests the results.

EXHIBIT A

OFFEROR NAME: _____

OSCA 23-01792

Collector Guideline Acceptance Form

Office of State Courts Administrator

I verify I have read and will abide by the Missouri Collector Guidelines. I further understand failure to follow these guidelines may result in the termination of my contract with the Office of State Courts Administrator and the court.

- ☐ I am a commissioned law enforcement officer by the state of Missouri.
- ☐ I understand that I will provide a copy of my POST certification to verify my law enforcement commission in the state of Missouri.
- ☐ I am not a commissioned officer.
- ☐ I have provided a completed background check, and
- ☐ I have registered with the Family Care Safety Registry (FCSR), and I have provided a copy of the results of the FCSR background screening results

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Collector Printed name **Signature** **Date**

The treatment court approves this person as a collector for our circuit. This approval does not mean the Judiciary shall be liable for their actions in performance of these duties.

Drug Court Judge/Coordinator **Circuit** **Date**

ATTACHMENT 2

Non-Commissioned Collector Background Checks and Family Care Safety Registry

The following are the procedures individuals must complete in order to be considered for a contract for collector services with OSCA and the court.

Any non-commissioned individual who collects specimens for testing **must** have completed **Criminal Background Checks** as follows:

1. The Missouri Automated Criminal History System (MACHS) Fingerprint Search Portal allows any member of the public to schedule an appointment to be fingerprinted through Cogent, the state fingerprint services offeror, for a fingerprint-based criminal background check. Cogent will utilize electronic image capturing (also known as Livescan) to capture an applicant's fingerprints electronically and transmit them to the MSHP for processing. Cogent does not receive or have access to criminal history records.

2. Print the Missouri State Highway Patrol Applicant Fingerprint Services of Missouri form below, form SHP-984 regarding fingerprinting and following the directions it contains. When completing the online information and when asked for a Registration Number, input 7236. This code MUST be used, or your background check will be sent to another agency and you will have to pay for your fingerprinting again!

3. Many questions regarding the fingerprinting process can be answered using the following website: https://www.machs.mo.gov/MACHSFP/faq.html

4. A copy of the NONCRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS is included below for your information as well.

ATTACHMENT 2, continued

SHP-0984

NOTE: The individual collector is responsible for, and must pay for, the screening. OSCA shall not pay for fingerprint services.

Missouri State Highway Patrol
Applicant Fingerprint Services of Missouri

Applicant Fingerprint Form for State and FBI Criminal History Background Checks

Section One: Agency Information

AGENCY 4-DIGIT MACHS REGISTRATION NUMBER: 7236

Agency Name: Office of State Courts Administrator

Agency ORI: MO920430Z Agency OCA: COLLECTOR

Section Two: The Missouri Automated Criminal History Site (MACHS)

For fingerprinting services through the state electronic fingerprint vendor, you must first register with the Missouri Automated Criminal History Site (MACHS). If you do not have internet access, you may contact the vendor (IDEMIA) at 844-543-9712 for assistance with registration.

MACHS Registration Instructions:

1. Log-on to www.machs.mo.gov
2. Click on the "blue box" Click here to register with the fingerprint portal
3. Click on the "blue box" Click here to register with MACHS
4. Enter the 4-digit registration number provided by your agency. Click "enter"
5. Enter your personal information in the appropriate fields and proceed through the registration process.
6. Near the end of registration, you will be asked to verify all personal data and agency information before proceeding. If all information entered is accurate and complete, click "complete registration." This will redirect you to IDEMIA's website for further instruction.
7. Please note your Transaction Control Number (TCN) for future reference and Universal Enrollment ID (UEID) for future reference.
8. UEID and Date of Birth (DOB) **or** method of contact (email and/or phone number) and (DOB) Email will be required at the fingerprint vendor location to search for your registration transaction.

The processing fee is automatically calculated based on the 4-digit registration number that was entered at the beginning of registration. All fees are payable to IDEMIA at the time of fingerprinting unless a billing account has been established by your agency.

Once fingerprinting is completed, IDEMIA will transmit your photo, personal data, and fingerprint images to the Missouri State Highway Patrol (MSHP) for processing. The results of the search will be provided to the authorized agency within approximately 1-5 business days. NOTE: IDEMIA does not have access to criminal history. For questions about your results, contact the requesting agency or MSHP. Please reference your TCN.

ATTACHMENT 2, continued

NONCRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for a job or license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights, which are discussed below.

- You must be provided written notification (includes electronic notification, but excludes verbal notification) that your fingerprints will be used to check the criminal history records of the FBI.
- If you have a criminal history record, the officials making a determination of your suitability for the job, license, or other benefits must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The officials must advise you that the procedures for obtaining a change, correction, or updating of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), section 16.34.
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the job, license, or other benefit based on information in the criminal history record.

You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure, or standard established by the National Crime Prevention and Privacy Compact Council.

If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at http://www.fbi.gov/about-us/cjis/background-checks

If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)

ATTACHMENT 2, continued

Family Care Safety Registry (FCSR)

Non-commissioned collectors must register with the Family Care Safety Registry and provide results of the background screening to OSCA. Contract renewals will not be processed without the FCSR documentation. The contractor's personal information must be entered into the various fields on the registration form (Name, DOB, SSN, etc.) FCSR screenings contain Missouri data only.

How to Register

A person may register two ways:

1. **Online Registration with the FCSR** is quick and easy. All an individual need is Internet access, their Social Security number and email address, and a valid credit or debit card for payment of the fee. Fees and online registration for the Family Care Safety Registry can be found at:

   http://health.mo.gov/safety/fcsr/index.php

2. Mail a **Worker Registration Form**, a photocopy of the Social Security card, and a check or money order for the registration fee to the Missouri Department of Health and Senior Services, Fee Receipts Unit, P.O. Box 570, Jefferson City, MO, 65102. Mailed forms are processed in the order received. Registration forms can also be mailed using a fillable pdf version of the form, which can be found at:

   http://health.mo.gov/safety/fcsr/pdf/WorkerRegistration.pdf

The registration form must be signed by the contractor in blue or black ink. The completed registration form, along with a photocopy of the contractor's Social Security card and payment, should be mailed to:

Missouri Department of Health and Senior Services
Family Care Safety Registry
P.O. Box 570
Jefferson City, MO 65102 – 0570

Requesting Background Information for Registered Individual

The FCSR maintains a toll-free call center to request background screenings for employment purposes. Registered collectors should contact the FCSR toll free at **1-866-422-6872** (8:00 a.m. - 3:00 p.m., M-F). The registered collector should request to be sent background screening results to an email address the collector provides. The results should be received by the collector in a few minutes and not more than 24 hours. These results should be sent to OSCA with the Exhibit A included herein. **Contract renewals will not be processed without this documentation.**

Registrant Responsibilities

It is the responsibility of the registrant to contact the FCSR with any name or address changes.