

Invitation to Bid Advertisement Date July 22, 2018

DRUGSCREENING SYSTEM

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Responses to an Invitation to Bid will be received by the Purchasing Supervisor, Sumner County Board of Education, 1500 Airport Road, Gallatin, TN 37066 until 10:00 A.M. CST August 7, 2018. Bid responses will be opened at that time, taken under advisement and evaluated. Should you have any questions please contact Dustin Weatherford 615-442-1860 dweatherford@sumnersheriff.com. All proposals are

Chris Harrison, Purchasing Supervisor (615) 451-6560. All bids can be viewed online at www.sumnerschools.org and www.sumnertn.org.

Introduction

Sumner County Government or herein known as Sumner County is hereby requesting a proposal for Drug Screening System for the Sumner County. The system to be utilized by the Sumner County is located at 107 West K Street, Smith Street Gallatin, TN 37066. In addition, all other Sumner County Government Departments and Agencies and the Sumner County Board of Education may also purchase for any submitted proposal.

General Information

I. Proposal Package

All sealed proposal packages must include all of the following when applicable. Any sealed proposals shall be rejected as a nonconforming bid if any applicable item is missing.

- x Three (3) complete copies of proposal
- x Evidence of a valid State of Tennessee Business License and/or Sumner County Business License
- x Evidence of compliance with the Sumner County Insurance Requirements, if work is performed on Sumner County Property
- x Signed and completed Statement of Non-Collusion (Attachment 1)
- x Properly completed Internal Revenue Service Form W-9
- x Evidence of a Drug-Free Workplace Affidavit (Attachment 2)
- x If bid is in excess of \$25,000, a certification of debarment must be completed (Attachment 3)
Certification Regarding Debarment, Suspension and Other Responsibility Matters
- x Certification By Contract (Attachment 4)

NEW VENDORS

1. To comply with Internal Revenue Service requirements, all vendors who perform any type of service are required to have a current IRS Form-990 on file with the Sumner County. At the time of requisition, the individual requesting a purchase order or disbursement must provide a copy of the Form-990 to the individual requesting a purchase order or disbursement. (F3 11.04 Tf 1 4(e)7)

VI. Insurance Requirements and Liability

Each bidder or respondent to the RFP who may have employees, contractors, or agents working on Sumner County properties shall provide copies of current certificates for general professional liability insurance and for workers' compensation of a minimum of \$250,000. The owner or principal of each respondent must also be insured by workers' compensation if they perform any of the services on School System properties. There will be no exceptions to the insurance requirements.

VII. Payment Terms

Payment terms shall be specified in the bid response, including any discounts for early payment. All payments, unless agreed upon differently, will be after receipt of service or product and approval of conformance with specifications. The Sumner County Finance Department does not allow the practice of picking up checks in person.

VIII. Deadline

Sealed proposals will be accepted until Tuesday August 7, 2018 @ 10:00 a.m. local time. Proposals received after that time will be deemed invalid and returned unopened to the vendor. Vendors mailing proposal packages must allow sufficient time to ensure receipt of their package by the time specified. There will be no exceptions.

IX. Withdrawal or Modification of Proposal

A withdrawn proposal may be resubmitted up to the time designated for the receipt of proposals provided that it fully conforms to the same general terms and requirements.

X. Package

The package containing the proposal must be sealed and labeled "201807-00 Drug Screening System" and placed in a manila envelope. Responses may be hand delivered or mailed to the following:

XII. Procedures for Evaluating Proposals and Awarding Contract

In comparing the responses to this RFP and making awards, Sumner County may consider such factors as quality and thoroughness of a proposal, the record of experience, the references of the respondents, and the integrity, performance, and assurances in the proposal in addition to that of the proposal price.

- x Proposals will be examined for compliance with all requirements set forth herein.
- x Proposals that do not comply shall be rejected without further evaluation.
- x Proposals will be subjected to a technical analysis and evaluation.
- x Oral presentations and written questions for further clarifications may be required of some or all vendors.

XIII. Discussions

Discussions may be conducted with the vendors which have submitted proposals determined to be reasonably likely of being considered for selection to assure a full understanding of and responsiveness to the RFP requirements. Every effort shall be afforded to assure fair and equitable treatment with respect to the opportunity for discussion and/or revision of their respective proposals. Revisions may be permitted after the submission and prior to the award for the purpose of obtaining the best offers.

XIV. Open Records

After the bids awarded, all proposals will be subject to the Tennessee Open Records Act, and the proposals will be available to the public upon written request.

Summary information on bids submitted will be posted on the School System website at <http://www.sumnerschools.org>

XV. Assignment

Neither the vendor nor School System may assign this agreement without prior written consent of the other party.

XVI. Liabilities

The vendor shall indemnify Sumner County against liability for any suits, actions, or claims of any character arising from or relating to the performance under this contract by the vendor or its subcontractors.

Sumner County has no obligation for the payment of any judgment or the settlement of any claim made against the vendor or its subcontractors as a result of obligations under this contract.

XVII. Tax Status

Sumner County Governments tax exempt.

XVIII. Invoicing

Invoices are to be submitted to:

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117 West Smith Street
Gallatin TN 37066

The vendor must provide an invoice(s) detailing the terms and amounts due and the dates due. All invoices indicate payment terms and any prepayment discounts.

XIX. Contract Nullification

Sumner County may, at any time, nullify the agreement if, in the judgment of Sumner County, the contractor(s) has failed to comply with the terms of the agreement. In the event of nullification, any payment due in arrears will be made to the contractor(s), but no further sums shall be owed to the contractor(s). The agreement between Sumner County and the contractor(s) is contingent upon an approved annual budget allotment, and is subject, with thirty (30) days notification, to restrictions or cancellation if budgetary adjustments are deemed necessary by Sumner County.

XX. Applicable Law

Sumner County, Tennessee is an equal opportunity employer. Sumner County does not discriminate towards any individual or business on the basis of race, sex, color, age, religion, or ethnicity. ET 1.07(3)7(0,8 349.97 Tm 0 g 0 G [()] TJ E

BID SPECIFICATIONS
SUMNER COUNTY SHERIFF'S OFFICE
DRUG SCREENING

THIS PAGE IS TO BE FILLED OUT AS YOUR BID.
THE FOLLOWING ITEMS ARE TO BE AS SPECIFIED:

Please read over the following specifications for our current needs.

- x A secure tablet based instant drug screening system that provides a digital drug screening result without the need of human interpretation in under two minutes.
- x System must be portable and able to support multiple testing locations, contacts, and users
- x

SUMNER COUNTY BOARD OF EDUCATION
Purchasing Office
1500 Airport Road
Gallatin, TN 37066

COMPANY NAME

ADDRESS

TELEPHONE

EMAIL

ATTACHMENT

DRUGFREE WORKPLACE

The Sumner County Government is committed to maintaining a safe and productive work environment for its employees and to providing high quality service to its citizens. The goal of this policy is for Sumner County employees and contractors to remain, or become and remain, ~~free~~ Abuse and dependency on alcohol and/or drugs can seriously affect the health of employees, contractors and citizens, jeopardize personal safety, impact the safety of others and impair job performance.

Drug-Free Workplace Act of 1988 Sumner County Government is governed by the Drug-Free Workplace Act of 1988 (Pub. L. 100-90, Title V, Subtitle D).

Omnibus Transportation Employee Testing Act of 1991 Sumner County Government is governed by the Omnibus Transportation Employee Testing Act of 1991 (Pub. L. 102-143, Title V).

Right to an Alcohol and Drug-Free Workplace Employees have the right to work in an alcohol and drug free environment and to work with persons free from the effects of alcohol and/or drugs.

Required Alcohol and Drug Tests Alcohol and drug testing for safety sensitive employees shall be in accordance with the provisions contained in the Sumner County Alcohol and Drug Policy adopted by departments which have safety sensitive positions.

Contractors Any contractors providing goods or services to Sumner County Government must comply with all State

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ATTACHMENT 3

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER MATTERS

The prospective participant certifies, to the best of its knowledge and belief, that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in transactions under federal procurement programs by a federal department or agency;
2. Have not, within the three year period preceding the proposal, had one or more public transactions (federal, state, or local) terminated for cause or default; and
3. Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) and have not, within the three year period preceding the bid, been convicted or had a judgment rendered against it
 - A. For the commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction (federal, state, or local) or a procurement contract under such a public transaction;
 - B. For the violation of federal or state antitrust statutes, including those proscribing price fixing between competitors, the allocation of customers between competitors, or bid rigging;
 - C. For the commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

I understand that a false statement on this certification may be grounds for the rejection of this proposal or the termination of the award. In addition, under 18 U.S.C. § 1001, a false statement may result in a fine of up to \$10,000 or imprisonment for up to five years, or both.

Name of Participant Agency

Name and Title of Authorized Representative

Signature of Authorized Representative Date

_____ I am unable to certify to the above statement. Attached is my explanation

U.S. Department of the Treasury Internal Revenue Service

OMB No. 1545-0047

or type in

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶

Exempt payee code (if any)

Note: For a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's name.

Print or type name

Print or type address

Print or type city, state, and ZIP code

Print or type telephone number

Print or type TIN. See the instructions on page 33.

Print or type business name

Print or type business address

Print or type business telephone number

Print or type business fax number

Print or type business email address

Print or type business website

Print or type business DUNS number

Print or type business EIN