

REQUEST FOR PROPOSAL

TO: Vendors

FROM: Dr. Terry E. Arbogast, II
Division Superintendent

Richard R. Franklin
Assistant Superintendent, Curriculum

DATE: April 15, 2020

RE: Request for Proposal (RFP)
RFP Number— 5-2020
Title of RFP— Drug/Alcohol Testing Services

GENERAL INSTRUCTIONS

Enclosed are specifications and forms for subject RFP. This solicitation and resulting contract(s) shall be established using procedures applicable to competitive negotiation. You are hereby requested to submit your proposal to furnish the specified goods and/or services. Please note that proposal(s) must be submitted on the forms provided with this request. Proposals will be received as follows:

PLACE:	School Board Office
RECEIVING DATE:	May 13, 2020
RECEIVING TIME:	2:00 p.m.
OPENING TIME:	2:15 p.m.

Any proposal received after the receiving date and time stated above will not be considered. Also, all proposals will be received subject to the conditions cited herein. GCPS reserve the right to reject any or all proposals in whole or in part, to waive any informality and to base all conclusions, decisions, and actions in accordance with the best interests of GCPS. It is also understood that GCPS shall be the sole deciding authority on the acceptance of proposals and any subsequent action thereto including award or non-award of contract(s). Proposals will be regarded as firm for 45 days after the receiving date cited above and, except as mutually agreed upon by subsequent negotiation, may not be withdrawn or altered during that time.

TRANSMITTAL SHEET #1

TO: Richard R. Franklin
Assistant Superintendent, Curriculum

FROM: Company or Individual Indicated Below

RE: Transmittal of Proposal
Number—5-2020
Title—Drug/Alcohol Testing Services
Receiving Date—May 13, 2020
Receiving Time—2:00 p.m.
Opening Time—2:15 p.m.

In compliance with this RFP and subject to all the instructions, specifications, and conditions imposed herein, the Undersigned offers and agrees to furnish and deliver any one or all the goods and/or services described at the price(s) indicated.

We hereby submit this proposal and agree to enter into a written contract, if requested, and to furnish such security as the attached proposal conditions may require. Also, we herewith assure the buyer that we are conforming to the provisions of the Civil Rights Act of 1964. My signature below certifies that this proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same goods and/or services, and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of the Virginia Governmental Frauds Act and Federal Law and can result in fines, prison sentences, and civil damage awards. I further certify that the goods and/or services to be provided pursuant to this proposal fully satisfy each of the identified terms, requirements, conditions and coverages described within the RFP or if such goods and/or services differ in any manner from that described in the RFP, all differences are specifically identified and fully described. I certify that I am authorized to sign this proposal for the company or individual making this offer.

COMPANY NAME _____

ADDRESS _____

TELEPHONE _____

DATE _____

SUBMITTED BY _____ NAME

_____ TITLE

_____ SIGNATURE

SPECIFICATIONS

The Giles County Public School System (GCPS) is soliciting proposal for drug/alcohol testing services for CDL holders, student athletes, and others as identified. The successful proposer will adhere to all local, state, and federal regulations (DOT approved). They will also maintain all records pertaining to testing services. Pre-employment, post-accident, random and reasonable suspicion tests will be conducted. Must be available around the clock for emergency testing. Must also be willing to go on-site for student athlete testing (at identified schools). The resulting contract will be placed with the chosen vendor for a period of three years (July 2020 to June 2023) and will not be re-advertised on an annual basis unless deemed necessary by the Giles County School Board. All responders must have met the minimum of all identified requirements. At the conclusion of the original 3 year contract, GCPS reserves the right to extend the contract for up to 3 additional one-year terms with a possible agreed upon increase in compensation not to exceed the increase in the consumer price index.

The selection process will be in compliance with the regulations under the provisions of the Virginia Procurement Act and Giles County School Board Policy. It is understood that GCPS reserves the right to cancel any contract resulting from this solicitation immediately upon providing notification to the contractor in writing from GCPS. This cancellation will be without liability or penalty to GCPS for breach of contract. GCPS does not discriminate against faith-based organizations.

If this RFP pertains to any school building that is being financed under Virginia Public School Authority, the administrator delegated to review this RFP for the Giles County School Board will take appropriate steps to ensure that IRS regulations regarding tax exempt bonds are not violated in the proposed contract for services.

TERMINATION FOR NONAPPROPRIATION

Notwithstanding any contrary provisions in this Agreement, the School Board may, at its option, terminate this Agreement as of the end of its fiscal year if funds are not appropriated which, in the opinion of the School Board, are sufficient to meet its obligations hereunder. If sufficient funds are not appropriated, the School Board shall give the Vendor written notice of termination within ten (10) days after the adoption of the final budget for such fiscal year.

SUBMISSION REQUIREMENTS

A complete response consists of the following:

1. Mailed or otherwise delivered in a sealed envelope which indicates the return address of the sender, RFP number, title, receiving date, and time on the outside of the envelope.
2. The transmittal sheet(s) enclosed with this document properly completed.
3. Certificate of insurance, if applicable.
4. Substitute W-9 form (attached).
5. Any additional information as may be required by GCPS.

AWARD CRITERIA FOR NON-PROFESSIONAL SERVICES (if applicable)

Selection shall be made of two or more offerors deemed to be fully qualified and best suited among those submitting proposals, on the basis of the factors involved in the RFP, including price if so stated in the RFP. Negotiations shall then be conducted with each of the offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each offeror so selected, the public body shall select the offeror which, in its opinion, has made the best proposal, and shall award the contract to that offeror. When the terms and conditions of multiple awards are so provided in the RFP, awards may be made to more than one offeror. Should the public body determine in writing and in its sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that offeror.

NON-DISCRIMINATION

Per Virginia Code § 2.2-4311 (if contract exceeds \$10,000):

1. During the performance of this contract, the contractor agrees as follows:
 - a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 - b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
 - c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
2. The contractor will include the provisions of the foregoing paragraphs a, b and c in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

DRUG-FREE WORKPLACE

Per Virginia Code § 2.2-4312 (if contract exceeds \$10,000)

The following provisions shall be in place for contractor:
During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the

provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor. For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

SUBSTITUTE W-9 FORM

Name of Company or Individual: _____

Business Name (if different than above): _____

Check appropriate box: Individual/Sole Proprietor Corporation
 Partnership Other

Address: _____

City, State, Zip: _____

Taxpayer Identification # (or social security #): _____

Certification:

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am writing for a number to be issued to me), and
2. 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
3. I am a U.S. person (including a U.S. resident alien), and
4. My company does not owe back taxes to Giles County, and
5. Any items my company is providing do not contain asbestos or Canadian mineral fibers, and
6. I certify that my company is covered under worker's compensation and will abide by all federal and state laws, and
7. Per School Board Policy DJF, I certify that our company's employees (those that will be in the presence of students during regular school hours or during school-sponsored activities):
 - (a) have not been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child; and
 - (b) have not been convicted of a crime of moral turpitude.

Authorized Signature

Date