

**CITY OF CROSSVILLE**  
**REQUEST FOR PROPOSAL**

IMPORTANT: Read Instructions Carefully

**THIS IS NOT AN ORDER**  
**RETURN QUOTATION TO:**

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City Clerk

CRO# 1382                      Date Issued 04/11/16  
Delivery required immediately upon award of bid

City of Crossville  
 392 North Main Street  
 Crossville, TN 38555

For more information call                      To be opened date/hour  
 Leah Crockett 931-456-5681                      05/17/16 2:00 p.m. (c.s.t.)

**NOTICE TO BIDDER:**

**THIS IS NOT AN ORDER.** Please enter unit prices, extensions, and amount for the items listed herein specified. Be sure the specifications are followed. If you are unable to supply any of the items, please quote on the nearest substitute either on this form, or attach a letter containing such description and it will be considered as part of your quotation. Prices quoted must include all delivery charges to points of delivery indicated hereon. **We reserve the right to accept or reject** any or all bids. **This contract will be awarded to a single entity.**

BIDDER'S NAME:

\_\_\_\_\_

BIDDER'S ADDRESS

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

For further information, contact Leah Crockett at 931-456-5681 or [leah.crockett@crossvilletn.gov](mailto:leah.crockett@crossvilletn.gov)

Please submit a bid for medical screening services per the following specifications:

	<u>Non-CDL</u>	<u>DOT</u>
Random of Safety Sensitive Employees	\$ _____	_____
Random Drug Screens of CDL License Holders (DOT)	N/A	_____
BAT (Alcohol) Screens of CDL License Holders (DOT)	N/A	_____
Drug Screens for Post-Accident w/Injury	\$ _____	_____
Drug Screens for Post-Accident Without Injury	\$ _____	_____
Drug Screens for Reasonable Suspicion	\$ _____	_____
Drug Screens Outside Regular Office Hours	\$ _____	_____
Post-Employment Offer Drug Screen w/Physical (To include TB skin test & blood type if necessary)	\$ _____	_____
Post-Employment Offer Physical w/Drug Screen, Pulmonary Function Test & Respiratory FIT Test (Firemen only)	\$ _____	_____
Annual Respiratory FIT Test-Clandestine Physical (Police & Fire)	\$ _____	_____

The facility chosen will be responsible for pulling the names of those to be tested for CDL and randoms for safety sensitive employees (police, fire, water filtration, etc.)

Please state turnaround time \_\_\_\_\_  
Furnish name of MRO & Laboratory used \_\_\_\_\_  
Are you C.L.I.A. certified? \_\_\_\_\_  
Please give the names of drugs on panel: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

IMPORTANT INSTRUCTIONS TO BIDDERS

1. Each bid should be in a **SEPARATE ENVELOPE** and have typed/noted on the envelope the **CRO#, NAME OF BID, OPENING DATE, AND TIME.**
2. Specifications used in this bid are intended to be open and non-restrictive. Reference to brand names, catalogs, etc., is to establish minimum standards of quality and does not preclude BUYER'S consideration of proposals on comparable quality. All bidders state brand name and catalog number of product proposed.
3. All prices quoted should be on a delivered prepaid basis to the F.O.B. destination shown in the shipping instructions.
4. Insert time discount terms, if any, in space provided. Discounts are computed from date of delivery at destination or date of receipt of properly executed vendor's invoice at agency indicated above, whichever is later.
5. The City of Crossville, a municipality, is exempt from sales tax with respect to materials that it purchases for municipal projects; however, the contractor who installs, applies or otherwise uses such materials, is liable for the use tax on those materials.
6. Unless otherwise indicated, quotations should be submitted on this form indicating unit price, total extension of each item, and grand total of quotation. In case of error in the extension prices, the unit price will govern.

TIME DISCOUNT ALL ITEMS \_\_\_\_\_  
DELIVERY: We submit the prices and agree to make delivery within \_\_\_\_\_ days after the receipt of order.  
This offer is for \_\_\_\_\_ calendar days from the date this bid is opened.

NOTICE: BID WILL BE REJECTED  
UNLESS SIGNED IN INK.

SIGNED BY: \_\_\_\_\_  
Print name \_\_\_\_\_  
Firm: \_\_\_\_\_  
Address: \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Date: \_\_\_\_\_ Telephone \_\_\_\_\_

In submitting this bid, it is expressly agreed that upon proper acceptance by the City of Crossville of any or all items proposed, a contract shall thereby be created with respect to the items accepted.

# PUBLIC NOTICE

## TITLE VI OF THE 1964 CIVIL RIGHTS ACT

**“No person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.”**

The City of Crossville provides benefits and services such as police protection, fire protection, water service, sewer service, sanitation service, infrastructure needs, and other related municipal services. The City also provides funds to certain non-profit organizations.

Anyone who believes that an agency or local government receiving the federal funding mentioned above has discriminated against someone on the basis of race, color or national origin has a right to file a complaint within 180 days of the alleged discrimination.

Sally Oglesby, City Clerk  
Title VI Coordinator

Please sign and return to the City of Crossville verifying that your company is in compliance with the above Title VI, 1964 Civil Rights Act.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Company

\_\_\_\_\_  
Print Name

Please return to: City of Crossville  
392 N. Main Street  
Crossville, TN 38555