

BID NUMBER: 0109

BID TITLE: UCPS TEMPORARY STAFFING SERVICES (SUBSTITUTES)

BID ENVELOPE OR PACKAGE CONTAINING BID:

Bids MUST be received in a sealed envelope or package with the bid number, company name and opening date clearly marked. Failure to comply may result in rejection of your entire bid. Late bids, e-mailed bids and faxed bids will not be considered nor returned. Union County will not be responsible for any lost or misdirected mail.



**UNION COUNTY FINANCE DEPARTMENT
300 MAIN STREET
MAYNARDVILLE, TN 37807
purchasing@ucps.org
(865) 686-5040 Phone
(865) 329-7428 Fax**



INVITATION TO BID

Union County Public Schools is currently accepting bids for temporary staffing services.

A request for the bid packet and inquiry regarding this bid must be submitted to purchasing@ucps.org or found on the Union County website at www.unioncountyttn.gov. (On the Finance Department page, look for the Current Bids/RFP tab.)

Sealed Bids must be submitted to:

Union County Finance Office, Attention Carrie Cook, 300 Main Street, Maynardville, TN 37807.

ATTN: BID 0109 – UCPS TEMPORARY STAFFING SERVICES (SUBSTITUTES)

Bids will be accepted until 2:00 pm local time on June 7th, 2022 at the Finance Office location at which time they will be opened and read aloud. Late bids, emailed bids and faxed bids will not be considered, opened or returned. Union County will not be responsible for any lost or misdirected mail. No bid can be withdrawn after the scheduled closing time for receipt of bids for sixty (60) calendar days. Union County reserves the right to reject any and all bids.

Sealed proposals subject to the **General Terms and Conditions** of this Formal Invitation and any other data attached or incorporated by reference. Proposals will be received in the Union County Finance Office until the date and time specified above and at that time publicly opened and read aloud. The Bid envelope must show the Bid Number, Name, and Opening Date. Bid documents must be completed in ink or typed, signed in ink, and free from alterations, erasures or mark-throughs.

SECTION 1 - GENERAL TERMS AND CONDITIONS

1.1 ALTERATIONS OR AMENDMENTS: Alterations, amendments, changes, modifications or additions to this solicitation shall not be binding on Union County without prior written approval.

1.2 NO CONTACT POLICY: After vendor receives a copy of this bid, any contact initiated by any vendor with any Union County representative, other than the Finance Department, concerning this invitation for bid is prohibited and agreements made thereto will not be considered binding on Union County. Any such unauthorized contact may cause the disqualification of the bidder from this procurement transaction.

1.3 QUESTIONS: Any questions concerning the bid document must be submitted to purchasing@ucps.org no less than ninety-six (96) hours before bid opening date.

1.4 BID STAMP: The bid/time stamp in the Union County Finance office will be the time of record.

1.5 TAXES: Union County is not liable for Federal excise or State sales tax. Tax exemption certificates will be provided upon request.

1.6 CONFLICT OF INTEREST: If requested by the Director of Finance, vendors must complete and submit a "Conflict of Interest Affidavit Statement" prior to contract award, see T.C.A. 5-14-114 and T. C. A. 12-4-101.

1.7 NON-COLLUSION: Vendors, by submitting a signed bid, certify that the accompanying bid is not the result of, or affected by, any unlawful act of collusion with any other person or company engaged in the same line of business or commerce, or any other fraudulent act punishable under Tennessee or United States law.

1.8 NON-DISCRIMINATION: Vendors, during the performance of this contract, will not discriminate against any employee or applicant for employment because of race, religion, sex, national origin or disability except where religion, sex, national origin or disability is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor.

1.9 SAME AS OR EQUIVALENT TO: Vendors are to bid as specified herein or propose an approved equal. Determination of equality is solely Union County's responsibility. The designated brands are for reference purpose only, not a statement of preference. When an alternate manufacturer, brand, model or make is bid, Union County will determine if the item bid does meet or exceed the items as specified. If the bidder does not indicate that an alternate manufacturer, brand, model or make is being bid, it is understood that the item(s) bid are the same manufacturer, brand, model or make as was requested in the Invitation to Bid. Comparable products of other manufacturers will be considered if proof of comparability is contained in the bid. It shall be the responsibility of the vendors, including vendors whose product is referenced to furnish upon request catalog pages, brochures or other data as will provide an adequate basis for determining the quality and functional capabilities of the product offered. Failure to provide this data may be considered valid justification for rejection of bid.

1.10 MULTIPLE BIDS/AWARDS: Union County will consider multiple bids that meet specifications. Bid awards may include multiple approved vendors and the list of approved vendors may be added to or deleted from at any time.

1.11 STATE OF TENNESSEE CONTRACTORS' LICENSE LAW (T.C.A. 62-6-119 b): No bid will be opened or considered for which the total cost of the project is twenty-five thousand dollars (\$25,000) or more, unless the outside of the sealed bid envelope/package containing the bid provides the following information: the Company Name, the Contractor's license number, license classification, the date of the license expiration and that part of each license classification applying to the bid. In addition, each heating ventilation or air conditioning, plumbing and electrical subcontractor's license number, date of the license expiration and that part of each classification applying to the bid if the value of the work is \$25,000 or greater, must be notated. If the value of either the contractor or the subcontractor's work is less than \$25,000, the bid envelope/package containing the bid is to be notated with the phrase "Contractor or Subcontractor's Bid is Less than \$25,000" after each appropriate heading. In the case of joint ventures, each party submitting the bid must provide this information. If no subcontractors are being used, the outside of the envelope/package containing the bid must state, "No Subcontractors are being used on this project."

1.12 ACCEPTANCE: Vendors shall hold their price firm and subject to acceptance by Union County for a minimum period of sixty (60) working days from the date of the bid opening, unless otherwise indicated in their bid. to be supplied, their conformity with specifications, their suitability to the requirements of Union County and the delivery terms. Any or all bids may be rejected for good cause.

1.13 BID AWARDS: Bids will be awarded to the lowest and best bidder, taking into consideration the qualities of the articles to be supplied, their conformity with specifications, their suitability to the requirements of Union County and the delivery terms. Union County also reserves the right to not award this bid.

1.14 PROTEST: Any vendor wishing to protest the bid award shall notify in writing the Union County Director of Finance, 300 Main Street, Maynardville TN 37807. No protest will be accepted, except those protests made in writing and received within (10) ten calendar days of the bid award. Protests must be in writing and envelopes/package containing protest must be clearly marked with bid number and words "BID PROTEST". The Director of Finance, in conjunction with the Finance Committee, and with the advice and counsel of the County Attorney, shall review and make a final decision as to any bid protest. Appeals shall be filed in the Circuit or Chancery Courts of Union County within sixty (60) days of the final decision.

VENDORS PLEASE NOTE: UNION COUNTY WILL NOT STOP THE PURCHASE PROCESS. THE PURCHASE MAY BE COMPLETED OR THE PROJECT MAY BE RE-BID WHILE THE PROTEST PROCEDURE IS STILL IN OPERATION. IF A RE-BID IS MADE, THE PROTESTING VENDOR SHOULD SUBMIT A NEW BID. OTHERWISE, THEY WILL BE WITHOUT A BID ON THE RE-BID. FURTHER, THE RE-BIDDING WILL NOT END THE APPEALS PROCESS. IT WILL CONTINUE UNTIL A FINAL DECISION IS REACHER OR THE COMPLAINANT WITHDRAWS THE APPEAL.

1.15 DELIVERY: Bid pricing is to include complete supply and delivery to Union County, Tennessee. Vendors are to state the delivery time in the bid. Union County requires that vendors deliver all products "free on board" to final destination unless indicated otherwise in their bid, reference Terms & Conditions section 2.4.

1.16 PROOF OF FINANCIAL AND BUSINESS CAPABILITY: Bidders must, upon the request of Union County, provide satisfactory evidence of their ability to furnish products or services in accordance with the terms and conditions of these specifications. Union County will make the final determination as to the bidder's ability.

1.17 VENDOR'S DEFAULT: Union County reserves the right, in case of vendor default, to procure the articles or services from other sources and hold the defaulting vendor responsible for any excess costs occasioned thereby.

1.18 DUPLICATE COPIES: Union County requires that all vendors submit one original and one exact copy of their bids, including brochures; unless additional copies are requested in bid specifications.

1.19 DRUG-FREE WORKPLACE: Under the provisions of Tennessee Code Annotated §50-9-113 enacted by the General Assembly effective 2001, all employers with five (5) or more employees who contract with either the state or a local government to provide construction services are required to submit an affidavit stating that they have a drug free workplace program that complies with Title 50, Chapter 9, in effect at the time of submission of a bid at least to the extent required of governmental entities. The statute imposes other requirements on the contractor and contractors should consult private legal counsel if legal questions arise under this section or any other provision of this document. All contractors shall provide a written affidavit signed by the principal officer of a covered employer acknowledging that the contracting entity is in compliance with the Drug Free Workplace laws of State of Tennessee.

1.20 RESTRICTIVE OR AMBIGUOUS SPECIFICATIONS: It is the responsibility of the bidder to review the entire Invitation to Bid document and to notify the Finance Department if the Invitation to Bid is formulated in a manner that would unnecessarily restrict competition or if it is ambiguous in what is being requested. The Director of Finance must receive questions regarding the specifications or bid procedures not less than seventy-two (72) hours prior to the time set for the bid opening.

1.21 SCHOOL CAFETERIA BIDS: If this bid is for Union County School's Cafeteria Food Service Department, bidders must be in compliance with Section 104(d) of the William F. Goodling Child Nutrition Reauthorization Act of 1998 which requires school and institutions participating in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) to "Buy American" to the maximum extent practicable.

1.22 TERMINATION: Union County reserves the right to terminate this contract in whole or in part with thirty (30) days written notification to the contractor. In the event of termination, the County shall not be liable for any costs other than the cost of services performed and materials delivered and accepted prior to termination date.

1.23 OSHA SAFETY: The Contractor is responsible for training their employees in Safety and Health Regulations for the job, assuring compliance with Tennessee Occupational Safety and Health regulations and any other Regulatory Agency.

1.24 PERFORMANCE BOND: A standard surety or performance bond or an irrevocable letter of credit in favor of Union County Government at a federally insured financial institution will be required to be submitted with bid, if indicated in section four, item six insurance requirement checklist.

1.25 BACKGROUND CHECKS: Contractors shall comply with Public Chapter 587 of 2007, as codified in Tennessee Code Annotated Section 49-5-413, which requires all contractors to facilitate a criminal history records check conducted by the Tennessee Bureau of Investigation and the Federal Bureau of Investigation for each employee prior to permitting the employee to have contact with students or enter school grounds when students are present.

1.26 AWARD RESULTS: As soon as practicable after proposal or bid evaluations, the award results will be posted on Vendor Registry. Interested parties may request results by contacting purchasing@ucps.org. Individual notices are normally not mailed or e-mailed except to the successful vendor.

1.27 PRICE INCREASE/DELIVERY CHARGES: Request for price or delivery charge increases must be received in writing 30-days prior to implementation. The Union County Director of Finance will review requests and make a determination to continue or cancel services.

1.28 INDEMNIFICATION/HOLD HARMLESS: Contractor shall indemnify, defend, save and hold harmless Union County and, its officers, agents and employees from all suits, claims, actions or damages of any nature brought because of, arising out of, or due to breach of the agreement by Contractor, its subcontractors, suppliers, agents, or employees or due to any negligent act or occurrence or any omission or commission of Contractor, its subcontractors, suppliers, agents or employees.

1.29 DECLARATIVE STATEMENT: Any statement or words (i.e.: must, shall, will, etc) are declarative statements and the proposer must comply with the condition. Failure to comply with any such condition may result in their bid being non-responsive and disqualified.

1.30 WAIVING OF INFORMALITIES: Union County reserves the right to waive minor informalities or technicalities when it is in the best interest of Union County.

1.31 APPROPRIATION: In the event no funds are appropriated by Union County for the goods or services in any fiscal year or insufficient funds exist to purchase the goods or services, then the Contract shall expire upon the expenditure of previously appropriated funds or the end of the current fiscal year, whichever occurs first, with no further obligations owed to or by either party.

1.32 ASSIGNMENT: Contractor shall not assign or sub-contract this agreement, its obligations or rights hereunder to any party, company, partnership, incorporation or person without the prior written specific consent of Union County.

1.33 QUANTITIES: Union County does not guarantee quantities to be purchased off this bid.

1.34 UNIT PRICE: Unit price for each unit bid shall be shown and such price shall include packing unless otherwise specified. A total shall be entered in the amount column of the pricing page for each item bid. In case of discrepancy between any unit price and an extended price, the unit price will be presumed to be correct, subject, however, to correction to the same extent and in the same manner as any other mistake.

1.35 MODIFICATION OR WITHDRAWAL OF BIDS: When it is certain that a mistake has been made in the preparation of the bid, a request will be made to the bidder to confirm the bid. Provisions must be made so that mistakes can be taken care of and the ambiguity resolved satisfactorily. Bids may be modified or withdrawn by written notice received in the Finance Department prior to the time and date set for the bid opening. The changes or withdrawal of the bids should be in writing and signed by an official of the company. The envelope containing the modification should clearly state "modification to bid: Either the entire bid or a particular item may be withdrawn or modified in this manner.

1.36 PRE-BID CONFERENCES: Attendance at Pre-Bid Conference is strongly encouraged. When deemed necessary a Mandatory Pre-Bid Conference will be held. A company representative MUST be in attendance and sign the Pre-bid sign-in sheet in order to be awarded the bid.

1.37 ADDENDUM: Union County Government reserves the right to amend this solicitation by addendum. Addendum will be emailed up to 48 hours in advance of the bid/proposals due date and time. It is the bidder's responsibility to check for addendum. If in the County's opinion revisions are of such a magnitude, the deadline for this solicitation may be extended in an addendum. In addition, addendum can change specifications, reply sheets, and times and dates for pre-bid meetings as well as due dates/deadlines for questions and bids/proposals.

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**UNION COUNTY PUBLIC SCHOOLS
INVITATION TO BID**

DUE: JUNE 7, 2022

I. GENERAL

A. Intent of the Invitation to Bid (ITB)

Union County Public Schools seeks competitive sealed bids from qualified Temporary Employment Service Providers (TESP) to act as a third-party administrator (TPA), in accordance with all state and federal laws and District policies to provide Temporary Staffing Placement Services (SEPS) on behalf of Union County Public Schools and its appointed officers and/or committees. This Invitation to Bid (ITB) is intended to cover the Schools determination to outsource SEPS to qualified TPA with the necessary experience and internal infrastructure suitable to mirror, in all material respects at a minimum, the Schools current program.

B. Union County Public Schools Background

Union County Public Schools is located in Maynardville, TN. The County operates 5 Elementary, 1 Middle, 1 High School, 1 Alternative Learning Center (ALC) and 1 Elementary/Middle Alternative Center (EMAC)

C. Eligibility Requirements

In order to be eligible to respond to the ITB, the bidder must meet all of the following qualifications:

1. Experience. Bidder must have experience and proven record of accomplishment in supplying temporary staffing to public schools in the state of Tennessee.

2. Non-Discrimination. The bidder must comply, at all times during the bidding and contracting period, with all applicable Federal, State, County and City anti-discrimination laws, ordinances, rules and regulations. Any violations of this provision shall be considered a violation of a material provision of the audit contract and shall be grounds for cancellation, termination, or suspension.

II. Scope of work

Responsibility.

The successful TESP/TPA will provide all service supplies, resources and personnel necessary to perform the work defined in this ITB. The district will not be responsible for travel/mileage expenses. The successful TESP/TPA shall be an independent contractor and not an agent or employee of the District. Substitute Teachers assigned by the TESP/TPA to provide services to the District shall be employees of the TESP/TPA- not District employees. The TESP/TPA shall adhere to all requirements of federal, State of Tennessee and local laws, rules, regulations, statutes, etc. pertaining to hiring/employment and business operations.

Major Services Requested.

Conduct employee background checks in accordance with state and federal laws

Recruit, screen and employ Temporary staff in compliance with state/federal laws and District standards (i.e. minimum qualification, dress standards, skill level, etc)

Assign consistent support personnel to work with the District to develop and/or manage the system, provide training and ongoing support.

Place substitute personnel utilizing an automated temporary staffing management system.

Provide total access to an automated Temporary Staffing system with the capacity to link to District payroll services for auditing and authorization purposes.

The automated staffing system must track Temporary Staffing absences by type and program. The system must also track the cost-fund code for the Substitute Teacher.

Provide software training to District staff. Training to be oriented towards the installation, operation and use of the software and staffing logistics. All training to be conducted at District's site.

Provide District with information necessary to comply with State of Tennessee requirements.

Provide training to temporary staff in position-specific topics prior to placement.

Provide the District with reports and data on temporary staff utilization.

Provide seamless transition/implementation from current District temporary staffing management system to the successful offeror's system.

Provide for the full method of transition of temporary staff information to the District in the event of termination of services.

Have a thorough understanding of the type of statutes, policies and procedures school districts must follow.

Provide information pertaining the the TESP/TPA organizational structure, names and credentials of those who will service the District account.

Have a documented reputation for service.

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Have the capacity to invoice the District for services provided in a timely manner.

Maintain comprehensive general liability insurance with limits of not less than \$1,000,000.00 per occurrence, combined single limit for bodily injury and property damage with District named as the additional insured.

Maintain Workers Compensation insurance covering the offeror's employees while those employees are engaged in performing services under the contract.

Provide documented proof that during the course of the contract there will be continuity in the assignment of staff and documented proof that staff assigned will have the appropriate certification/qualifications.

Indemnify and hold the District and its officers, employees and agents harmless from and against any and all liabilities, damage, fines, penalties, demands, forfeitures, claims, suits, causes of action or any other liabilities or losses, including all costs of defense, settlement and prosecution along with attorney, expert and other professional fees, arising out of or related to any negligence, wrongful act or breach of this contract.

Provide three (3) references including names, addresses and phone numbers where similar systems have been implemented by the offeror. References must be for systems that are substantially similar to the system currently utilized by the District.

Require substitutes to adhere to the District's policy that prohibits drug/alcohol/tobacco use and the possession of any type of weapon in District buildings, vehicles or on District grounds.

Be capable of meeting the District's financial requirements and qualified in providing the services outlined in this document in a cost effective and efficient manner consistent with state and federal laws and regulations.

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Award:

The contract award, if made, will be to the vendor whose bid meets the specifications and conditions set forth, and whose bid is most advantageous to Union County. Price shall be an evaluation factor as well as the qualifications and ability of the vendor to perform the necessary work, and past performance history. Union County reserves the right to reject any and all bids submitted.

Response Submission:

In order to facilitate the bid evaluation process, one (1) original and one (1) exact copy of the bid must be submitted to the Purchasing Agent. All bids must be packaged, sealed, and show the following information on the outside of the package:

Company's Name and Address

Bid Number and Title and Bid Due Date and Time

Submit to:

Union County Finance Department

Attn: Carrie Cook

300 Main Street

Maynardville, TN 37807

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References:

The vendor must be able to provide a list of three (3) references, including the name, complete address, contact person, phone number, and length of time services have been provided for other school organizations for which the vendor provided temporary staffing services in the past five years.

Name: _____
Address: _____
Contact Person: _____
Phone Number: _____
Period of time services were provided: _____

Name: _____
Address: _____
Contact Person: _____
Phone Number: _____
Period of time services were provided: _____

Name: _____
Address: _____
Contact Person: _____
Phone Number: _____
Period of time services were provided: _____

Union County reserves the right to reject any and all bids and to negotiate with an applicant prior to entering into a contract. Any award pursuant to the terms and provisions hereof shall be in the best interest of Union County.

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BID SUBMISSION FORM:

ORGANIZATION

Vendor Name _____

Vendor Address _____

City _____ State _____ Zip _____

Telephone Number _____ Fax Number _____

Contact Person _____

Contact Person's Email Address _____

Background Information

Please provide the following information:

- Provide a detailed description of your organization including:
 - Length of time in business
 - Size;
 - Strength and stability;
 - Resources;
 - Experience with providing substitute services in a public school setting; and/or
 - Experience with providing temporary staff working with minors
- List the name and location of the office(s) that would perform the services.
- Describe your highest volume clients in terms of daily placements and type of business.
- Describe the technology you have in place and how you will use it to perform the following functions:
 - Facilitate requests for and placement of temporary staff
 - Record and report data associated with temporary staff utilization (i.e., location, reason, dates, time, fill rates, etc.)
- Describe your temporary staffing recruitment methods in detail.
- Describe the process you will use to conduct background checks and determine eligibility based on the results.
- Explain the process the District would use to request substitutes, including advances and short notice.
- What is your process to address and resolve both customer and substitute complaints?
- How will you provide feedback to temporary staff on performance?
- Explain the training you will provide to users of the technology you intend to use
- Describe the education specific training you will be delivering to substitutes, including the content and method of delivery.

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- Will substitutes have access to refresher training as needed?
- How will you ensure compliance to all employment laws?
- Describe the quality control measures you have in place to ensure qualified, eligible substitutes are placed in appropriate assignments?
- How will you ensure all substitute assignments and substitute Teachers are properly authorized for payment?
- Temporary staff are paid different rates based on credentials. Rates of pay vary by position. Describe how you will ensure that the correct rate of pay will be paid to the substitute and the District billed accordingly.
- List all services that you provide for clients.
- Describe any employee benefits accessible to Temporary staff.
- How do you educate your placed employees on preparedness/professionalism, position skills, sexual harassment, blood-borne pathogens and State Specific School Safety Legislation?
- Describe the specialized training you would provide for substitutes for special education and alternative education programs.

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TEMPORARY STAFFING MANAGEMENT COSTS

A. I (we), the undersigned, hereby bid to furnish all supervision, labor, materials, tools, equipment, supplies, services, insurance, transportation and other incidental requirements necessary to perform the work, in accordance with the ITB for substitute Teachers used by Union County Public Schools. The due date is June 7, 2022 at 2:00 P.M., for which we offer the following fee mark-up percentage.

Please list any items not included in your fee mark-up percentage.

B. I (we), acknowledge receipt of the following Addenda and have included their provisions in our proposal:

Addendum No. _____	Dated _____
Addendum No. _____	Dated _____
Addendum No. _____	Dated _____

C. I (we) have read and understand the ITB documents. Furthermore, we are prepared to comply with all requirements contained therein.

Type of Organization:
(Corporation, Partnership, Individual, etc.)
SEAL (If a Corporation)

Respectfully Submitted,

- All Vendors must submit their W-9 form with this bid submittal.
- Did you provide your W-9 form? Yes: _____ No: _____
- Iran Divestment Act:
- By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to Tennessee Code Annotated § 12-12-106.

Authorizing Signature _____
(Sign in ink)

DRUG-FREE WORKPLACE AFFIDAVIT

STATE OF _____

COUNTY OF _____

The undersigned, principal officer of _____, an employer of five (5) or more employees contracting with _____ County Government to provide construction services, hereby states under oath as follows:

1. The undersigned is a principal officer of _____ (hereinafter referred to as the "Company"), and is duly authorized to execute this Affidavit on behalf of the Company.
2. The Company submits this Affidavit pursuant to T.C.A. 50-9-113, which requires each employer with no less than five (5) employees receiving pay who contracts with the state or any local government to provide construction services to submit an affidavit stating that such employer has a drug-free workplace program that complies with Title 50, Chapter 9 of the *Tennessee Code Annotated*.
3. The Company is compliance with T.C.A. 50-9-113

Further affiant saith not.

Principal Officer

STATE OF _____

COUNTY OF _____

Before me personally appeared, _____ with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who acknowledged that such person executed the foregoing affidavit for the purpose therein contained.

Witness my hand and seal office this _____ day of _____, 20__

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**NON –COLLUSION, INDEPENDENT PRICE DETERMINATION, NON-DISCRIMINATION,
NON-DEBARMENT & LOBBYING AFFIDAVIT**

I do hereby certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid for the same materials, supplies, or equipment, and is in all respects fair and without collusion or fraud.

I understand that collusive pricing is a violation of State and Federal law and can result in fines, prison sentences, and civil damage awards and that no collusion with another firm was used in preparation of this bid.

I also certify that this firm does not discriminate against any employee or applicant for employment on the grounds of race, color, national origin or sex; and does not and will not maintain or provide for his employees any segregated facilities at any of its establishments, and further, that the firm does not and will not permit their employees to perform their services at any location under this contract where segregated facilities are maintained.

By submission of this bid, the bidder certifies that neither it or its principals is presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal or State department or agency.

I further certify that during the Invitation to Bid solicitation and/or during the performance of this contract that neither it nor its principals will participate in lobbying activities in conjunction with this project.

I agree to abide by all terms and conditions of this Invitation to Bid and certify that I am authorized to sign this affidavit for the vendor.

Please indicate which of the following apply to your company. This information is requested for information purposes only. Union County currently has no policy that allows for set asides or preferences for women owned or minority owned businesses.

- | | |
|---|---|
| <input type="checkbox"/> African American Owned | <input type="checkbox"/> Asian Owned |
| <input type="checkbox"/> Caucasian Owned | <input type="checkbox"/> Hispanic Owned |
| <input type="checkbox"/> Native American Owned | <input type="checkbox"/> Woman Owned |
| <input type="checkbox"/> Other Owned | |

Signature

Title