



**WEAKLEY COUNTY DEPARTMENT OF FINANCE**

Shawn Francisco, Director of Finance  
8319 Highway 22, Suite B  
Dresden, TN 38225  
E-Mail: shawn.francisco@wस्क12tn.net  
www.weakleycountytn.gov  
T: (731) 364-5429 F: (731) 364-3858

December 7, 2015

To Whom It May Concern:

The Weakley County Department of Finance will be receiving proposals for

**Workplace Drug & Alcohol Testing**

for Weakley County employees. Attached please find a copy of the minimum specifications.

If you should have any questions, please contact the undersigned, at 731-364-5429 between the hours of 8:00 a.m. and 4:30 p.m. Please remember your RFP should be submitted in accordance with the attached instructions.

Sincerely,

Shawn Francisco,  
Director of Finance

Enclosure

**WEAKLEY COUNTY, TENNESSEE  
REQUEST FOR PROPOSALS  
RFP # 2016-13**

The Weakley County, Tennessee Department of Finance will be accepting proposals for the following:

**Workplace Drug & Alcohol Testing  
For Weakley County Employees**

More information can be obtained from the Weakley County Department of Finance, 8319 Highway 22, Suite B, Dresden, TN 38225 between the hours of 8:00 A.M. and 4:30 P.M.

Proposals will be accepted until **10:00 A.M., December 21, 2015**. Proposals may be mailed or hand delivered. All proposals should be marked on the outside of the envelope **“SEALED RFP # 2016-13 – Workplace Drug & Alcohol Testing.”**

The Weakley County Department of Finance is an Equal Opportunity Employer and does not discriminate based upon race, creed, national origin or gender.

Proposals may be hand delivered or mailed to:

**Shawn Francisco,  
Director of Finance  
Weakley County, Tennessee  
8319 Highway 22, Suite B  
Dresden, TN 38225**

Any questions concerning the proposal should be made to Shawn Francisco, Director of Finance.

**WEAKLEY COUNTY, TENNESSEE  
PROPOSALS SPECIFICATIONS  
RFP # 2016-13**

All vendors submitting proposals are requested to submit simple and affordable compliance with DOT and Non-DOT substance abuse testing requirements.

Pricing must be submitted on a per test basis which is to include all drug testing chain of custody forms (COC), drug testing kits, certified breath alcohol technicians (BAT's) for alcohol testing and urine drug-screening collector. All required tests must include collection, tests, and administrative fees.

Successful bidder will be required to test and collect data for all employees who are selected for random testing throughout the year at the designated Weakley County locations.

For Alcohol Testing:

- Results must be immediately obtained during the testing session.

For Drug Testing:

- Analysis must be certified by SAMSHA laboratory.
- Results of the test result must be reported immediately either via telephone or electronically.
- Hard Copies of test results must be mailed to Department of Finance.

Weakley County adheres to all DOT and Non-Dot Regulations, in that on five (5) situations in which an alcohol or drug test will be required:

1. Pre-employment
2. Random
3. Reasonable Suspicion / Probable Cause
4. Post Accident
5. Return to Duty / Follow Up

Weakley County employs approximately one hundred and twenty (120) general fund employees that are not subject to DOT testing regulations; however will be tested randomly utilizing non-DOT urine drug screen (lab) with MRO. Random testing of at least 25% of these employees is requested to be performed at least (1) time per fiscal year, additional testing may be requested.

Weakley County employs approximately forty-one (41) school bus drivers that maintain CDL license and are subject to random testing.

Weakley County employs approximately thirty-nine (39) Highway Department employees that maintain CDL license and are subject to random testing.

**WEAKLEY COUNTY, TENNESSEE  
PROPOSALS SPECIFICATIONS  
RFP # 2016-13**

Weakley County Government (general & highway employees) is a member of the Tennessee Drug-Free Workplace Program. As members of the Tennessee Drug-Free Workplace Program, pre-employment drug testing is conducted. The RFP should include pricing for the pre-employment drug test as well as what location to conduct the testing.

The successful proposal will be awarded the contract for a period of one (1) year; beginning January 1, 2016 and ending December 31, 2016. Weakley County reserves the right to renew the contract should all parties be in agreement.

Proposals should be submitted in according with above specifications. Proposals should include a rate schedule as outlined per test. No formal presentations by company representatives will be allowed. All proposals must be sealed and submitted in writing in accordance with the above specifications, the Bidder's Certification and Bidder's Affidavit must also be returned with the proposal.

Proposals will be reviewed and awarded on the basis of the lowest and best proposal as determined by the Director of Finance. Owner reserves the right to reject any and all bids.

No bidder may withdraw his proposal within 30 days of the actual opening thereof.

**BIDDER'S CERTIFICATION**

The Director of Finance requests, as a matter of policy, that any consultant or firm receiving a contract or award resulting from this Request for Sealed Bid issued by the County of Weakley, Tennessee, shall make certification as below. Receipt of such certification, under oath, shall be a prerequisite to the award of contract and payment thereof.

I (we) hereby certify that if the contract is awarded to our firm, partnership or corporation that no members of the elected governing body of Weakley County or member of his or her immediate family, including spouse, parents or children or any person representing or purporting to represent any member or members of the elected governing body, has received or has been promised, directly or indirectly any financial benefit, by way of fee, commission, finder's fee, political contribution or any similar form of remuneration on account of the act of awarding and/or executing this contract under a Request for Proposal.

Handwritten Signature of Authorized Principal(s):

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Name of Firm/Partnership/Corporation:

\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

EXHIBIT D

BIDDER'S AFFIDAVIT NO. 1

TO: Director of Finance  
Weakley County, Tennessee

Having examined the General Bid requirements and specifications, we hereby submit this bid or bids. We further propose that the prices are correct and accurate and will remain in effect for \_\_\_\_ days. If the proposal or bid is accepted, the prices will remain in effect until the merchandise is delivered and installed. In the event that subsequent orders are placed for items included in this bid, the price will remain in effect for \_\_\_\_ days from the date of bid opening.

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Company Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_