



February 22, 2017

To whom it may concern:

The Jackson Municipal Airport Authority (JMAA) is seeking a written quote for drug and alcohol screening services for Random Drug Testing and After Hour Drug and Alcohol Testing. Also, cover Pre- Employment and Work Place injury screening for new hires and current employees. The Scope of Work is included as Attachment 1. These services will be performed on an annual basis upon award of contract with the option to renew for two (2) one-year terms.

JMAA requires all vendors to provide and pay for all labor, materials, equipment, permits, fees, licenses, facilities, supervision, management, financing, services, submittals, testing, inspections, transportation, scheduling information, documents, quality control, insurance (see Attachment 2), taxes and all thing necessary to fully perform in a first-class, professional manner and in every respect complete the work described. Written quotes should reflect these costs accordingly.

If you are interested in providing a quote for the work described above, please provide a written quote utilizing the Standard Form Price Quotation (Attachment 3), and return to my attention by email or fax no later than 5:00 pm (central time) on **Thursday, March 16, 2017**.

If you have any questions, please contact me directly via telephone or email.

Thank you for your consideration of our request.

Sincerely,

Robin R. Byrd
Procurement Manager

rbyrd@jmaa.com

(P) 601-360-8616

(F) 601-939-3713

ATTACHMENT 1

Scope of Work:

Services. Contractor to provide Services on an “as needed basis” and be available for walk-ins at an office location in the Jackson Metro Area or a mobile unit available within 24-hour notice, which shall consist of the following:

1. Pursuant to 49 CFR 40.15, Contractor will serve as JMAA’s Service Agent, as defined by 49 CFR 40.3, and Third-party administrator, as defined by 49 CFR 40.3, to perform the tasks needed for JMAA to comply with the Omnibus Transportation Employee Testing Act (OTETA), 49 USCS § 31306; 49 CFR Part 40 and any other federal, state and local statutes and regulations as to drug and alcohol screening and testing of JMAA employees.
2. Contractor to perform screenings for JMAA employees to consist of breath alcohol testing and drug urinalysis and shall interpret and report them in accordance with JMAA’s Drug and Alcohol Policy and the regulations of the USDOT.
3. Pre-employment and Workplace Injury Screening. Consist of a general physical examination, Breath Alcohol level testing and drug screening via urinalysis and in accordance with the United States Department of Transportation (USDOT) regulations.
 - 3.1 At JMAA’s direction, perform EKG-12 lead testing, with interpretation and report.
 - 3.2 Physical examinations following reports of work related injury or work related illness also to include breath alcohol level testing and drug screenings in accordance with USDOT regulations.
4. Selection of Employees for Random Testing. Contractor will perform the selection of JMAA’s employees for random testing by using a random number generator computer program matched with the employees’ social security numbers, payroll identification numbers or other identifying numbers. The random testing rate will be 50% of the average number of JMAA’s employees employed during a calendar year (approximately 120 employees).
5. After Hours- Drug Screening. Contractor will ensure that for all accidents that would require drug screening after hours there is a service available with a local emergency room or other 24-hour clinic.

6. Collection of Specimen. All samples will be collected by members of Contractor's staff certified in accordance with 49 CFR Part 40. Contractor will provide specimen collection materials, chain of custody forms and transportation of specimen to a laboratory certified in accordance with 49 CFR 40.81 and other applicable statutes and regulations.
7. Laboratory Analysis. All samples, unless otherwise arranged, will be tested by a laboratory approved and regulated by the Substance Abuse and Mental Health Services Administration ("SAMSHA"). Contractor to provide negative results to JMAA within 24 hours. All positive results are to be returned following the Medical Review Officer's (MRO) review pursuant to USDOT protocol. The testing laboratory will store all positive samples for a period of not less than one year.
8. Confirmation of a Positive Result. Positive test results are to be reviewed by the MRO, with a follow up contact made with the donor to determine if there are any legal medications present. The MRO will confirm with the employee's prescribing physician prior to clearing a positive result.
9. Reporting. Negative Breath Alcohol Level testing, drug screenings and urinalyses results are to be communicated to JMAA by fax, email or U.S. mail. Conclusions that an employee is unfit to perform her/his job without risk to her/himself or others as well as positive Breath Alcohol Level testing; drug screenings and urinalyses results will be communicated by telephone to JMAA's Director of Human Resources or her designee as soon as confirmed by Contractor. Afterwards, Contractor will send written confirmation by fax, email or first class, postage fully prepaid, U.S. mail.
10. Training. Contractor to provide annual Manager/Supervisory Training sessions to identify substance abuse, which is against JMAA policy and may affect workplace performance. Training in procedures related to documentation and appropriate reporting to Human Resources. Training sessions to be available at a location designated by JMAA.

ATTACHMENT 2

Minimum Insurance Requirements for Small Contract Services

1. Professional liability insurance in an amount of \$1,000,000.00 per claim.
2. Commercial General Liability Insurance in an amount of One Million Dollars (\$1,000,000.00) per occurrence and Two Million Dollars (\$2,000,000.00) aggregate, including coverage for blanket contractual liability, broad form property damage, person and bodily injury, and products/completed operations.
3. Comprehensive business automobile liability insurance, including hired and non-owned vehicles, with a combined single limit of not less than \$1,000,000.00, covering bodily injury and property damage.
4. Statutory worker's compensation coverage with employer liability limits of \$1,000,000.00 each accident, \$1,000,000.00 disease policy limit and \$1,000,000.00 disease each employee.
5. Without limiting the foregoing, Contractor's policy or policies of insurance required hereunder shall contain blanket contractual insurance coverage to protect JMAA's interests. Each policy required under this Agreement shall require at least thirty (30) days prior written notice to JMAA before modification or termination and shall contain a waiver of subrogation in favor of JMAA.
6. Contractor shall be responsible for all deductibles and for any inadequacy or absence of coverage, Contractor shall bear all cost and losses attributable to such deductibles and to coverage limitation. Contractor shall have no claim or recourse against JMAA for any costs or loss attributable to such deductibles or to coverage limitation, exclusion or unavailability.
7. Contractor shall deliver certificates evidencing the insurance required hereunder promptly upon execution of this Agreement and at such other times upon JMAA's request.

ATTACHMENT 3

Standard Form Price Quotation

For the Services of

Drug & Alcohol Screening for the Jackson Municipal Airport Authority	
Description of Service	One-Time Fee
Comprehensive Drug Testing Program Administrative Services (This is a one-time annual fee which includes all administrative costs including all random selection testing and Manager/Supervisor Workshops)	\$
	Rate Per Screening
SMAHSA Certified Urine Drug Screen with GCMS Confirmation and Medical Review	\$
Breath Alcohol Test	\$
Pre-employment Screening	\$
Workplace Injury Screening	\$
Random drug testing	\$

The undersigned acknowledges that payment for the work will only be placed on JMAA's claims docket for payment following completion and acceptance of the work by JMAA.

Company Name: _____

Signature: _____

Printed Name: _____

Date: _____