GENERAL INSTRUCTIONS TO BIDDERS

1. <u>General</u>: Separate and sealed bids for Drug Testing for the Westmoreland County Children's Bureau will be received at the Office of the County Controller, 2 North Main Street, Suite 111, Greensburg, Pennsylvania 15601 until 2:00 P.M. on Tuesday, July 16, 2013.

LATE BIDS WILL NOT BE ACCEPTED OR CONSIDERED

Bids will be opened and read aloud on Tuesday, July 16, 2013 at approximately 2:15 P.M.

A MANDATORY PRE-BID MEETING WILL BE HELD WEDNESDAY, JULY 10, 2013 AT 2 P.M. AT THE WESTMORELAND COUNTY CHILDREN'S BUREAU CONFERENCE ROOM, 40 N. PENNSYLVANIA AVENUE, SUITE 310, GREENSBURG, PENNSYLVANIA 15601.

2. <u>Submission of Bids</u>: An original and two (2) copies of the Official Bid Form must be submitted in a sealed envelope, and addressed to the Westmoreland County Controller and clearly marked on the outside of the envelope with the Bidder's name and address and the designation:

"BID: Westmoreland County Children's Bureau Drug Testing"

No responsibility will be attached to any County representative for premature opening of a bid not properly addressed and identified.

- 3. Tax Exemptions: The County is exempt from all Federal excise and transportation taxes, the provisions of the Fair Trade law, and the Pennsylvania sales and use tax for purchase of tangible personal property. The registration number with Internal Revenue Service is 25-6001046. No Exemption certificates are required and none will be issued. Nothing in this paragraph is meant to exempt a construction contractor from the payment of sales tax or use tax required to be paid with respect to its purchase or use of tangible personal property used or transferred in connection with the performance of a construction contract. If the County is required by law to pay any excise tax and then seek a refund or credit, the contractor may add the amount of the tax to the bid price as a separate item.
- 4. <u>IRS W-9 Form</u>: The successful bidder will be required to complete an Internal Revenue Service Form (W-9) providing the bidder's taxpayer identification number and, if applicable, certification regarding backup withholding and submit the completed (W-9) Form along with the executed contract which is attached hereto as Attachment "A".
- 5. Right to Accept or Reject Bids: The Westmoreland County Commissioners reserve the right to waive informalities for the best interest of the County, approve sufficiency of surety and reject any or all bids. Failure of the bidder to sign the bid or have the signature of an authorized agent or representative on the official bid form will be cause for rejection of the bid. Signature must be written in ink; typing or printing is not acceptable. Bidders must include all information required on the Official Bid Form.

Failure to comply may be cause for rejection of the bid. Award of the contract will be made at the County's option to the lowest responsible and responsive bidder.

- Approved Equal (Where Applicable): Whenever a product is defined in this invitation by 6. trade name and catalogue number of a manufacturer or vendor, the term "or approved equal," if not inserted therewith shall be implied. Any reference to a particular manufacturer's product either by trade name or by limited description is solely for the purpose of more clearly indicating the minimum standard of quality desired, except where a no substitution is requested. When a "no substitute" is requested, the County will consider bids for the referenced item only. The term "or approved equal" is defined as meaning any other make which, in the sole opinion of the County, is of such character, quality and performance equivalence as to meet the standard of quality of items specified for which it is to be used equally as well as that specified. The bidder quoting on a commodity other than as specified shall furnish complete identification on the bid proposal of the product he is offering by trade name brand and/or model number. The bidder shall also furnish descriptive literature and date with respect to the alternative commodity he proposed to furnish. Bidders offering an alternate shall also indicate any known specification deviations from the referenced item.
- 7. <u>Unit Prices</u>: In the event Unit Prices are required, the County reserves the right, should there be any discrepancy, inconsistency or difference between the Unit Price(s) and Total Price(s), to choose the lowest of the prices listed and the vendor shall be bound to provide the goods and/or services in question at the lower cost. The County reserves the right to award contracts for individual items, groups or combined award as may be in the County's best interest.
- 8. Withdrawal of bids: Bids may be withdrawn at any time prior to the designated time of the opening of bids. All bids must be firm for thirty (30) days following the bid opening, and no bids will be permitted to be withdrawn during such period. Bids will be awarded or rejected within thirty (30) days from opening. In the event award of Bid cannot be made within thirty (30) days from date of Bid Opening, bidders will be afforded the opportunity to extend their bid for an additional thirty (30) days by completing and submitting to the County a Consent to Extension of Date for Bid Award Form a copy of which is attached hereto as Attachment "B".
- 9. Provisions Required by Law Deemed Inserted: Each and every Provision of law and clause required by law to be inserted in the Contract for this project will be deemed to be inserted therein and the Contract will be read and enforced as though it were included herein, and if through mistake or otherwise and such provision is not inserted, or is not correctly inserted, then upon the application of either party, the Contract shall forthwith be physically amended to make such insertion.
- 10. <u>More Than One Bid</u>: If more than one bid is offered by any one bidder, in his own name or in the name of his agent, partner, or other person, all bids submitted by such bidder shall be rejected.
- 11. <u>Insurance</u>: During the term of this contract, the Contractor shall maintain in effect insurance policies covering the following:

- 1) General Liability- \$500,000 per person, \$1,000,000 per occurrence of personal injury; \$500,000 per person, \$1,000,000 per occurrence of property damage.
- 2) Professional Liability Insurance- In an acceptable amount.
- 3) Workmen's Compensation In amounts required by law.

Proof of Insurance must be provided.

- 12. <u>Non-Discrimination Clause</u>: The successful bidder will be required to comply with the terms of the attached Non-Discrimination Clause herein marked Attachment "C."
- 13. <u>Contractor Integrity Clause</u>: The successful bidder will be required to comply with the terms of the attached Contractor Integrity Clause herein marked Attachment "D."
- 14. <u>Subcontractor</u>: The County shall have the right to approve subcontractors prior to the commencement of their work. Any approved subcontractor does not relieve the bidder of full compliance with the specifications. The bidder will be responsible for all work performed under these specifications whether the Bidder performs the work himself or through a subcontractor.
- 15. Addenda to Specifications: During the bidding period the County may issue written Addenda to each person, firm or corporation which has secured a copy of these specifications, making changes or corrections to the specifications as issued. Such changes or corrections shall be included in the work and/or materials covered by the bid proposal, and such Addenda shall become part to the specifications and contract. Bidders who secure Bid Specifications via the Internet are cautioned to verify if Addenda have been issued by the County prior to submission of bid. The County assumes no responsibility to notify any prospective bidder of Addenda to Bid Specifications that are secured via the Internet.
- 16. <u>Additional Work</u>: No additional work shall be done unless agreed to in writing by the County.
- 17. <u>Term of Agreement</u>: Term of this Agreement shall begin on August 1, 2013 through July 31, 2014. The parties may extend the contract for two additional one-year terms at the same prices upon mutual written consent of both parties.
- 18. <u>Payment</u>: The County will make payment to the successful bidder on a monthly basis per detailed invoices and certification of work completed. Invoices should be submitted to:

Westmoreland County Children's Bureau
Fiscal Department -- WCCB
Third Floor, Suite 310
40 North Pennsylvania Avenue
Greensburg PA 15601

19. <u>Contact Person</u>: Specification questions should be directed to the following:

Westmoreland County Children's Bureau Rachelle Donahue 724 830-3356 or Jason Ware 724 830-3326

The answers to any questions are to be considered strictly advisory unless reduced to writing and included in an Addendum to the Bid Specifications.

- 20. In accordance with Pennsylvania's "Right to Know" Laws, (Act 3 of 2008; **65 PS 67.101 et seq**), the County may make available for viewing or provide copies of all bids received and all associated contract documents following awarding of same.
- 21. The submission of a Bid shall constitute and establish the Bidders intent to enter into a binding contract with Westmoreland County for the goods or services solicited.

 Additionally, should any bid submitted contain defect(s) that in the County's opinion is of a non-material nature, the Bidder agrees that by the submission of a Bid, Bidder will correct any defect(s) upon request of the County.

BID SPECIFICATIONS FOR DRUG TESTING ON BEHALF OF THE WESTMORELAND COUNTY CHILDREN'S BUREAU

Conducting the drug testing for the Westmoreland County Children's Bureau shall be done in accordance with the attached specifications.

- 1. Service Provider must be able to provide testing services 24 hours per day, 7 days per week. Both male and female testers must be available at all times.
- 2. Service Provider must contract with its own laboratory that must be certified by the Substance Abuse Mental Health Services Administration (SAMHSA) and/or accredited by the College of American Pathologists-Forensic Urine Drug Testing (CAP-FUDT). The Service Provider is to list on the Official Bid Form the name of the lab that is to be used at the commencement of the contract. The Service Provider is permitted to change to another properly accredited/certified lab at any time during the pendency of the contract, but must notify the Children's Bureau and receive approval prior to doing so.
- 3. The Service Provider must have an available Medical Review Officer (MRO) to be used when needed for court testimony to review and interpret lab results obtained through the drug testing program. The MRO is required to be a licensed physician who has appropriate medical training to interpret and evaluate an individual's positive test result with his or her medical history and any other relevant biomedical information.
- 4. Service Provider must provide a listing of all certifications, education, qualifications and experience relating to substance abuse and drug testing. This documentation does not need to be attached to the Official Bid Form.
 - 5. Service Provider must adhere to all privacy and confidentiality regulations.
- 6. Servicer Provider must be available for court hearings, and the assigned tester must be the individual testifying on the record. If the assigned tester is unavailable to testify due to extenuating circumstances, the then Service Provider must notify the Caseworker, Casework Supervisor or Contract Monitor at least one business day prior to the hearing with an explanation for the tester's unavailability and must have another employee available to testify on their behalf.
- 7. Service Provider must complete Monthly Reports on each case referred. A sample copy of the Monthly Report form required from Provider is attached as Attachment E.
- 8. Service Provider must complete Court Summaries and submit them to the caseworker at least ten days prior to the scheduled court hearing. A sample copy of the Court Summary form required from Provider is attached as Attachment F.
- 9. Service Provider must maintain a professional line of communication with all Westmoreland County Children's Bureau employees and be available to be contacted 24 hours per day, seven days per week.

- 10. Service Provider must email the caseworkers all test results (positive and negative) and confirmation results within twenty-four hours of receiving the results from the laboratory.
- 11. Service Provider must provide test result accuracy regarding the testing devices that will be utilized. The breathalyzer unit used by the Service Provider must be calibrated according to manufacturer guidelines. The person administering the breathalyzer test must be appropriately trained in the use of the machine.
- 12. Service Provider must provide sufficient testing devices to meet the current and future needs of the County.
- 13. Service Provider must provide the County with a listing of all prospective employees. Service Provider must provide the County with an updated list of employees. This list must include full-time and part-time employees and must be updated throughout the pendency of the contract. The list of prospective employees need not be attached to the Official Bid Form.
- 14. Service Provider must dress in appropriate, professional attire while testing clients and while attending any scheduled court hearings. All testers must have identification available for review upon request by clients prior to conducting a test
- 15. Service Provider must be able to offer Oral Fluid Collection Devices, Instant Drug Screens, Urine Screens and Breathalyzer tests. The costs for each service is to include all costs of testing kits, shipping, cost of collecting samples, testing fees, confirmation of all positive tests along with any other related fees excluding mileage.
- 16. The Instant Drug Screen is to be conducted using a urine sample. The cost listed for the Instant Drug Screen on the Official Bid Form is not to include the amount charged for the accompanying Urine Screen. The unit price is to be the additional fee for conducting the Instant Drug Screen in conjunction with the Urine Screen. The Instant Drug Screen is to test at a minimum for THC, Cocaine, Amphetamines, Opiates and Benzodiazepines. The cost listed by the bidder on the Official Bid Form for "Instant Drug Screen" is to cover testing and confirmation of all positive results for all five drugs listed.
- 17. The Oral Fluid Collection must test at a minimum for THC, Cocaine, Amphetamines, Opiates and Benzodiazepines. The cost listed by the bidder on the Official Bid Form for "Oral Fluid Collection w/Confirmation of All Positive Tests" is to cover testing and confirmation of all positive results for all five drugs listed.
- 18. The Urine Screens must test at a minimum for THC, Cocaine, Amphetamines, Opiates, Barbiturates, Benzodiazepines, Methadone, Extacy, Suboxone, PCP, Oxycodone and Alcohol. The cost listed by the bidder on the Official Bid Form for "Urine screen w/Confirmation of All Positive Tests" is to cover testing and confirmation of all positive results for all twelve drugs listed.
- 19. Service Provider is to confirm all positive tests obtained through Oral Fluid Collection or Urine Screens. The charge to confirm all positive tests is to be factored into the cost for conducting the Oral Fluid Collection or Urine Screen. The confirmation is to be done by the GC/MS method.

- 20. Service Provider and all its employees must have Act 33/34 clearances.
- 21. Service Provider will be contacted by a Children's Bureau Case Worker by phone, email or fax to be notified of the identity and address of any person who is to be tested, the type of test to be conducted and the number of tests to be conducted within a given time period. Service Provider is to have the client fill out a consent form weekly that is to document the client's availability for testing. A copy of the form is attached as Attachment G.
- 22. If a client is not present when the Service Provider attempts to conduct a drug screen, the Service Provider is to leave a card at the residence with the Service Provider's contact information. The number of attempts plus tests conducted cannot exceed the number of tests that are to be preformed in a given time period unless the Service Provider is contacted by the client after a failed attempt and told the client's availability for a future test within that time period.
- 23. Service Provider is not to notify a client in advance of the specific time and date that a drug test is to be conducted.
- 24. Service Provider must be able, upon request, to confirm urine screens for the presence of the synthetic marijuana K2 (also known as Spice). The Service Provider will be notified by the Children's Bureau Case Worker when the urine screen is to include a confirmation for K2. The unit price requested on the Official Bid Form for "K2 Confirmation" is to only include the additional cost for the confirmation of K2. The unit price is not to include the fee for the underlying urine screen.
- 25. On the Official Bid Form, "Unsuccessful Attempts" refers to when the Service Provider travels to a client's residence or other place assigned for conducting a drug test/screen for the purpose of conducting a drug test/screen and the client is either not present, refuses to submit to a drug test/screen or is unable to provide a sample to the Service Provider.
- 26. Successful bidder will be entitled to mileage reimbursement at a rate not to exceed the maximum amount approved by the Pennsylvania Department of Public Welfare. The bidder is to submit their mileage along with accompanying odometer readings to document each charge. The County reserves the right to adjust mileage based on distances according to Mapquest and/or Google Maps. A copy of the mileage form to be filled out by service provider is attached as Attachment H.
- 27. The award of the bid will be based on the estimated total cost provided by each responsible bidder.
- 28. County makes no guarantee of the actual number of services that will be ordered. The estimates are based upon historical usage and provided solely to allow for the comparison of competing bids. The Service Provider will be paid for each service actually performed by the Service Provider based on the unit prices contained in its bid.

OFFICIAL BID FORM (1 OF 2)

The undersigned bidder agrees, if awarded a contract by the County of Westmoreland, to provide Drug Testing for the Westmoreland County Children's Bureau in accordance with the foregoing Bid Specifications for the price specified below.

	Unit Price x I	Est. Unit	ts = Est. Total
Oral Fluid Collection w/Confirmation of All Positive Tests (per sample)	\$x	799	= \$
Urine screen w/Confirmation of All Positive Tests (per sample)	\$x	1428	= \$
Instant Drug Screen (per sample)	\$x	480	= \$
Additional Fee to Confirm K2 on a Urine Screen (per test)	.\$ x	19	= \$
Breathalyzer (per test)	\$ x	32	= \$
Unsuccessful Attempts (per attempt)	\$x	2668	= \$
Court Summary (each)	.\$x	360	= \$
Court Testimony (per hour)	.\$x	84	= \$
Monthly Reports (per report)	.\$x	2364	= \$
Mileage (per mile)	. \$x	49,463	= \$
Medical Review Officer (per hour)	\$x	1	= \$
Estimated total cost for all services	5	\$_	
Name of Lab(s) to be used:			

OFFICIAL BID FORM (2 OF 2)

	NAME OF BIDDER (Type or print)
	ADDRESS
	AUTHORIZED SIGNATURE
AFFIX CORPORATE SEAL HERE	PRINT NAME AND TITLE OF SIGNER
(if bidder is a corporation)	THE TANKE IN DITTEL OF STORES.
a corporation)	AREA CODE & TELEPHONE
Bidder is a (check one):	FAX NUMBER
Corporation incorporated in	the State of
General Partnership	
Limited Partnership	
Limited Liability Company	
Sole Proprietorship	
Other (specify)	

ATTACHMENT A

MI O I

Give form to the

Form W = 5 (Rev. October 2007)	Request f Identification Num	or Taxpayer ber and Certifica	tion	requester. Do not send to the IRS.
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i raport, for example, il encamions, mortoace i	ncome paid to you, real estate attenest you cald, acquisition or	A domestic trust (as defined in Regulations section 301.7701-7).		
pandonment of secured only but the control of the c	i property, cancellation of debt, or	Special rules for partne trade or business in the	erships, Partnersh	ips that conduct a
Use Form W-9 only if	you are a U.S. person (including a	pay a withholding tax of	any foreign partr	feta, auste of tudome
sident alien), to provid auestino it (the reques	e your correct TIN to the person ter) and, when applicable, to:	from such business. Fur has not been received, a	a pertnerstup is re	quired to presume that
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• The U.S. owner of a disregarded entity and not the entity, Form W-9 (Rev. 10-2007)

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form it it is substantially similar to this Form W-9.

ATTACHMENT B CONSENT TO EXTENSION OF DATE FOR BID AWARD

BID TITLE/PROJECT:			
BID OPENING DATE:			
BIDDER'S NAME:			
BIDDER'S ADDRESS:			
CURRENT CONTRACT AW	ARD DEADLINE:		
EXTENDED CONTRACT AV	WARD DEADLINE	D:	
	Bidder to conse	Vestmoreland County, Pennsylvent to a thirty (30) day extension oject.	
all bids rejected within the extensions of the date for the Commissioners and a award. By law, any Bidd	nirty (30) days of the contract aw any Bidder who w ler who declines excused from con	ne County Code, the contract me for the opening of the bids, but the ard may be made by mutual washes to remain under consider to consent to such extension of ansideration for the contract, and to contract.	irty (30) day ritten consent of ration for the the date for
above contract, and here	by consents to th	remain under consideration for a Commissioners' request for a contract for the above bid/project	a thirty (30) day
COUNTY OF WESTMO BOARD OF COMMISSI		BIDDER:	
Charles Anderson, Chair	man Date	By:Authorized Signature	
R. Tyler Courtney	Date	Print Name and Title	

Date

Date Signed by Bidder

Ted Kopas

ATTACHMENT C NONDISCRIMINATION CLAUSE

During the term of this contract, the CONTRACTOR agrees as follows:

- 1) CONTRACTOR shall not discriminate against any employee, applicant for employment, independent contractor, or any other person because of race, color, religious creed, ancestry, national origin, age or sex. CONTRACTOR shall take affirmative action to insure that applicants are employed, and that employees or agents are treated during employment, without regard to their race, color, religious creed, ancestry, national origin, age or sex. Such affirmative action shall include, but is not limited to: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training. CONTRACTOR shall post in conspicuous places, available to all employees, agents, applicants for employment and other persons, a notice to be provided by the contracting agency setting forth the provisions of this nondiscrimination clause.
- 2) CONTRACTOR shall in advertisements or requests for employment placed by it or on its behalf state all qualified applicants will receive consideration for employment without regard to race, color, religious creed, ancestry, national origin, age or sex.
- 3) CONTRACTOR shall send each labor union or workers' representative with which it has a collective bargaining agreement or other contract or understanding, a notice advising said labor union or workers' representative of its commitment to this nondiscrimination clause. Similar notice shall be sent to every other source of recruitment regularly utilized by CONTRACTOR.
- 4) It shall be no defense to a finding of noncompliance with the Contract Compliance Regulations issued by the Pennsylvania Human Relations Commission or this nondiscrimination clause that CONTRACTOR had delegated some of its employment practices to any union, training program, or other source of recruitment, which prevents it from meeting its obligations. However, if the evidence indicates that CONTRACTOR was not on notice of the third-party discrimination or made a good faith effort to correct it, such factor shall be considered in mitigation in determining appropriate sanctions.
- 5) Where the practices of a union or any training program or other source of recruitment will result in the exclusion of minority group persons, so that CONTRACTOR will be unable to meet its obligations under the Contract Compliance Regulations issued by the Pennsylvania Human Relations Commission or this nondiscrimination clause, CONTRACTOR shall then employ and fill vacancies through other nondiscriminatory employment procedures.
- 6) CONTRACTOR shall comply with the Contract Compliance Regulations of the Pennsylvania Human Relations Commission, 16 Pa. Code Chapter 49 and with all state and federal laws prohibiting discrimination in hiring or employment opportunities. In the event of CONTRACTOR's noncompliance with the nondiscrimination clause of this contract, or with any such laws, this contract may, after hearing and adjudication, be terminated or suspended, in whole or in part, and CONTRACTOR may be declared temporarily ineligible for further County or Commonwealth contracts, and such other sanctions may be imposed and remedies invoked as provided by the Contract Compliance Regulations.

- 7) CONTRACTOR shall furnish all necessary employment documents and records to, and permit access to its books, records and accounts by, the contracting agency, the Office of Administration, Bureau of Affirmative Action, and the Human Relations Commission for purposes of investigation to ascertain compliance with the provisions of the Contract Compliance Regulations, pursuant to 16 Pa. Code §49.35 (relating to information concerning compliance by contractors). If CONTRACTOR does not possess documents or records reflecting the necessary information requested, it shall furnish such information on reporting forms supplied by the contracting agency, the Bureau of Affirmative Action or the Commission.
- 8) CONTRACTOR shall actively recruit minority subcontractors or subcontractors with substantial minority representation among their employees.
- 9) CONTRACTOR shall include the provisions of this nondiscrimination clause in every subcontract, so that such provisions will be binding upon each subcontractor.
- 10) The terms used in this nondiscrimination clause shall have the same meaning as in the Contract Compliance Regulations issued by the Pennsylvania Human Relations Commission, 16 Pa. Code Chapter 49.
- 11) CONTRACTOR's obligations under this clause are limited to CONTRACTOR's facilities within Pennsylvania, or where the contract is for purchase of goods manufactured outside of Pennsylvania, the facilities at which such goods are actually produced.

Source: 16 Pa.Code§49.101

ATTACHMENT D CONTRACTOR INTEGRITY

A. Definitions:

- 1) "Confidential information" means information that is not public knowledge, or available to the public on request, disclosure of which would give an unfair, unethical, or illegal advantage to another desiring to contract with the Commonwealth of Pennsylvania or the County of Westmoreland.
- 2) "Consent" means written permission signed by a duly authorized officer or employee of the Commonwealth or the County, provided that where the material facts have been disclosed, in writing, by prequalification, bid, proposal, or contractual terms, the County shall be deemed to have consented by virtue of execution of this agreement.
- 3) "Contractor" means the individual or entity that has entered into this agreement with the County, including directors, officers, partners, managers, key employees, and owners of more than a 5% interest.

4) "Financial Interest" means:

- a) Ownership of more than 5% interest in any business; or
- b) Holding a position as an officer, director, trustee, partner, employee, or the like, or holding any position of management.
- 5) "Gratuity" means any payment of more than nominal monetary value in the form of cash, travel, entertainment, gifts, meals, lodging, loans, subscriptions, advances, deposits of money, services, employment, or contracts of any kind.
- B. The Contractor shall maintain the highest standards of integrity in the performance of this agreement and shall take no action in violation of State or Federal laws, regulations, or other requirements that govern contracting with the Commonwealth of Pennsylvania and/or the County.
- C. The Contractor shall not disclose to others any confidential information gained by virtue of this agreement.
- D. The Contractor shall not, in connection with this or any other agreement with the County or the Commonwealth of Pennsylvania, directly or indirectly, offer, confer, or agree to confer any pecuniary benefit on anyone as consideration for the decision, opinion, recommendation, vote, other exercise of discretion, or violation of a known legal duty by any officer or employee of the County or the Commonwealth of Pennsylvania.
- E. The Contractor, shall not, in connection with this or any other agreement with the County or the Commonwealth, directly or indirectly, offer, give, or agree or promise to give to anyone any gratuity for the benefit of or at the direction or request of any officer or employee of the County or the Commonwealth.

- F. Except with the consent of the County and the Commonwealth, neither the Contractor nor anyone in privity with the Contractor shall accept or agree to accept from, or give or agree to give to, any person, any gratuity from any person in connection with the performance of work under this agreement except as provided therein.
- G. Except with the consent of the County and the Commonwealth, the Contractor shall not have a financial interest in any other contractor, subcontractor, or supplier providing services, labor, or material on this project.
- H. The Contractor, upon being informed that any violation of these provisions has occurred or may occur, shall immediately notify the County in writing.
- I. The Contractor, by execution of this agreement and by the submission of any bills or invoices for payment pursuant thereto, certifies and represents that the Contractor has not violated any of these provisions.
- J. The Contractor shall, upon request of the Office of State Inspector General or County Controller, reasonably and promptly make available to that office and its representatives, for inspection and copying, all business and financial records of the Contractor of, concerning, and referring to this agreement with the County or which are otherwise relevant to the enforcement of these provisions.
- K. For violation of any of the above provisions, the County (or Commonwealth, if applicable) may terminate this and any other agreement with the Contractor, claim liquidated damages in an amount equal to the value of anything received in breach of these provisions, claim damages for all expenses incurred in obtaining another contractor to complete performance hereunder, and debar and suspend the Contractor from doing business with the County or Commonwealth. These rights and remedies are cumulative, and the use or nonuse of any one shall not preclude the use of all or any other. These rights and remedies are in addition to those the Commonwealth or the County may have under the law, statute, regulation, or otherwise.

ATTACHMENT E Monthly Report

Testir	ng Perio	d:		Report Date	
Casev	vorker:		Case #:	Tests per wee	k:
Montl	nly Repo	ort for:		Phone Number	er:
Child	ren:				
Addre	ess:				
Date	Time	Type of Test	Tester	Results	Remarks
Sumn	nary:				

ATTACHMENT F Court Summary

Testin	g Period	d:		Report Date	
Casew	vorker:		Case #:	Tests per wee	k:
Court	Summa	ry for:		Phone Number	er:
Childı	ren:				
Addre	ess:				
Date	Time	Type of Test	Tester	Results	Remarks

Summary:

ATTACHMENT G CONSENT FORM

By signing this form I consent to the following: I agree to be randomly drug tested by [Service Provider]. I agree to allow [Service Provider] to disclose the results of my tests with the Westmoreland County Children's Bureau. I understand that if I do not provide a sample or am unable to provide a sample for testing, it will be documented as a refusal to cooperate. If [Service Provider] attempts to test me and I am not home [Service Provider] will leave a note that they were there. I agree to call [Service Provider] as soon as I get the note. I agree to tell [Service Provider] what medications I may be taking. I agree to provide proof of these medications by showing [Service Provider] my prescription vials. I agree to inform [Service Provider] of any change in my medication. I will list all medications that I am taking on this consent form. I agree to be available for drug testing seven days a week. I understand that I may be tested any time of the day and I agree to include in this consent form any ongoing appointments that I may have. I also agree to include my work schedule in this consent form to enable [Service Provider] to work around it.

Work Schedule/Appointments	Medications
Monday	1
Tuesday	2
Wednesday	3
Thursday	4
Friday	5
Saturday	
Sunday	
I consent to the terms of this agreement (Sign	n name)
I do not consent to the terms of this agreeme	nt (Sign name)
Week of, 2012	

ATTACHMENT H

Page of Pages	CONTROLLER'S OFFICE			Name: Employee # Vehicle: Signature: Approved By:			
Date	Odomete Start	r Reading Stop	Starting	g Point	Destination a	nd Purpose	Total Miles
		-					
Dorlein a/T	ielle N/A		l adaina N	1/0	Total	Niloago	
Parking/T	olls <u>N/A</u>		Lodging <u>N</u>	I/A		al Mileage	
Meals _	N/A	Other	N/A	Mileage Rate	¢	Mileage Expense	
*Mu	st Have Receipts	s Attached			Total	Expenses	
I	hereby certify th	nat the above s	statement to th	ne best of	my knowledge is true	e and correct.	