

**Invitation to Bid (ITB):**

Jefferson County (JC) will be accepting sealed bids for “**Mental Health Transport Services**” with the possibility to extend this bid up to four (4) additional years at the discretion of JC. Sealed bids must be labeled “**Mental Health Transport Services**” and may be mailed to Attn: Purchasing Agent JC Finance Dept. P.O. Box 1749 Dandridge, TN 37725 or hand deliver to 1244 Gay St. Dandridge, TN 37725. Sealed bids will be accepted until **1:00pm July 2, 2026**, at which time bids will be opened in the Finance Department conference room. For specifications, bid documents, and further information please visit the county website at [www.jeffersoncountyttn.gov/finance-department](http://www.jeffersoncountyttn.gov/finance-department). Jefferson County reserves the right to accept or reject any and all bids and to waive any and all irregularities in the receipt/handling of bids. The awarded bidder must be in good standing with Jefferson County.



# JEFFERSON COUNTY

## FINANCE DEPARTMENT

1244 Gay Street  
PO Box 1749  
Dandridge, TN 37725  
Phone (865) 397-4922  
Fax (865) 397-4537

### Invitation to Bid (ITB)

### Jefferson County Mental Health Transport Services

Prepared in accordance with Tennessee Code Annotated (T.C.A.) and applicable requirements governing 1981 Act counties. The Jefferson County Finance Department is receiving sealed bids for the above-mentioned project. Bids shall be identified on the exterior of the sealed envelope with all the information requested in the specifications included in this bid packet. Bids are to be addressed to the Jefferson County Finance Department and mailed or delivered to the following address:

**Jefferson County Finance Department**  
**Attn: Purchasing Agent**  
**1244 Gay St./P.O. Box 1749**  
**Dandridge, TN 37725**

Bids will be received until **July 2, 2026 @ 1pm ET**. Late bids will be rejected and will not be considered under any circumstances nor returned. Jefferson County is not responsible for any delays due to weather, traffic conditions, nor postal services.

During the evaluation process Jefferson County (JC) reserves the right, where it may serve the county's best interest, to request additional information or clarifications from suppliers/vendors.

Questions and requests for clarification or additional information should be directed by email or telephone to:

Julie Anglea, Purchasing Agent  
[janglea@jeffersoncountyttn.gov](mailto:janglea@jeffersoncountyttn.gov)  
865-397-4922 ext. 2115

JC will consider all submittals that meet bid requirements as specified within the bid packet herein and to award contracts to the lowest, responsive, responsible bidder. JC reserves the right to reject any and all bids, to waive irregularities or informalities in any proposal, and to make an award in any manner, consistent with law, deemed in the best interest of the county.



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### SECTION 1: GENERAL TERMS AND CONDITIONS

General administrative, submission, and evaluation requirements applicable to all solicitations issued by Jefferson County (JC).

**1.1 General Information/Intent:** Jefferson County is seeking bids for Mental Health Transport Services to transport mental health patients for voluntary and involuntary psychiatric care for persons with mental illness or serious emotional disturbance whom a physician or mandatory pre-screening authority has evaluated pursuant to Tennessee Code Annotated Section 33-6-901. Bidders must have knowledge of all applicable Tennessee standards, laws, regulations, and maintain a level of quality & professionalism in providing transport services for mental health patients.

#### 1.2 Timeline (All Times are Eastern Standard Time):

**1.2.1** ITB Issued: June 18, 2026

**1.2.2** Last Day for Questions: June 26, 2026, by 12:00pm

**1.2.3** Addendum Issued (if applicable): June 26, 2026, by 4:00pm

**1.2.4** Bid Opening: July 2, 2026, at 1:00pm

**1.2.5** Anticipated Start Date: July 2026

**1.3 Additional Information:** Information about Jefferson County, ITB, specifications, and scope of work for this project can be obtained on the Jefferson County website at <https://jeffersoncountyttn.gov/finance-department>.

**1.4 Copies of Bids:** Jefferson County requires that submitted bids include two (2) identical copies one marked "original" and one marked "copy". Bid pages must be single sided.

**1.5 Bid Submittal:** Vendors shall hold their price firm and subject to acceptance by JC for a period of ninety (90) days from the date of bid opening, unless otherwise indicated in the bid proposal. Any bid submittal may be withdrawn prior to the scheduled time for the opening of bids, otherwise, bids will be reviewed as submitted. JC reserves the right to reject any and or all bids and to waive any informality, technical defect, or clerical error in any bid submittal. Do not include proprietary or confidential information unless clearly marked.



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**1.6 Bidder Obligation:** each bidder shall become fully acquainted with conditions relating to the scope and restrictions attending the execution of the work specified. Failure or omission of a vendor to become acquainted with existing conditions shall in no way relieve the bidder of any obligations with respect to the specifications or the contract.

**1.7 Bid Delivery:** JC requires all bids/proposals to be submitted in sealed envelopes, addressed to the Jefferson County Finance Department, and clearly marked with the bid name by time of opening of the specified bid. Bid/proposal must be mailed or hand delivered. No bids/proposals will be accepted electronically, by fax, or by email. All bids will be opened at the specified time, and all suppliers/vendors and other people shall be invited to be present. JC will not be responsible for any lost or misdirect mail sent by common carriers, delivery to addresses other than the one listed in solicitation, or for any late bid submissions received after the time and/or date specified. Not properly sealed and/or not properly labeled bids will not be accepted. Any bid/proposal may be withdrawn prior to the scheduled time of bid opening.

**1.8 Signing Bids/Proposals & Use of Bid Forms:** to be considered the bid proposal must be signed. By signing the bid proposal, the vendor acknowledges and accepts the terms and conditions stated in the document and bid packet. Vendors must complete the requested forms contained in the bid packet. Failure to complete requested forms may result in rejection of their bid proposal.

**1.9 Bid Acceptance/Award:** JC reserves the right to use all, part, or none of the submitted proposal or bid in order to provide the broadest coverage of requested parts, equipment, products, or services. Awards may be based on categories. Award will be made to the lowest, responsive, responsible bidder(s) meeting specifications that present the product or service that is most advantageous to Jefferson County. JC reserves the right to award this solicitation on an all or none basis, or by multiple awards if in the best interest of the County. Award of specified bid (if any) should be made within thirty (30) days of bid opening. Bidders will be notified by email of the results regarding specified bid. The bidder(s) to whom the award is given may be required to enter a written contract.

**1.10 Anticipated Contract Term:** This contract will begin once contract is agreed upon, signed, and received. Anticipated Contract dates are July 2, 2026-June 30, 2027, with the possibility for yearly renewals up to five (5) total years at the discretion of Jefferson County and mutual agreement among participating vendor(s).

**1.11 Rejection of Bids:** Jefferson County reserves the right to reject any and all bids received and to waive any informality, technical defect or clerical error in any bid. Nonacceptance of any bid will be devoid of any criticism of the bid and of any implication that the bid is deficient in any manner. Non-acceptance of a bid shall be construed as meaning simply Jefferson County does not deem the bid acceptable or that another bid was deemed to be more advantageous for the services or goods proposed.



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**1.12 Restrictive or Ambiguous Specifications:** It is the responsibility of the prospective bidder to review the entire bid packet and to notify the Jefferson County Finance Department Purchasing Agent if the specifications are formulated in a manner that would unnecessarily restrict competition. Any such protest or question regarding specifications or bid procedures must be received in the Jefferson County Finance Dept. no later than seven (7) business days prior to bid opening to provide ample time, if necessary, to issue an addendum to the bid specifications. These requirements also apply to specifications that are ambiguous.

**1.12.1** No oral interpretation will be made to any supplier/vendor regarding the meaning of specifications. All questions are to be submitted electronically by email and will be answered in the form of an Addendum to the solicitation by the Jefferson County Purchasing Agent.

**1.12.2** Bidders taking exception to any part or section of bid specifications shall indicate such exceptions or deviations in their bid response. Failure to indicate any exceptions shall be interpreted as the bidder's intent to fully comply with the specifications as written. Conditional or qualified offers are subject to rejection in whole or in part. Exceptions will be negotiated for a mutual resolution.

**1.13 Evaluation Review:** Jefferson County reserves the right to use all pertinent information that might affect the County's judgement as to the appropriateness of an award to the best evaluated supplier/vendor. This information may be appended to the bids evaluation process results. Information on a service provider from reliable sources, and not within the service provider's bid proposal, may also be noted and made part of the evaluation file. Jefferson County shall have sole responsibility for determining a reliable source. Jefferson County reserves the right to conduct written and/or oral discussions/interviews after bid opening. The purpose of such discussions/interviews is to provide clarification and/or additional information to make an award that is in the best interest of the County.

**1.14 Questions and Addendum:** Vendor(s) shall carefully examine the ITB and any addenda. Vendor(s) are responsible for seeking clarification of any ambiguity, conflict, omission, or other errors in this specified bid writing. If the answer materially affects the specified bid the information will be incorporated into an addendum and provided to all bidders and will also be posted on the county website. Questions are limited to no more than fifteen (15) questions per vendor/supplier. Any questions exceeding the limit may not be answered. An addendum will be issued with answers to questions per Section 1.2 Timeline.

**1.15 Vendor Default:** Jefferson 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. Should the vendor default be due to failure to perform or because of a request for a price increase, Jefferson County reserves the right to remove the vendor from the county's bidder list for twenty-four (24) months.



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**1.16 Term Bid Agreements:** if this bid results in a term bid contract with the supplier/vendor, Jefferson County must receive all general price decreases that other similar customers receive.

**1.17 Alternative Bids:** Jefferson County will not accept alternate bids (those not equal to specifications) unless authorized by Jefferson County and/or the Purchasing Agent.

**1.18 Additions and/or Deletions:** Jefferson County reserves the right to consider adding goods and/or services to this bid or deleting goods and/or services that are deemed necessary and/or unnecessary. Any additions and/or deletions must be approved in writing by the Jefferson County Finance Department prior to any changes in service.

**1.19 Cooperative Purchasing:** Bidders must indicate whether it is permissible for other governments in Tennessee to purchase these items or services at the same price. Freight charges can be adjusted to reflect differences in delivery costs.

**1.20 Declarative Statement:** any statement or words (e.g.: must, shall, will) are declarative statements that the vendor/supplier must comply with the condition. Failure to comply with any such condition may result in their bid being non-responsive and disqualified.

**1.21 Incurred Costs:** Jefferson County will not be responsible for any costs incurred in the preparation, submission, nor to procure or contract for any services or goods.

**1.22 Taxes:** Jefferson County purchases are not subject to taxation. Tax exemption certificates will be provided upon request.

**1.23 Proof of Financial and Business Capability:** Bidder must, upon request, furnish satisfactory evidence of the ability to furnish products or services in accordance with the terms and conditions of these specifications. Jefferson County will make the final determination as to the bidder's ability.

**1.24 Public Records Act:** Jefferson County is subject to the Tennessee Public Records Act 10-7-503 et seq. Bidders are cautioned that all documents submitted on behalf of this solicitation shall be open to the public for viewing and inspection and Jefferson County will comply with all legitimate requests.

**1.25 Removal of Vendor's Employees:** The successful contractor(s) agrees to utilize only experienced licensed, responsible, and capable people in the performance of the work specified under contract. Jefferson County may require that the contractor remove employees who endanger persons or property, or whose continued employment under this contract is inconsistent with the interest of the county.



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**1.26 State Licensing Requirements:** Vendors must be properly licensed, if applicable, by the State of Tennessee for the type of work requested and must submit a copy of the license with their bid. All licensing must be in accordance with the Tennessee Code Annotated.

**1.27 News Releases by Vendors/Suppliers:** As a matter of policy, Jefferson County does not endorse the services of a vendor/supplier. A vendor/supplier will not make news releases concerning any resultant contract from this solicitation without prior written approval of Jefferson County.

**1.28 Closures:** During periods of closure due to unforeseen circumstances or inclement weather in Jefferson County or closures at the direction of the Jefferson County Mayor; the Jefferson County Finance Department/Purchasing Department will enact the following procedures in regard to solicitations, pre-bid meetings, and closures:

**1.28.1** If the mayor closes the administrative offices prior to the time set for solicitation opening of any business day, all solicitations due that same day will be moved to the next operational business day.

**1.28.2** Pre-Bid Meetings may be cancelled if closures occur. If a change is required due to unforeseen circumstances or inclement weather, an addendum will be issued for any changes and can be found on the county website. You may also contact the Purchasing Agent for any updates by email or telephone.

**1.28.3** Other unforeseen circumstances shall be at the sole discretion of the Jefferson County Finance Director.

**1.28.4** Jefferson County shall not be liable for any commercial carrier's decision regarding deliveries during any unforeseen circumstances.

**1.29 Communications:** The successful execution of this contract will require extensive communication between all parties involved. While information may be transmitted via telephone, it should always be followed up with an email. It is essential that the Vendor(s) have email capabilities.

**1.30 Compliance with all Applicable Regulations:** Vendor agrees and covenants that the company, its agents, and employees will comply with all city, county, state and federal codes, laws, rules, and regulations applicable to the business to be conducted under this contract. If the vendor performs any work knowing it to be contrary to such laws, ordinances, rules, and regulations, the vendor shall bear all costs arising from them.



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**1.31 Contact Personnel:** It shall be essential to the success of this contract to develop a good working relationship with the vendor(s). It is imperative that the Jefferson County account be handled efficiently and professionally. Jefferson County should be assigned no more than two (2) vendor contacts to handle billing inquiries and service-related issues. In the event one (1) or both contacts leave the Jefferson County account, the vendor shall formally introduce the new contacts to county personnel. These contacts must be knowledgeable of the Jefferson County account to avoid any interruption of services.

**1.32 Pricing:** The vendor(s) warrants that the unit price stated for all items shall remain firm for a period of twelve (12) months from the first day of the contract period or until June 30 (the end of the government fiscal year) whichever comes first. If the vendor's price is increased after the initial year, Jefferson County must be given written notice 30 days prior to contract end to consider continuation of services. Such a request shall include as a minimum 1) the cause for the adjustment; 2) the amount of the change requested with documentation to support the requested adjustment. Price increases will only be considered at renewal period(s). If the price increase is rejected the vendor may:

**1.32.1** Continue with existing prices.

**1.32.2** Request a lower price increase.

**1.32.3** Not accept the renewal offer.

**1.32.4** Re-submit a bid once the product/service goes back out to bid.

**1.32.5** Vendor(s) must submit proof of price increase. If a price increase is approved by the Jefferson County Finance Department and the requesting department the approval notification will be made in writing and the vendor(s) will be notified of the new price schedule and the effective date of the increase. This documentation will become part of the bid file. No approvals will be authorized verbally.

**1.33 Invoice Detail:** Jefferson County requests invoices show the following details to help expedite review for payment. The vendor(s) may be required to modify invoicing procedures to show detail. All potential vendor(s) are hereby cautioned that Jefferson County will only pay from the original invoices and not facsimiles or copies. Invoices which do not adhere to these details may be returned to the vendor(s). Vendor(s) may be asked to submit a sample copy of their invoice for review during evaluation of this solicitation. Account information may be deleted.

**1.33.1** The invoice must show the amount due to the vendor(s) by Jefferson County.

**1.33.2** The invoice must show an itemized detailed part and material count including dates of service, location of service, type of part, the associated unit price for the materials, parts, and/or services provided, and the total price for materials, parts, and/or services provided.



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**1.33.3** Invoices are to be original and uniquely pre-numbered.

**1.33.4** Invoices should indicate PO number and/or department ordering.

**1.34 Invoice Review:** Jefferson County shall review all invoices for adherence to the terms and conditions of the contract. Variations from the contract and contract pricing are strictly prohibited. Any variations found on the invoice will result in the rejection of those invoices. Rejected invoices will be returned to the vendor for correction. If a discount for prompt payment is offered, the timeline does not commence until Jefferson County receives the invoice.

**1.35 Processing Time for Payment:** Vendor(s) are advised that a minimum of thirty (30) days is required to process invoices for payment when the invoice instructions herein are followed.

**1.35.1** Invoices will be mailed to:

Jefferson County Finance Department  
Attn: County Account Payables  
P.O. Box 1749  
Dandridge, TN 37725

**1.35.2** Electronic Invoices must be emailed to: [jessicagonzalez@jeffersoncountyttn.gov](mailto:jessicagonzalez@jeffersoncountyttn.gov)  
[julieanglea@jeffersoncountyttn.gov](mailto:julieanglea@jeffersoncountyttn.gov)

**1.36 Payment:** Payment will be issued for goods received and/or services completed after final inspection and approval. Payment will be issued in full unless otherwise stated in the contract.

## Section 2: Obligations, Rights, and Remedies

These terms and conditions shall be part of the contract. Jefferson County reserves the right to negotiate other terms and conditions it deems appropriate and necessary under the circumstances to protect the public's trust.

**2.0 Alterations or Amendments:** No alterations, amendments, changes, modifications, or deletions to this contract shall be binding without the prior written approval by Jefferson County.

**2.1 Appropriation:** In the event no funds are appropriated by Jefferson 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.

**2.2 Assignment:** Vendor 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 Jefferson County.



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**2.3 Books and Records:** Vendor shall maintain all relevant records for a minimum of three (3) years and make them available for audit or inspection.

**2.4 Public Records Act:** Jefferson County is subject to the Tennessee Public Records Act T.C.A. § 10-7-503 et seq. Vendors are cautioned that all documents submitted on behalf of this solicitation shall be open to the public for viewing and inspection and Jefferson County will comply with all legitimate requests.

**2.5 Compliance with All Laws:** Vendors shall comply with all applicable federal, state, and local laws, regulations, and licensing requirements affecting the provision of goods and/or services.

**2.6 Default:** Failure to perform or comply with any provision of this contract or the terms and conditions of any documents referenced and made a part hereof, Jefferson County may terminate the contract, in whole or in part, and may consider such failure or noncompliance a breach of contract. Jefferson County expressly retains all its rights and remedies provided by law in case of such breach, and no action by Jefferson County shall constitute a waiver of any such rights or remedies. In the event of termination for default, Jefferson County reserves the right to purchase requirements elsewhere.

**2.7 Governing Law:** This agreement shall be governed by the laws of the State of Tennessee with venue in Jefferson County. The Chancery Court and/or Circuit Court of Jefferson County, TN shall have exclusive and concurrent jurisdiction of any disputes which arise hereunder.

**2.8 Indemnification/Hold Harmless:** Vendor shall indemnify and hold harmless Jefferson County, its officials, and employees from all claims arising out of vendor performance, negligent act, occurrence, omission, or commission of vendor, its sub-vendors, suppliers, agents, or employees.

**2.9 Non-Collusion:** By submission of a signed bid/proposal the vendor certifies the proposal is made without collusion with any other person or company engaged in the same line of business or commence, or fraudulent act punishable under TN or US law

**2.10 Title VI of the Civil Rights Act:** Non-discrimination in Federally Assisted Programs- No person in the US shall, on the grounds 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 42 U.S.C. Section 2000d. It is the policy of Jefferson County Government that all its services and activities be administered in conformance with the requirements of Title VI.

**2.11 Independent Contractor:** Vendor/Contractor acknowledges that it is an independent vendor/contractor and not an employee or agent of Jefferson County, TN.



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**2.12 Criminal History Check:** Any and all contractors, subcontractors, vendors, vendor employees, agree to comply with T.C.A. § 49-5-413 requiring that all parties providing services for Jefferson County must submit a criminal history records check at their expense. The criminal history check is to be conducted by the TN Bureau of Investigation and the Federal Bureau of Investigation.

**2.13 No Boycott of Israel:** Pursuant to TCA Title 12, Chapter 4, Part 1, by submission of a response to this solicitation, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint response each party thereto as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each person is not currently engaged in, and will not for the duration of the agreement engage in, a Boycott of Israel.

**2.14 Iran Divestment Act:** By submission of this solicitation, each vendor and each person signing on behalf of any vendor 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 vendor is not on the list created pursuant to T.C.A. § 12-12106.

**2.15 Non-Discrimination and Non-Conflict Statement:** Vendor shall comply with all nondiscrimination laws including Title VI. Vendors shall comply with the Fair Wage and Hour Laws, the National Labor Relations Act, and other federal and state employment laws as applicable. Vendors covenant that it does not engage in any illegal employment practices. The vendor covenants that it has no public or private interest and shall not acquire directly or indirectly any interest, which would conflict in any manner with the provision of its goods or the performance of its services. Vendor warrants that no part of the total contract amount provided herein shall be paid directly or indirectly to any officer or employee of Jefferson County as wages, compensation, or gifts in exchange for acting as officer, agent, employee, sub-vendor, or consultant to vendor in connection with any goods provided or work contemplated or performed relative to the agreement.

**2.16 Warranty/Inspection/Acceptance:** Vendor warrants all goods and services are of merchantable quality, fit for purpose, and conform to specifications. Warranty periods shall not commence until Jefferson County inspects and formally accepts goods and/or services. Acceptance of goods or services does not constitute a waiver of latent or hidden defects or defects not readily detectable by a reasonable person under the circumstances. Jefferson County reserves the right to reject any or all items or services not in conformance to applicable specifications. Vendor assumes the costs associated with such nonconformance.

**2.17 Limitations of Liability:** In no event shall Jefferson County be liable for any indirect, incidental, consequential, special, exemplary damage, or lost profits even if Jefferson County has been advised of the possibility of such damages.



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**2.18 Order of Precedence:** In the event of inconsistent or conflicting provisions the following order shall prevail: Change Orders and Written Amendments (executed after the contract), Contract, Addenda, RFP/ITB, Award, Supplementary Terms and Conditions, General Terms and Conditions, Specifications, Drawings/Plans, Vendor Bid/Proposal response.

**2.19 Remedies:** Jefferson County retains all remedies available under Tennessee Law, including damages and termination.

**2.20 Right to Inspect:** Jefferson County reserves the right to inspect work, services, and materials at any time.

**2.21 Severability:** If any provision is invalid, remaining provisions remain in effect.

**2.22 Tax Compliance:** Vendor acknowledges, by submission of bid and signature, that it is current in its respective Federal, State, County, and City taxes of whatever kind or nature and is not delinquent in any way. Delinquent status must be disclosed or risk debarment by Jefferson County.

**2.23 Gratuities and Kickbacks:** It shall be a breach of ethical standards for any person or company to offer, give, or agree to give any employee or former employee, or for any employee or formal employee to solicit, demand, accept, or agree to accept from another person or company gratuities or kickbacks. Breach of these provisions is a breach of contract & ethical standards and will result in disqualification, legal action, and/or debarment or suspension from being a vendor or sub-vendor under Jefferson County contracts.

**2.24 Insurance:** Vendor shall maintain required insurance and provide proof of insurance. A copy of COI may be requested for proof of insurance. The successful vendor will be required to submit a COI with the specified coverage and listing Jefferson County, TN as additional insured; endorsement pages shall be included. It shall be the successful vendor's responsibility to keep current COI and endorsement pages on file with the Jefferson County Finance Department if the contract is in effect. The contractor shall, at its sole cost and expense, carry and maintain statutory workers' compensation insurance, employer's liability insurance, and professional liability insurance (if applicable) for any and all persons employed directly or indirectly by the contractor for the duration of the contract. The limits of liability therein shall meet, at a minimum, the limits of liability stated within the Standard Liability Insurance Requirements.

**2.25 Environmental Liability:** Vendor assumes responsibility for proper handling and disposal of materials in accordance with TN law.



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### Section 3 Scope of Services & Requirements:

#### 3.1 Secondary Transportation Agent Requirements:

- Agent will act as a secondary transportation agent for Mental Health Patients in Jefferson County, TN for voluntary and involuntary psychiatric patients.
- Agent shall be available twenty-four (24) hours a day 7/days a week/365 days a year.
- Agent must be a licensed ambulance provider for the State of Tennessee.
- Agent must adhere to the Tennessee Emergency Medical Services Protocol (SOP's), which includes the use of Child-Proof Stretcher Seat Belt Buckle Safety Locks.
- Agent must establish individual contracts with the medical facilities they are transporting their patients to and from.
- Agent must bill private insurance companies for those patients who are covered by insurance.
- Agent must have knowledge and experience with the Mental Health Transport (MHT) TN State Grant Program.
  - Program purpose is to provide funding to offset the costs for the Sheriff's Departments that:
    - Conduct mental health transports pursuant to TCA 33-6-406.
    - Designate a secondary transport agent pursuant to TCA 33-6-901.
    - Not to be used to pay for transportation of inmates to or from a jail or workhouse even if the inmate is being transported under 33-6-404. This grant is for non-custodial individuals only. Any individual transported under this grant from a jail or workhouse must be on cash bond or Release on Recognized Bond.
- Prefer agent or business providing services for private and/or government entities to have a minimum of three (3) years' experience.
- Agent shall have demonstrated the capacity to be a provider of the services being bid.
- Agent shall possess all permits, licenses, and professional credentials necessary to supply products as specified under this ITB.
- Agent staff who interact with patients or protected health information (PHI) must successfully pass, before assignment, a state and federal background check, which include, but is not limited to the following:
  - Nationwide fingerprint criminal background check
  - TN Department of Health Abuse Registry check
  - United States Department of Justice National Sex Offender Registry check
  - Office of Inspector General's List of Excluded Individuals and Entities check



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- In the event a staff member is arrested, indicted, convicted, or issued a citation in lieu of arrest for a criminal offense, either, a misdemeanor or felony, the staff member must immediately notify direct supervisor by or no later than 24 hours after event. If the supervisor is not available, the staff member must report it to the next supervisor in the chain of command.
- All staff must successfully pass, before assignment, a 5-panel drug test that tests for the following: amphetamines, cocaine, opiates, phencyclidine (PCP), and tetrahydrocannabinol (THC).
- All staff must pass a physical examination by a licensed physician.
- All staff must be certified by Tennessee Licensed Health Care Provider, qualified in the psychiatric or psychological fields, as being free from any impairment as set forth in the current edition of the Diagnostic and Statistical Manual of Mental Disorders of the American Psychiatric Association at the time of the examination, that would, in the professional judgement of the examiner, affect the person's ability to perform an essential function of the job, with or without a reasonable accommodation.
- Staff who interact with patients must maintain proof of completion of the "Mental Health First Aid."
- Any drivers must maintain the following certifications:
  - CPR/AED
  - First-Aid
  - Emergency Oxygen Administration
  - Crisis Intervention Training (CIT) is required for all staff who would interact with patients.
  - "Handle with Care" training is recommended for all staff.
  - Maintain a valid driver's license for the appropriate classification based on the type of vehicle and service provided.
  - An updated MVR for each driver must be obtained and reviewed throughout the duration of the driver's employment with or by the vendor.
  - In the event of an accident or incident involving the vendor, staff, or a patient the vendor must immediately report this information to the law enforcement agency.

### **3.2 Secondary Transportation Vehicles Requirements:**

- Vehicles must be fitted with a driver-controlled door locking system so that the person in crisis is unable to open the doors of the vehicle without the assistance of the responders.
- Secure safety panels must be provided between the driver and passenger compartment. These panels shall be transparent so that the driver can see behind to the passenger compartment.
- Transport vehicles shall also preserve the separation between the patient and the trunk space in the vehicle.



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- Windows must be tinted for the privacy and dignity of the person being transported.
- Vehicles must be equipped with a portable AED (Automated External Defibrillator) and a first aid kit.
  - Vehicles must have a lockable container to carry patient property.
- The patient area within the vehicle must be free from ligature risks or any items that may be used for self-harm.
- For trips greater than 120-miles (or anticipated to exceed two hours), secondary transport agents must allow stopping for restroom breaks for the patient at least every two (2) hours. These transports must also include personnel patient ration of 2:1.
- Vehicles must be equipped with appropriate communication devices such that drivers can quickly access emergency assistance at any location within the state.

### **3.3 Transportation Ratio Requirements:**

- Vendor may transport more than one patient at a time under the following circumstances:
  - A standard five-seat vehicle may transport no more than two (2) patients at a time.
  - A standard 10 passenger van may transport no more than four (4) patients at a time.
  - A minimum of two (2) staff members must accompany the transport of a group of two or more patients.

### **3.4 Searching Patient Requirements:**

- Patients must be searched prior to being transported to ensure they do not have anything that may be used to harm themselves or others. To this safely:
  - The gender of the driver shall match the patient, whenever possible.
  - The search shall be conducted with a witness observer or be recorded, preferably both.
  - Staff are encouraged to utilize a warrant to assist in the search process.

### **3.5 Relevant Documentation:**

- Documentation must be maintained by the vendor and available for review by the Tennessee Department of Finance & Administration Office of Criminal Justice Programs and the Jefferson County Sheriff's Department.
- Retaining supporting documentation of all qualified transport is required and must be submitted in a timely manner according to the funding source mandates.



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### **Section 4: Checklist**

**4.0** Vendor Information Sheet

**4.1** State and/or Business License

**4.2** COI

**4.3** Title VI Compliance

**4.4** Non-Collusion Affidavit

**4.5** Iran Divestment

**4.6** Non-Discrimination/Debarment & Lobbying Affidavit

**4.7** Addendum Acknowledgement

**4.8** Price Sheet (Not included)

**4.9** Sign Bid and All Required Forms



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### Vendor Information Sheet

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

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

Billing Address: \_\_\_\_\_

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

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

Email Address: \_\_\_\_\_

List of References (List at least 3 references: Name, Phone Number, Email)

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Will you allow cooperative purchasing according to Section 1.19 for this bid? Yes or No

Signature:

Title:

Date:

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Print Name:

Title:

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The undersigned certifies that he/she has the authority to bind this company in an agreement/contract to supply the commodity or service in accordance with all terms, conditions, and pricing specified. By signing and submitting this proposal, the vendor acknowledges that they have read, understand, and agree to all aspects of the specification and proposal requirements as presented without reservation or alteration. This proposal, if accepted, will constitute an agreement and contract with Jefferson County, TN. Prices are firm during this agreement term, unless agreed upon in writing by the County.



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### Iran Divestment Act Affidavit

Iran Divestment Act Affidavit as per Tennessee Code Annotated, Title 12, and effective July 1, 2016: 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 12-12106.

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

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

Date Bid Submitted: \_\_\_\_\_

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

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

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

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

Email  
Address: \_\_\_\_\_



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### Title VI Contract Assurance

It is the policy of Jefferson County Government not to discriminate on the basis of race, color, national origin, age, sex, or disability in its hiring practices; or in admission to, access to, or operation of its programs services or activities. With regard to all aspects of this contract, Contractor certifies and warrants it will comply with this policy.

**Please print:**

\_\_\_\_\_

Vendor Name

\_\_\_\_\_

Street Address

\_\_\_\_\_

City

State

Zip Code

\_\_\_\_\_

Phone Number

Email

I \_\_\_\_\_, hereby agree to abide by the Title VI regulations.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### Ownership Type (please check all that apply)

<input type="checkbox"/>	African American Owned Business	<input type="checkbox"/>	Asian Owned Business
<input type="checkbox"/>	Women Minority Owned Business	<input type="checkbox"/>	Disabled Owned Business
<input type="checkbox"/>	Native American Owned Business	<input type="checkbox"/>	All Others
<input type="checkbox"/>	Hispanic Owned Business	<input type="checkbox"/>	



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### Non-Collusion Affidavit

\_\_\_\_\_, being first duly sworn, deposes and says that:

- 1) He/She is \_\_\_\_\_ of \_\_\_\_\_, the bidder that has submitted the attached proposal;
- 2) He/She is fully informed respecting the preparation and contents of the attached proposal and of all pertinent circumstances respecting such proposal;
- 3) Such proposal is genuine and is not a collusive or sham proposal;
- 4) Neither the said bidder nor any of its officers, partners, owners, agents, representatives, employees, or parties interest, including this affiant, has in any way colluded, conspired, connived, or agree, directly or indirectly, with any other bidder, firm or person to submit a collusive or sham bid in connection with the contract for which the attached proposal has been submitted or to refrain from bidding in connection with such contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other bidder, firm, or person to fix the price or prices in the attached proposal, or of any other bidder, or to fix any overhead, profit, or cost element or the bid price or the bid price of any other bidder, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against Jefferson County or any person interested in the proposed contract; and
- 5) The price or prices quoted in the attached proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the bidder or any of its agents, representatives, owners, employees, or parties of interest, including this affiant.

Signature \_\_\_\_\_

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

Title \_\_\_\_\_

Date \_\_\_\_\_



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### 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. Jefferson County currently has no policy that allows for set asides or preferences for woman owned or minority owned businesses.

African American     Native American Owned     Hispanic Owned

Caucasian Owned     Asian Owned     Women Owned     Other Owned

Signature: \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_



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### Addendum Acknowledgement (if applicable)

If applicable, please complete and return this with bid proposal response.

I the undersigned acknowledge the receipt of the following addenda to this solicitation.

Addendum #1- Date Received\_\_\_\_\_

Addendum #2- Date Received\_\_\_\_\_

Addendum #3- Date Received\_\_\_\_\_

Addendum #4- Date Received\_\_\_\_\_

Signature\_\_\_\_\_

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

Title\_\_\_\_\_

Company Name\_\_\_\_\_

Email\_\_\_\_\_

Phone Number\_\_\_\_\_