

**APPENDIX A - PROPOSAL FORM**  
**RFP 99924 COVID-19 WORKPLACE/RETURN-TO-WORK TESTING FOR JEA EMPLOYEES**

**PROPOSER INFORMATION:**

COMPANY NAME: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP CODE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

NAME & EMAIL OF CONTACT: \_\_\_\_\_

WEBSITE: \_\_\_\_\_

**PROPOSER MUST COMPLETE THE FOLLOWING INFORMATION AND RETURN THIS FORM VIA EMAIL TO SHEREA HARPER AT [HARPSB@JEA.COM](mailto:HARPSB@JEA.COM).**

**QUOTATION OF RATES (40 points)**

Maximum score for criterion is: 40 Points

Proposer shall provide a firm-fixed price quote for Work described in this RFP by completing the enclosed Proposal Form. The rate provided shall be all-inclusive and shall include all profit, taxes, benefits, travel, and all other overhead items. **ANY MODIFICATIONS, EXCEPTIONS, OR OBJECTIONS CONTAINED WITHIN THE PROPOSAL FORM MAY SUBJECT THE PROPOSAL TO DISQUALIFICATION.**

TYPE OF TEST QUOTED	TOTAL COST PER TEST	GUARANTEED TURN-AROUND TIME

**PAST PERFORMANCE AND COMPANY EXPERIENCE (20 points)**

Maximum Score for Criterion is: 20 Points

The Company shall provide two (2) references for services that relates to testing in the past three years. The two (2) references provided for Section 1.2.1. Minimum Qualifications shall be used to evaluate this section. The references will be contacted.

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**ABILITY TO DESIGN AN APPROACH AND WORK PLAN TO MEET THE SCOPE OF WORK (SERVICES) REQUIREMENTS (40 points)**

Maximum Score for Criteria is: 40 points

Describe your firm’s approach in providing the services described in this RFP. Describe the approach of how your firm will manage the project, ensure timely completion of the scope of services and accomplish required objectives within the project schedule. Provide examples of previous workplace/return to work Covid-19 testing work completed for municipal entities. Provider must guarantee test results will be received within 8 hours (preferred) but no later than 48 hours of each test. Testing options should include PCR molecular tests. The proposer will receive the highest points for providing this type of test. Turn-around time for each test is critical and will be scored based on fastest turn-around time.

**Please use your own form for this section. The approach to description of professional services is limited to a maximum of three (3) pages.**

**\_\_\_\_ I have read and understood the Sunshine Law/Public Records clauses contained within this solicitation. I understand that in the absence of a redacted copy my proposal will be disclosed to the public “as-is”.**

**Proposer's Certification**

By submitting this Proposal, the Proposer certifies (1) that it has read and reviewed all of the documents pertaining to this RFP and agrees to abide by the terms and conditions set forth therein, (2) that the person signing below is an authorized representative of the Proposer, and (3) that the Proposer is legally authorized to do business and maintains an active status in the State of Florida. The Proposer certifies that its recent, current, and projected workload will not interfere with the Proposer’s ability to work in a professional, diligent and timely manner.

The Proposer certifies, under penalty of perjury, that it holds all licenses, permits, certifications, insurances, bonds, and other credentials required by law, contract or practice to perform the Work. The Proposer also certifies that, upon the prospect of any change in the status of applicable licenses, permits, certifications, insurances, bonds or other credentials, the Proposer shall immediately notify JEA of status change.

We have received addenda \_\_\_\_\_ through \_\_\_\_\_

\_\_\_\_\_  
Signature of Authorized Officer of Proposer or Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name & Title

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