Proposal Submittal Form

a form required of Bidders and Proposers on purchases of supplies, materials, equipment and services for the

City of Franklin, Tennessee

Purchasing Office Solicitation No.: 2017-004

Proposer's name, street address, and mailing address:	_____ _____ _____ _____
Proposer's contact person's name (printed), title, telephone number and e-mail address:	_____ _____ _____ _____
Does the proposer take any exceptions to the City's procurement solicitation?	☐ Yes, see enclosed. ☐ No, proposer takes no exceptions.
Are exceptions, if any, to the City's procurement solicitation listed, described, compared to the City's intention as expressed and implied by the City's solicitation documents, and submitted?	☐ Yes, see enclosed. ☐ No, proposer takes no exceptions.

Fats, Oils & Grease (FOG) Program Support:

Total quoted proposal pricing for proposed services	Estimated annual quantities	Quoted unit pricing	Estimated annual pricing
Food Service Establishment (FSE) inspections, including database updates and FOG program material handouts for distribution during inspections.	400 FSEs to be inspected per year	$____ per FSE inspection	$_____ per year (equals fee per FSE inspection times 400)
Noncompliance Notification (NCN) follow-up inspections at FSEs that have not responded to NCNs, or not provided complete information in the response.	40 FSEs requiring an onsite response per year	$____ per onsite response	$_____ per year (equals fee per onsite response times 40)
Residential FOG Control Education and Awareness	1 budgeted allotment per year	$_____ per year	$_____ per year (equals budgeted allotment per year)
Consultation as necessary, commercial pretreatment assistance, annual report, special reports, training classes, presentations, educational materials.	60 hours per year	$____ per hour	$_____ per year (equals fee per hour times 60)
Optional web-based FOG tracking database hosted by vendor, to include data management and providing custom reports as requested.	12 months per year	$____ per month	$_____ per year (equals fee per month times 12)
Total estimated annual FOG Program Support pricing:			$_____ per year

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Industrial Pretreatment (IPP) Program Support:

Total quoted proposal pricing for proposed services	Estimated annual quantities	Quoted unit pricing	Estimated annual pricing
Industrial inspections, including review of items identified by TDEC and EPA in their Significant Industrial Users (SIU) inspection forms, and delivery of inspection results to City's IPP Coordinator for review and filing.	6 SIUs to be inspected twice per year	$____ per SIU inspection	$_____ per year (equals fee per inspection times 12)
TDEC annual IPP report submitted to City's IPP Coordinator for review.	1 IPP report for state	$____ per IPP report	$_____ per year (equals fee per IPP report)
Special reports, enforcement response, follow-up actions, potential Industrial User (IU) inspections, other IPP-related work, including reviewing SIU results, drafting NOVs or responses as determined by the City's IPP Coordinator, and, as authorized by the City, completing IPP-related tasks to meet regulatory requirements, checking potential IUs and improving the IPP program as necessary.	20 hours per year	$____ per hour	$_____ per year (equals fee per hour times 20)
Total estimated annual IPP Program Support pricing:			$_____ per year

Are the City's preferred payment terms (net 30 days from date of delivery or date of invoice, whichever is later) acceptable to proposer?	☐ Yes. ☐ No, proposer requests the following payment terms: _____.
Last date (no sooner than December 31, 2016) that proposal and associated pricing is valid and may be accepted by the City:	_____
Method of payment – The City prefers to pay its vendors electronically, either by direct deposit (i.e., "ACH" or "Electronic Funds Transfer"), or by Visa credit card, rather than by conventional check. Which payment method would the proposer prefer?	☐ ACH or Electronic Funds Transfer. ☐ Visa credit card.

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Proposer's name:	_____
Are the following components included with this Proposal Submittal Form in the submittal? • Detailed vendor-supplied description of proposed product(s) and/or service(s); • Identification, listing and description of any exceptions to the procurement solicitation; • Contact information for required references (see Request for Proposals); • City of Franklin Standard Procurement Terms and Conditions, with the vendor's contact information inserted; • Vendor's proposed agreement or contract, if any, the terms and conditions of which shall be not inconsistent with the City's Standard Procurement Terms and Conditions; • City of Franklin Affidavit of Non-Collusion, executed in full; • City of Franklin Affidavit of Title VI Compliance, executed in full; and • If the proposer employs five (5) or more employees, then City of Franklin Affidavit of Drug-Free Workplace, executed in full.	☐ Yes, see enclosed. ☐ No, proposer chooses not to include all of these components (WARNING: doing so may cause the City to deem the proposal non-responsive).
Acknowledge any and all issued addenda to this solicitation: (Prior to submitting its proposal, it is the responsibility of each potential proposer to determine whether any addenda to this procurement solicitation have in fact been issued by the City.)	☐ Addendum No. _____. ☐ Addenda Nos. _____. ☐ No addenda.
Subscription and affirmation of proposer's authorized representative: By submission of this proposal, each proposer and each person signing on behalf of any proposer certifies, and in the case of a joint proposal each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each proposer is not on the list created pursuant to Tennessee Code Annotated § 12-12-106.	_____ (signature)
Signature of proposer's authorized representative: I have obtained and read, and do understand and consent, to all instructions, terms and conditions, including those imposed by reference, which apply to this procurement solicitation and compliance with which is required as a condition precedent to consideration of the proposal submitted herewith.	_____ (signature)
Title of proposer's authorized representative:	_____
Date of signatures:	_____