

HAMBLLEN COUNTY GOVERNMENT
Request for Proposals – Hamblen County Justice Center Project Management Services

REQUEST FOR PROPOSALS

Office of the Hamblen County Mayor
511 West Second North Street
Morristown, TN 37814

RFP TIMELINE: Times listed below are in Eastern Standard Time.

Date Issued:	Sunday, March 22, 2020
Proposal Title:	Hamblen County Justice Center Project Management Services (2020-02)
Mandatory Pre-Proposal Conference:	Friday, March 27, 2020 at 10:00 a.m.
Proposal Question Deadline:	Wednesday, April 1, 2020 at 2:00 p.m.
Proposal Answer Deadline:	Friday, April 3, 2020 at 4:00 p.m.
Proposal Deadline Date & Time:	Friday, April 10, 2020 at 2:00 p.m. <i>If the Hamblen County Courthouse is closed for business at the time scheduled for proposal opening, for whatever reason, sealed proposals will be accepted and opened on the next business day of the County, at the originally scheduled hour.</i>
Proposal Opening Location:	Hamblen County Courthouse, West Wing Conference Room, 1 st Floor, Administrative Building
Presentation/Interviews:	TBA

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INTRODUCTION:

Hamblen County (hereafter referred to as “County”) is soliciting proposals from professional firms with a commercial classification license from the State of Tennessee for Project Management Services of the Hamblen County Justice Center Project. The proposed Justice Center is a three (3)-story building with a basement with approximately 186,000 square feet. It will consist of a 600-625-bed jail facility, three (3)-courtrooms, clerk office, community service office, judges office suite, and jail administration.

The successful firm will act in the best interest of the County while administering services throughout the construction drawing, construction and close-out phases of the Justice Center Project. To ensure a successful project, the chosen firm will work with County staff, the Project Architect/Engineer, various consultants and construction contractors to safely deliver a quality facility that meets County objectives and design specifications. The contract will also include coordinating the Hale Property Development Project and relocation of the impound lot.

The County’s selection process will rely on evaluations of the written responses to this RFP and any subsequent supplemental evaluation processes, such as requests for additional information, as may be undertaken by the County at its sole discretion.

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I. PROJECT OVERVIEW:

The County is currently in the design development phase of the Justice Center Project. The facility will be constructed on county-owned property located on West 3rd North Street in Morristown, TN.

The firm selected to perform the project management services is restricted and will NOT be eligible to bid on the actual construction project as a contractor or subcontractor.

Project Design Team:

Moseley Architects located in Charlotte, North Carolina has been contracted for Architectural and Engineering services for this project. The selected Project Management Firm will coordinate with Moseley Architects for the duration of the design development and construction phases of the project.

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Anticipated Project Schedule:

Projected Project Activity Duration	
Schematic Design Drawings:	Completed
Design Development Phase:	Present Phase
Commission Approval of Project Concept:	April 2020
Construction Drawings Preparation:	May-September 2020
Commission Approval to Proposal Project:	September 2020
Acceptance of Proposals:	October 2020
Award of Construction Contract:	November 2020
Current Property Demolition to be Completed:	September 1, 2020

II. SCOPE OF PROJECT MANAGER SERVICES:

Proposals for Justice Center Project Management Services should address the following objectives, which are not necessarily all-inclusive. It is important to note that activities from two or more project phases can occur simultaneously. The listing below begins with certain responsibilities that the successful firm will be obligated to carry out throughout *all* project phases.

General Responsibilities:

1. The successful firm shall act on behalf of Hamblen County and in its best interests, as the primary point of contact with Justice Center Project architects, engineers, consultants, contractors, vendors, County staff, etc.
2. The successful firm will be the sole employer of all persons used in the Justice Center Project Management and will accept full responsibility for all lost or damaged property and injury to persons resulting from the execution of the contract, as well as, for any claims made by or on behalf of the firm’s employees arising out of their employment or work pertaining to the operation of the contract.

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3. The successful firm shall regularly schedule and host meetings associated with the Justice Center Project as requested by the County.
4. The successful firm shall physically and regularly monitor Justice Center Project progress regarding budgets and schedules and relay project status to County personnel at regular reporting periods as mutually agreed upon.
5. The successful firm shall work with all Justice Center Project architects, engineers, consultants, contractors, vendors, County staff, etc. to ensure the project remains on schedule and within budget.
6. The successful firm shall document all communications, contracts, reports, drawings, data, etc. that are associated with the Justice Center Project, maintain said documentation, and transfer said documentation to the County as requested and then completely at project close.
7. The successful firm must be fully compliant with the Americans with Disabilities Act (ADA) and specifically as it relates to governmental services.
8. The successful firm agrees that during the performance of this contract, they will not discriminate against any employees or applicants for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where one or more of these are bona fide occupational qualifications reasonably necessary to the normal operations of the Project Management Firm.

Initiation Phase Responsibilities:

1. The successful firm shall gain a complete understanding of the County's goals and objectives for the Justice Center Project and a thorough understanding of the justification for project decisions already determined, in order that they will act in concert with County directives.
2. The successful firm shall review the County's determined course of action regarding siting, design and scheduling and provide recommendations as to feasibility and ensure project success through expert recommendations.
3. The successful firm shall relay Justice Center Project goals and objectives to all contractors, consultants, and professionals associated with the project to ensure project synergy.

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Design Development Phase Responsibilities:

1. The successful firm shall fully review all construction documents, drawings and specifications prepared by the Justice Center Project Architect/Engineer and report to the County its recommendations to implement or alter project design.
2. The successful firm shall provide quality assurance of Justice Center Project design, as exhibited through construction documents, drawings and specifications, through careful review and consideration of the contents of said documentation.
3. The successful firm shall report to the County as soon as is feasible any concerns identified regarding Justice Center Project safety, quality, schedule or cost and provide recommendations for mitigation of same.
4. The successful firm shall research and recommend alternative design or other project aspects as may be requested by the County.
5. The successful firm shall prepare, continuously update and report to the County regarding Justice Center Project budget and schedule, recommending alternatives when necessary to ensure the project remains on schedule and within budget.
6. The successful firm shall work with Justice Center Project Architect/Engineer on all aspects of the contractor bid process, including the pre-qualification process of general contractors who can bid on the project, attending all pre-bid or pre-award meetings, reviewing all bid documents and provide recommendations on the same.
7. The successful firm, in conjunction with the Architect/Engineer, shall evaluate the list of potential subcontractors and project managers supplied by each contractor bidding on the Justice Center Project and relay to the County its recommendation whether to approve the services of each.
8. The successful firm, in conjunction with the Architect/Engineer, shall examine bid packet documentation to ensure that all contractors comply with applicable insurance and bonding requirements.
9. The successful firm shall review and make recommendations on any Justice Center Project associated-agreements that the County should consider being party to.

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Construction Phase Responsibilities:

1. The successful firm, in conjunction with the Architect/Engineer, shall review final County acceptance of contract documents and agreements with contractor(s).
2. The successful firm shall review overall project budgets and schedules to determine reasonableness and accuracy of same (i.e. demolition, Hale property development, relocate impound lot, etc.).
3. The successful firm shall review any notice of delays in work as may be presented by the contractor(s) and recommend potential mitigation to the County.
4. The successful firm shall work with the contractor(s) to identify and mitigate any substandard or faulty work performed by contractor(s) including steps for resinspection.
5. The successful firm shall provide quality assurance of the material testing and inspection procedures throughout construction.
6. The successful firm shall review all change orders submitted by the contractor(s) and work in conjunction with the Architect/Engineer to determine necessity and feasibility of same.
7. The successful firm shall monitor any contractor(s) safety violations occurring on the Justice Center Project, review all associated accident/injury reports and relay any recommendations to the County.
8. The successful firm shall review all contractor(s) applications for payment for accuracy and reasonableness and make recommendation for payments or justification for nonpayment to the County Finance Department.
9. The successful firm shall ensure that proper retainage is withheld from each contractor progress payment when making recommendation for payment.
10. The successful firm shall observe field inspections to determine substantial completion, assist in preparation of final punch list items and reinspect as necessary to determine final completion.

Project Close-Out Phase Responsibilities:

1. The successful firm shall observe, review and inspect all Justice Center Project documentation to achieve final project completion and the award of final project payment(s).
2. The successful firm shall continue participation in any Justice Center Project matters requiring resolution, representing and negotiating on behalf of the County.

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Report Requirements:

The successful firm will be responsible for providing the County with written reports of the Justice Center Project progress at completion intervals of at least thirty (30), sixty (60) and ninety (90) percent.

Minimum Qualifications:

Proposals will be considered from firms who:

1. Currently have a commercial classification license to do business in the State of Tennessee;
2. Have a favorable business reputation;
3. Possesses the necessary qualifications and competencies to perform the work proposed;
4. Employs key staff to be assigned to the County who have completed Project Management Services for similar size and type of facility listed in this RFP;
5. Possesses insurance coverage as listed in Section IV under Insurance Requirements.

Firms that do not meet these minimum qualifications shall be deemed non-responsive and will not receive further consideration.

III. GENERAL INFORMATION FOR PROJECT MANAGERS:

Project Administrator:

The County Finance Department is the sole point of contact for this procurement. All communication between prospective proposers and the County upon receipt of this RFP shall be in email form to the County Finance Department as follows:

Johnna Harrell
511 West Second North Street
Morristown, TN 37814
Telephone: 423-586-1931
Email: Johnna.harrell@co.hamblen.tn.us

Any other communication will be considered unofficial and non-binding on the County. Communication directed to parties other than the County Finance Department may result in disqualification of the prospective proposer.

Pre-Proposal Meeting:

There will be a **mandatory** pre-proposal meeting in the Large Courtroom at the Hamblen County Courthouse located at 511 West Second North Street, Morristown, TN on Friday, March 27, 2020 at 10:00a.m. There will be a site location visit to follow.

Proposals from firms that do not attend this meeting will not be considered for award.

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Proposal Questions and Answers:

Questions regarding this RFP will be accepted via email to the Project Administrator until 2:00p.m. Wednesday, April 1, 2020. Questions submitted by telephone call will not be answered. Questions submitted after this deadline will not be answered.

Questions *and* Answers will be posted to the Hamblen County Government website, www.hamblencountyttn.gov, under the Bids & Proposals Tab no later than 4:00p.m., Friday, April 3, 2020.

Proprietary Information and Public Disclosure:

Materials submitted in response to this competitive procurement shall become the property of Hamblen County. All proposals received shall remain sealed until the deadline for submission of proposals has expired. Once a proposal is submitted to Hamblen County Government and is opened, it constitutes a public record and is subject to the open records request pursuant to the Tennessee Open Records Act.

Cost of Proposal:

The County will not be liable for any costs incurred by the proposing firm in preparation of a proposal submitted in response to this RFP, in conducting of a presentation, or any other activities related to responding to this RFP.

Revisions to the RFP:

In the event it becomes necessary to revise any part of this RFP, addenda will be produced in writing and submitted to all prospective proposers known to the County and will be listed on the Hamblen County website, www.hamblencountyttn.gov, under the Bids and Proposals Tab.

The County reserves the right to cancel or to reissue the RFP in whole or in part prior to the execution of a contract.

Period of Performance:

The period of performance of any contract resulting from this RFP is tentatively scheduled to begin upon award of a contract.

Subcontract Terms:

The successful firm will not subcontract any portion of their duties under this RFP or subsequent contract without the prior written consent of the County.

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Contract Terms:

All items in this RFP must be included with the proposal. By submitting a proposal, the proposer agrees that this RFP and the proposer's written material submitted in response will be included as part of the contract. The parties will enter into a mutually acceptable agreement. All contracts between parties shall be governed by and enforced in accordance with the laws of the State of Tennessee. In the event a dispute arises, the venue shall be in Hamblen County, Tennessee. The County shall require the person with authority to bind the company to sign all agreement(s) with the County.

Contract Termination:

The County reserves the right to cancel the contract at any time for breach of contractual obligations without penalty or recourse by giving the Project Manager a written notice of such termination of at least thirty (30) calendar days prior to said cancellation. Prior to issuing such a notice, the County will, if appropriate, provide the Project Manager with an opportunity to cure the breach within a reasonable period of time. Should the County exercise its right to terminate the contract for such reasons, the termination shall become effective on the date as specified in the notice of termination sent to the Project Manager. The Project Manager shall be entitled to receive just and equitable compensation for the work provided pursuant to the contract prior to the effective date of cancellation.

No Obligation Contract:

The County reserves the right to accept or reject any or all proposals at its sole discretion without penalty and to not issue a contract as a result of this RFP. The County also has the right to waive any formal defects in proposals when deemed in the best interest of the County. Further, the County reserves the right to accept a proposal higher in price than the lowest proposal, and to negotiate with any respondent concerning matters which the County determines require clarification or changes not in conformity with the specific requirements set forth herein.

Right To Withdraw:.

Proposers have the right to request withdrawal of their proposals from consideration due to error by giving notice at any time before and not later than two (2) days after proposals are publicly opened.

Commitment of Funds:

The Hamblen County Legislative Body are the only individuals who may legally commit the County to the expenditures of funds for a contract resulting from this RFP. No cost chargeable to the proposed contract may be incurred before receipt of a fully executed contract. Obligations on contracts that envision extended funding through successive fiscal periods shall be contingent upon actual appropriations for the following years.

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Invoice Requirements:

Fees for project management services to be provided for the Justice Center Project will be billed in accordance with the cost proposal provided in response to the responsibilities listed in the Scope of Services. The Project Manager will submit invoices to the County Finance Department based on the contractual timeline and they will include a detailed account of the following:

1. A description of the work performed;
2. The date(s) the work was performed; and
3. The name(s) of the person(s) who performed the work.

All invoices will show itemized hours of work by billing rate and services provided, and will include an itemized list, including receipts, of all reimbursable expenses allowable in the agreement, if any. Billing rates and reimbursable expenses, if any, shall be in accordance with the Fee Schedule provided in response to this RFP.

IV. SUBMISSION REQUIREMENTS:

Responding firms are required to submit three (3) complete packages of the proposal and one (1) electronic copy of the package on CD, DVD or USB. Proposal packages should include a table of contents, reference tabs for key sections, all supporting documentation and pages should be numbered consecutively. One (1) hard copy is to be submitted unbound and two (2) copies should be bound or contained in a single volume. Proposal packages, whether mailed or hand-delivered must arrive at the Hamblen County Mayor’s Office, 511 West Second North Street, Morristown, TN 37814, Attention: Johnna Harrell no later than 2:00p.m. Eastern Standard Time on Friday, April 10, 2020. **Electronic submissions will not be accepted.**

Envelopes **must** be **sealed** and clearly **marked** with **HAMBLLEN COUNTY JUSTICE CENTER PROJECT MANAGEMENT SERVICES** on the outside of the envelope.

Respondents assume the risk for the method of delivery chosen. The County assumes no responsibility for delays caused by any delivery service. Late proposals will not be accepted.

Proposal Content:

1. Letter of Submittal with Copy of W-9
2. Cost Proposal
3. Certificates of Insurance
4. Anti-Collusion Statement
5. Certificate of Compliance with Iran Divestment Act

Proposals must provide information in the same order as presented above.

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Letter of Submittal:

Along with introductory remarks, the Letter of Submittal is to include by attachment the following information about the firm.

1. Names, addresses, telephone numbers, and e-mail addresses of legal entity or individual with whom contract would be written.
2. Name, address and telephone number of each principal officer (President, Vice President, and Treasurer, etc.).
3. Legal status of the proposing firm (sole proprietorship, partnership, corporation, etc.) and the year the entity was organized to do business as the entity now substantially exists.
4. Federal Employer Tax Identification number (include copy of W-9 in proposal).
5. Location of the firm/office from which the firm would operate.
6. Provide a list of a minimum of three (3) completed projects that demonstrate the firms' project management experience with similar size and type of facility and include at a minimum the following information for each:
 - a. Name of project
 - b. Year completed
 - c. Size of project
 - d. Contact information for owner's representative and project architect
 - e. Indicate number of calendar days *allocated* to complete the work in the original schedule and the number of calendar days *added* by change order(s)
 - f. Indicate number of calendar days taken for *actual completion* and provide a detailed explanation if project completion date was beyond the completion date as adjusted by change order(s)
 - g. Indicate if project was completed on or under budget. If project was over budget, provide a detailed explanation why
7. Firm's qualifications including names, education and experience backgrounds of pertinent team members who will be responsible for the Justice Center Project Management Services.
8. A work plan to include time estimates for each significant segment of the work, the staff level to be assigned, on-site time to be devoted to this project, and the target date for completion.

Proposed Cost:

The evaluation process is designed to award this procurement not necessarily to the firm of least cost, but rather to the firm whose proposal best meets the requirements of this RFP.

The proposing firm shall identify and submit in a fully detailed budget, all costs, including staff costs and any expenses necessary to accomplish the tasks of the contract.

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The fee for project management needs to be divided into the following sub-components:

1. Design Development Phase
2. Construction Documents Phase
3. Bidding Phase (consultation only)
4. Pre-Construction/Mobilization
5. Construction Phase
6. Project Completion Phase

From time to time, County staff may find it necessary to consult with the successful firm on future issues related to the final Justice Center Project Management. Include an outline in this proposal of how this occasional consultation will be handled in regard to charges.

It is agreed between the County and the successful firm that in consideration for the firm's full and complete performance hereunder, the County shall pay to the successful firm the fees as detailed in the successful proposal for the services as proposed by the firm and as accepted by the County. The final amount of fees shall be based upon actual services performed as approved by the County.

Insurance Requirements:

a. Liability Coverages

1. The successful firm shall furnish at its own expense and keep in full force during the terms of this contract the following coverages which shall list Hamblen County Government as an additional insured:
 - General liability insurance covering bodily injury and property damage in the minimum sum of \$1,000,000 for each occurrence, \$2,000,000 aggregate and products/completed operations in the minimum sum of \$1,000,000 for each occurrence, \$2,000,000 aggregate.
 - Professional liability insurance in the minimum sum of \$2,000,000 limit per occurrence.
 - Automobile liability insurance in the minimum of \$1,000,000 combined single limit for bodily injury and property damage.
 - Umbrella liability insurance in the minimum sum of \$5,000,000 for each occurrence.

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2. Worker’s Compensation Compliance

Successful firm shall also comply with all requirements of the Workers’ Compensation Law and shall at their own expense, maintain such insurance, including waiver of subrogation in favor of Hamblen County and employer’s liability, as will protect the firm from claims under said law and from any other claims for personal injuries, including death which may arise from the operations under the contract, whether operations be by anyone directly or indirectly employed by the firm.

b. Certificates of Insurance

Please include copies of current certificates of insurance as proof your firm has the minimum coverage required for this project. Upon award of this project, the successful firm **must** provide to Hamblen County Government updated certificates of insurance showing Hamblen County as an additional insured. The updated certificates must be provided **before** project commencement. Policies shall be endorsed to provide Hamblen County at least 30 days written notice of reduction, cancellation or intent not to renew coverages as called for above.

If insurance is canceled, reduced, non-renewed or otherwise is not in effect to the minimum required coverage, the successful firm **must** cease work on this project.

Anti-Collusion Statement:

The proposer certifies by signing the anti-collusion statement on page 16 of this RFP that this proposal is made without prior understanding, agreement, or accord with any other person submitting a proposal for the same service and that this proposal is in all respects bona fide, fair and not the result of any act of fraud or collusion with another person engaged in the same line of business or commerce.

Iran Divestment Act:

The proposing firm must certify on page 17 of this RFP that neither it nor any of its successors, parent companies, subsidiaries or companies under common ownership or control of the firm certifies, under penalty of perjury, that to the best of its knowledge and belief that they are not on the list created pursuant to Tennessee Code Annotated § 12-12-106.

Signatures:

The Letter of Submittal, Anti-Collusion Statement, Certification of Compliance with Iran Divestment Act, and all RFP Amendments must be signed and dated by a person authorized to legally bind the proposing firm to a contractual relationship.

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Presentation/Interviews:

The County, upon review of the received proposals, shall request and schedule responsible firms to make a presentation so as to obtain additional information and/or clarification from the proposer. Proposing firms **must** submit a sample contract during the presentation/interview process.

The Finance Department will arrange structured oral presentations for each responsible proposer. The oral presentation will consist of the proposer:

- Answering written questions that the Justice Center Project Committee provides
- Answering oral questions that arise during the presentation

Presentations will be held at 511 West Second North Street, Morristown, Tennessee, and scheduled in 1 hour and 15 minute blocks. Firms will have 10 minutes to set-up, 20 minutes to present, 30 minute Q&A session with Justice Center Project Committee, with a 15 minute break to follow. The date, time and room location is to be announced.

Presentations may not be considered as a “negotiation session”. Only material contained in the original written proposal will be considered in any subsequent evaluation.

V. EVALUATION OF PROPOSALS:

This document is a Request for Proposal. It differs from a Request for Bid/Quote in that the County is seeking a solution not a bid/quote for the lowest price. As such, the lowest price proposal will not guarantee an award. Proposals will be evaluated based on the firm’s qualifications and experience with similar projects, staff expertise and availability, competitiveness of proposed fees, overall comments from references and presentations.

Proposals will be evaluated in accordance with the requirements stated in this solicitation and any addenda issued. All proposals received by the stated deadline will be reviewed by the County to ensure that proposing firms meet all minimum requirements and comply with instructions specified in this RFP.

The highest score will go before the Hamblen County Legislative Body for final awarding of the project.

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Evaluation Criteria:

Evaluation Criteria	Maximum Points to be Earned
Experience and successful completion of similar projects:	25
Experience, ability and availability of key personnel for this project:	15
Cost Proposed:	25
Completeness of Proposal:	10
Overall Comments from References:	15
Presentations/Interviews	10
Total Points Available:	100

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VI. FORMS:

a) ANTI-COLLUSION STATEMENT

By signing this form the proposer agrees that he has not divulged to, discussed, or compared his proposal with other proposers and has not colluded with any other proposer or parties to a proposal whatsoever. Note: no premiums, rebates or gratuities to any employee or agent are permitted with, prior to, or after any delivery of materials. Any such violation will result in the cancellation and/or return of material (as applicable) and the removal from the proposal list and could constitute a felony and result in a fine, imprisonment, as well as civil damages.

The undersigned certifies that he/she has read, understands, and agrees to all terms, conditions, and requirements of this proposal, and is authorized to contract on behalf of the proposing firm. This form must be signed personally by the proposer or the proposer's authorized agent. All signatures must be original and not photocopies.

Signature

Title

Printed Name

Date

By signing this form, the proposer signifies understanding and agreement with Hamblen County Government Terms and Conditions.

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**b) PROPOSER’S CERTIFICATION OF COMPLIANCE
WITH
IRAN DIVESTMENT ACT
Tenn. Code Ann. § 12-12-101 et seq.**

Comes _____, for and on behalf of
(Printed name of Principal Officer of Company)

_____, (the “Company”) and, after being duly authorized
by the Company so to do, makes oath that:

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 the Iran Divestment Act, Tenn. Code Ann. § 12-12-106.

Signature

Title

Date