

Vendor's Offer

Form 201-B (RFP)

"Return this Section with your Response"

It is required that Offeror complete, sign and submit the original of this form to the City Procurement Office with the proposal response. An unsigned "Vendor's Offer", late proposal response and/or a materially incomplete response will be considered nonresponsive and rejected.

Offeror is to type or legibly write in ink all information required below.

Company Name: Dominion Environmental Consultants, Inc.

Company Mailing Address: 20045 North 19th Avenue, Building 7

City: Phoenix State: Arizona Zip: 85027

Contact Person: Dr. Ryan Kuhn, Ph.D., CIH Title: Director of Industrial Hygiene Services

Phone No.: 623-516-1415 FAX: 623-415-0017 E-mail: rkuhn@dominion-env.com

Company Tax Information:

Arizona Transaction Privilege (Sales) Tax No.: N/A or

Arizona Use Tax No.: N/A

Federal I.D. No.: 86-0638023

City & State Where Sales Tax is Paid: Phoenix, Arizona

If a Tempe based firm, provide Tempe Transaction Privilege (Sales) Tax No.: N/A

THIS PROPOSAL IS OFFERED BY

Name of Authorized Individual (TYPE OR PRINT IN INK) Dr. Ryan Kuhn, Ph.D., CIH

Title of Authorized Individual (TYPE OR PRINT IN INK) Director of Industrial Hygiene Services

REQUIRED SIGNATURE OF AUTHORIZED OFFEROR (MUST SIGN IN INK)

By signing this Vendor's Offer, Offeror acknowledges acceptance of all terms and conditions contained herein and that prices offered were independently developed without consultation with any other Offeror or potential Offeror. Failure to sign and return this form with proposal response will be considered nonresponsive and rejected.



Signature of Authorized Offeror

(H/RFP 3-2008)

1-2-15

Date



DOMINION

December 5, 2014

City of Tempe
City Procurement Office
20 East Sixth Street - 2nd Floor
Tempe, Arizona 85281

Re: **Request for Proposal # 15-080**
Industrial Hygiene Consulting Services

Dear Selection Committee Members,

Dominion Environmental Consultants, Inc. is pleased to submit this response to the City of Tempe's "Request for Proposal" for the performance of Industrial Hygiene Consulting Services. Dominion has over 25 years of experience in the environmental industry. During that time Dominion has successfully completed over 25,000 environmental projects, a large portion of these projects have been completed for municipalities. This experience has provided Dominion the opportunity to refine a complete and comprehensive understanding of what is required to provide professional industrial hygiene consulting services to a city municipality. As an example, Dominion's past and current consulting services have included a full range of environmental site assessments, asbestos surveys, project design and abatement oversights, lead inspections and removal oversights, indoor air quality inspections and sampling, radon testing, hazardous material analysis, microbial, bacteria and legionella inspections, odor investigations, risk assessments, exposure evaluations and sewer gas investigations.

Dominion knows that providing the client with excellent ongoing customer service and communication is just as important as it is to protect the client against regulatory non-compliance issues. In that regard, Dominion also knows that the keys to successfully completing a project includes a fast response time to work requests, regulatory compliance, accurate project documentation, rapid report turn-around-time, the ability to handle unforeseen obstacles on-site and the ability to communicate with the client in order to reduce costs and expedite project completion. Dominion has the years of proven project experience along with a highly educated and certified professional staff to provide this type of top level professional services, for all aspects of environmental consulting.

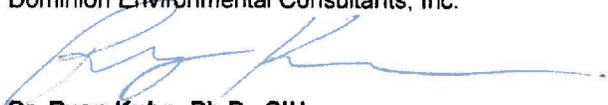
In that regard, Dominion addresses each project with its full team of professionals to insure that a steady flow of work, tight budgetary controls, daily client communication, and project completion dates are always attained. In addition, while Dominion's regular operating hours are 8 am to 5 pm, Monday thru Friday, at least one principal, a senior staff member and our dedicated field technicians are on call 24/7 for our clients to serve any emergency situation that may occur. These in-house assets have always given Dominion the ability to maintain the highest level of service to an impressive list of longstanding clients.

In closing, Dominion's proven track record demonstrates the commitment of the ownership and experienced staff to maintain Dominion's long standing reputation with Dominion's clientele. Having this successful and long standing track record with various city and county municipalities in Arizona and Nevada, Dominion is confident that it can meet or exceed the expectations of the City of Tempe.

We are looking forward to the opportunity of providing a full line of professional Industrial Hygiene consulting services to the City of Tempe.

Sincerely,

Dominion Environmental Consultants, Inc.


Dr. Ryan Kuhn, Ph.D., CIH
Corporate Director of Industrial Hygiene Services

DOMINION ENVIRONMENTAL CONSULTANTS, INC.
20045 North 19th Avenue, Building 7, Phoenix, Arizona 85027
Tel: (623) 516-1415 • Fax: (623) 516-0017
www.dominion-env.com

COMPANY OVERVIEW

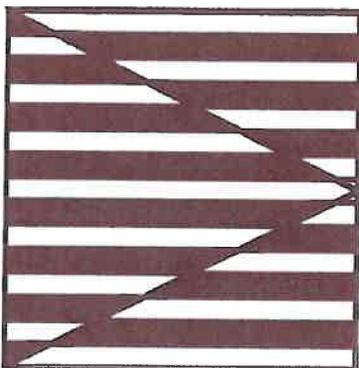
For over 25 years Dominion Environmental Consultants has conducted, full service, professional environmental consulting that provides a multifaceted array of services in environmental management and regulatory compliance. Dominion specializes in services to assess, manage, design, and resolve environmental health, safety, and regulatory compliance issues.

Founded in 1989 by the President, Mr. Vern Crow, Dominion operates with a team that consists of twenty full-time staff members. The Corporate office is located in North Central Phoenix and operates as the central hub for all environmental programs. Dominion also maintains a full time consulting office in Las Vegas, Nevada.

The firm maintains insurance policies with a minimum \$5,000,000.00 limit that can be adjusted to meet or exceed the coverage requirements for any of our Clients. Dominion has a "claim free" insurance record, due to Dominion's strict ongoing quality assurance/quality control program (QA/QC) and the high standard of performance demanded of its employees.

Dominion is aware of the importance for data confidentiality and respects the fact that our clients expect a high standard of integrity from a consultant. Dominion's Client Data Confidentiality Policy guarantees that all information obtained in the performance of each project is considered proprietary information belonging to that client and cannot be used for any other purpose without prior written consent by the client. Having this policy in place also helps to prevent potential conflicts of interest. Dominion does not accept business that may constitute a conflict of interest and routinely signs confidential Non-disclosure Agreements with clients.

Committed to the highest level of professionalism, Dominion gives careful consideration to the design and implementation of all environmental projects. Whether managing one large complex environmental project, groups of multiple sites with similar environmental issues, or conducting residential and commercial indoor air quality investigations, Dominion applies solid science and years of professional expertise to each environmental challenge. Dominion's reputation in the consulting business has been created and cultivated over the years through hard work, good communication, and professional expertise. Dominion is dedicated to these principles and demonstrates it in the quality of professional services that are provided to each of our Clients.



Dominion Environmental Consultants ♦ Arizona

20045 North 19th Avenue, Building 7, Phoenix, Arizona 85027
Office (623) 516-1415 ♦ Fax (623) 516-0017

Dominion Environmental Consultants ♦ Nevada

150 North Durango Drive, Suite 190, Las Vegas, Nevada 89145
Office (702) 368-2700 ♦ Fax (702) 368-2707

While these are Dominion's current offices, Dominion performs work throughout the United States and Canada.

Proposal Questionnaire

1. What is the address of your office for contract administration and accounts receivable?

Attn: Accounts Payable - 20045 North 19th Avenue, Building 7, Phoenix, AZ 85027

2. List the designated Contract Manager who will be responsible for managing all work provided by any resulting contract. (This individual shall be considered "Key Personnel".) Please submit resume with response.

Contract Manager Name Dr. Ryan Kuhn. Ph.D., CIH

Phone Number 623-516-1415

Cell Phone Number 602-989-0985

Fax Number 623-516-0017

E-mail Address rkuhn@dominion-env.com

3. List your firm's inside Customer Service contact for the City.

Customer Service Contact Name Carolyn Crow

Phone Number 623-516-1415

Cell Phone Number 623-205-6435

Fax Number 623-516-0017

E-mail Address ccrow@dominion-env.com

4. Has your firm ever defaulted on a similar type of contract?

Yes No

5. Will all vehicle mileage rates meet federal guidelines?

Yes No

6. Does your firm have all required federal, state, and local certifications, licenses and permits for the operation of business and are they current?

Yes No

7. If your firm is awarded the contract, how many days are required to be able to provide services? 1 Days

8. Will your firm use subcontractors? Yes No

If yes, provide subcontractor's name, address, phone number and services to provide.

N/A

9. Will employees and subcontractors involved in the remediation all wear required protective body equipment?

Yes No

10. Does your firm have the technical capability and expertise to complete this scope of work?

Yes No

11. Will your firm follow all invoicing requirements?

Yes No

12. Does your firm accept all terms and conditions of this RFP?

Yes No

13. Will your firm perform all work for this contract in conformance with all OSHA, Federal, State, County and City safety requirements?

Yes No

14. List three (3) customer references for which your firm has performed similar service for at least two (2) consecutive years (government and/or large business preferred).

Reference One:

Name of Firm: City of Phoenix

Contact Person: Mr. Charles Elmer, Environmental Quality Supervisor

Contact Person Telephone Number: 602-683-3612 Fax Number: 602-273-3472

Reference Two:

Name of Firm: Arizona School Facilities Board

Contact Person: Mr. Dean Gray, Executive

Contact Person Telephone Number: 602-542-6501 Fax Number: 602-542.6529

Reference Three:

Name of Firm: Arizona State University

Contact Person: Ms. Pamela Walrath, Asbestos Program Manager

Contact Person Telephone Number: 480-965-7739 Fax Number: 480-965-5926

15. Name the Industrial Hygiene Laboratories utilized (including mark-up on analytical services if any, on price sheet). Provide the current name, phone number and certifications.

Name	Phone Number	Certifications
EMLab P&K	623-298-1015	NVLAP 500031-0, AIHA 102297, IHLAP 102297
EMSL Analytical, Inc.	602-276-4344	NVLAP 200811-0, AIHA 189631
Fiberquant Analytical Services	602-276-4558	NVLAP 101031-0, AIHA 101593
Apex Environmental Laboratory, LLC.	602-437-0762	ADHS AZ0768
TestAmerica, Inc.	602-437-3340	IHLAP 154268

16. If your services are provided on-site, please list any requirements of the City.

N/A

Pricing Section
"Return this Section with your Response"

ITEM NO.	DESCRIPTION OF REQUIRED MATERIAL, SERVICE OR CONSTRUCTION	QTY	UNIT	UNIT PRICE
Group 1: Job Title/Category (Personnel)				
1.	Principal Investigator	1	Hour	\$ <u>125.00</u>
2.	Senior Project Manager, Ph.D., CIH	1	Hour	\$ <u>150.00</u>
3.	Project Manager	1	Hour	\$ <u>90.00</u>
4.	Certified Industrial Hygienist	1	Hour	\$ <u>115.00</u>
5.	Industrial Hygienist	1	Hour	\$ <u>75.00</u>
6.	Field Technician	1	Hour	\$ <u>67.50</u>
7.	Asbestos Consulting Supervisor	1	Hour	\$ <u>67.50</u>
8.	Asbestos Building Inspector	1	Hour	\$ <u>67.50</u>
9.	Asbestos Management Planner	1	Hour	\$ <u>67.50</u>
10.	Administrative / Secretarial Support	1	Hour	\$ <u>40.00</u>

All job hourly rates must be provided in order to be considered responsive. If same individual performs more than one task listed, you are required to fill each task rate schedule. Extended personnel cost shall include all job title/category one hour total cost (inclusive of travel, per diem, taxes, labor, materials and etc.)

Group 1 Total: \$ 865.00

Group 2: Basic Equipment Rates

1.	Truck / Vehicle	1	Day	\$ <u>00.00</u>
2.	Sampling Pumps	1	Day	\$ <u>25.00</u>
3.	High Volume Pumps	1	Day	\$ <u>35.00</u>
4.	Rental Personal Pumps , Low Volume Pump	1	Day	\$ <u>35.00</u>
5.	Gemini Twin-port Sampler	1	Day	\$ <u>08.00</u>
6.	Mini-buck Calibrator	1	Day	\$ <u>05.00</u>
7.	Ventilation Equipment	1	Day	\$ <u>60.00</u>
8.	Sound Level Meters	1	Day	\$ <u>40.00</u>
9.	Noise Dosimeter	1	Day	\$ <u>50.00</u>

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ITEM NO.	DESCRIPTION OF REQUIRED MATERIAL, SERVICE OR CONSTRUCTION	QTY	UNIT	UNIT PRICE
Other Equipment (reference only)				
1.	N/A	1	Hour	\$ N/A _____
2.		1	Hour	\$ _____
3.		1	Hour	\$ _____
4.		1	Hour	\$ _____
5.		1	Hour	\$ _____
6.		1	Hour	\$ _____
7.		1	Hour	\$ _____

* Applicable Tax N/A %

*** State correct jurisdiction to receive sales tax on the Vendor's Offer, Form 201-B (RFP) included in this Request for Proposal.**

Less prompt payments discount terms of 3 % 90 days/ or net thirty (30) days. (To apply after receipt and acceptance of an itemized monthly statement.) For evaluation purposes, the City cannot utilize pricing discounts based upon payments being made in less than thirty (30) days from receipt of statement.

Ordering and Invoice Instructions

In order to facilitate internal control and accounting, each City Department will order and must be invoiced separately. Monthly invoices must be segregated by City Department number and mailed or delivered directly to the City Customer Department. For most materials, there will be between three (3) and six (6) ordering departments. At the time an order is placed, the Contractor must obtain the ordering department's cost center numbers for billing purposes. The use of the department's cost center numbers will be in addition to the purchase order number. Once a month, the Contractor shall submit a consolidated statement which shall itemize the invoice numbers, invoice date, invoice amounts, and the total amount billed to Accounting. Discount offering will be based upon days from receipt of the consolidated monthly statement. Invoice(s) shall not show previous balances.

Invoices shall include:

1. Listing Of All Delivery/Pickup Receipt Numbers Being Invoiced.
2. Total Cost Per Item.
3. Applicable Tax.
4. Payment Terms.
5. Blanket Purchase Order Number.

Pricing Section

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Invoices that do not follow the above minimum invoicing requirements will not be paid. Payment must be applied to only invoices referenced on check/payment stub. The City reserves the right to bill contracted vendor for researching invoices that have been paid, but not properly applied by vendor account receivables office.

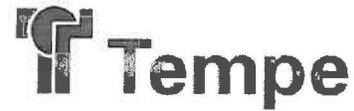
Statement mailing address:

City of Tempe
Accounting (see below for your contact)
P.O. Box 5002
Tempe, Arizona 85280
Phone: 480-350-8355

Accounting Contacts:

Alex Chin
Ramona Zapien
Danielle Plunkett

Letters A – H and Numbers
Letters I – Z
General AP Inquiries and AP Checks



**AFFIDAVIT OF COMPLIANCE WITH TEMPE CITY CODE
CHAPTER 2 ARTICLE VIII SECTION 2-603(5)**

Per Tempe City Code Chapter 2 Article VIII Section 2-603(5), it is unlawful for a City vendor or City contractor, because of race, color, gender, gender identity, sexual orientation, religion, national origin, familial status, age, disability, or United States military veteran status, to refuse to hire or employ or bar or discharge from employment any person, or to discriminate against such person in compensation, conditions, or privileges of employment.

City vendors and contractors shall provide a copy of their antidiscrimination policy to City to confirm compliance with this requirement or attest in writing to compliance.

- CONTRACTOR means any person who has a contract with the City.
- VENDOR means a person or firm in the business of selling or otherwise providing products, materials, or services.

CONTRACTOR/VENDOR, select one:

_____ Current copy of antidiscrimination policy attached
OR

I hereby certify Dominion Environmental Consultants, Inc. (contractor/vendor) to be in compliance with Tempe City Code Chapter 2 Article VIII Section 2-603(5).



Signature

Date: 1-2-15

Dr. Ryan Kuhn, Ph.D., CIH
Print Name

Corporate Director of Industrial Hygiene Services
Title

Dominion Environmental Consultants, Inc.
Company

ACCEPTANCE OF TERMS AND CONDITIONS

Dominion Environmental Consultants, Inc., does not have any exceptions or deviations to this RFP.