

# Bethany Public Schools – Request for Proposals

6721 NW 42<sup>nd</sup> Street

Bethany, OK 73008



## NEEDLEPOINT BIPOLAR AIR IONIZATION

Issue Date: October 1, 2021

Close Date/Time: October 22, 2021 at 9:00 a.m.

**Bethany Public Schools – RFP: Air Purification System: Bipolar Ionization – Close Date/Time: 10/22/2021 9:00 a.m.**

**1. PURPOSE**

1.1 Bethany Public Schools is requesting proposals from qualified vendors for a turnkey project to provide and install Needlepoint Bi-polar Ionization Devices into existing HVAC systems located on the main campus and the Stadium buildings.

1.2 In using this method for solicitation, we are requesting your effort in seeking the best value for our requirements. To be entitled for consideration, proposals shall be presented in accordance with the instructions of this solicitation and within the timeframe specified. It is the responsibility of the selected vendor to meet all specifications and guidelines in this RFP. The evaluation of each response to this RFP will be based on its overall competence, compliance, format, and organization. Pricing will be a criterion, but not necessarily the one receiving the most weight.

**2. GENERAL INFORMATION**

- 2.1. Questions or requests for clarification should be directed to Jennifer Fuller, Chief Financial Officer, at [jfuller@bethanyschools.com](mailto:jfuller@bethanyschools.com).
- 2.2. Technical questions should be directed to Greg Jones, Facilities Manager, at [grjones@bethanyschools.com](mailto:grjones@bethanyschools.com).
- 2.3. For the purpose of this proposal, the Bid Submission Form must be completed in its entirety for all bidders.
- 2.4. Bethany Public Schools is under no obligation to purchase goods or services totaling the amount proposed in your response; Vendor will only be paid for service rendered.
- 2.5. Vendors should read the Terms and Conditions closely to determine whether a performance bond or similar requirement is indicated by this Request for Proposal. If so, such bond shall be issued to Bethany Public Schools and that complete and competent evidence of such coverage must be provided to Bethany Public Schools in the Vendor's Proposal package.

**3. SCHEDULE OF EVENTS**

- 3.1. The following schedule will apply to this Request for Proposal, but may change in accordance with Bethany Public Schools' needs. Your ability to meet our milestone dates is critical. Key dates in the procurement process are:

RFP released to vendors	10/1/2021
Vendors submit RFP response	10/22/2021 9:00 a.m.
Sealed Bid Opening (Private/Non-Public)	10/22/2021 9:30 a.m.
Notification of Selected Vendors	After Board of Education Approval
Complete Testing, Certification and Acceptance	

*All dates are contingent upon Board of Education Approval*

**4. TERMS AND CONDITIONS**

- 4.1. All bids submitted are subject to the purchasing policies and procedures established by the Bethany Public Schools Board of Education and these Terms and Conditions and specifications listed herein – all of which are made a part of this bid initiation by reference. This bid, any subsequent purchase order or contract, and all related payments will be governed by the laws of the State of Oklahoma.
- 4.2. This bid is submitted as a legal offer, and any bid when accepted by the Bethany Public Schools Board of Education constitutes a firm contract.
- 4.3. This form must be completed with the corporate name of the bidder and must be fully and properly executed by an authorized person and notarized with full knowledge and acceptance of all its provisions. Any bid award and subsequent payment will be made on the basis of bidder's name as shown on the bid. Oklahoma laws require each bidder submitting a competitive bid to the State of

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Oklahoma for goods or services to furnish a notarized sworn statement of non-collusion; therefore, this bid is invalid if statement of non-collusion is not signed.

- 4.4. By submitting this Invitation to Bid, bidder acknowledges and will honor the Terms and Conditions. Any attachments produced by the bidder and submitted with this bid will become part of this bid. These Terms and Conditions will apply to all attachments and supersede any Terms and Conditions in any attachments.
- 4.5. Any manufacturer names, trade names, brand names, information and/or catalog numbers listed in a specification are for information and not intended to limit competition. Alternate bids will be considered unless specifically prohibited. The bidder may offer any brand for which (s)he is an authorized representative, but must meet or exceed the specifications for any item(s). If bids are based on equivalent products, indicate on the bid form the manufacturer's name and item number. **Proof of equivalency will be the responsibility of the bidder.** Reference to literature submitted with a previous bid will not satisfy this provision. The bidder shall also explain in detail the reason(s) why the proposed equivalent will meet the specifications and not be considered an exception thereto. Bids that do not comply with these requirements are subject to rejection.
- 4.6. BIDS MAY BE REJECTED UNLESS THE ABOVE PROCEDURES ARE FOLLOWED. BETHANY PUBLIC SCHOOLS RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS IF IT IS IN THE BEST INTEREST OF THE DISTRICT TO DO SO.

**5. SUBMISSION REQUIREMENTS**

- 5.1. Vendors shall submit the original bid in a sealed envelope to the following address.

*Bethany Public Schools  
Attn: RFP 2021 Bi-Polar Ionization  
6721 NW 42<sup>nd</sup> Street  
Bethany, OK 73008*

Bethany Public Schools is not responsible for delays in the delivery of mail by the U.S. Postal Service, private couriers, or any other means of delivery. Bids received after the closing time stated in the bid will not be considered.

- 5.2. Email, telephone, or facsimile offers will NOT be accepted.
- 5.3. All bids must be submitted exclusive of Federal Excise Tax and Oklahoma State Sales Tax. If documentation of tax exemption is required, please make such notation on your bid and documentation will be furnished to the contractor with the purchase order.
- 5.4. If any confidential and/or proprietary information is included, then each page containing such information must be stamped "proprietary". It is not acceptable to label the entire proposal as confidential and proprietary. All aspects of the proposal may be shared with USAC or the Oklahoma Corporation Commission without notice.
- 5.5. Proposals that contain irregularities of any kind and/or do not comply fully with solicitation documents may be rejected at the discretion of the Chief Financial Officer. Bethany Public Schools shall not be liable for any costs associated or incurred by contractor in conjunction with preparation of documents.
- 5.6. Sealed bids will be opened by the Business Office at Bethany Public Schools Administration, 6721 NW 42<sup>nd</sup>, Bethany, Oklahoma.

**6. VENDOR REQUIREMENTS and Proposal Submission Format (Vendor Completes)**

**6.1. Bid Submission Form**

- 6.1.1. The first page of your response should be a copy of the Bid Submission Form

**6.2. Executive Summary**

- 6.2.1. A brief (one-page) summary of the Vendors background and company history is required to be included with the response.

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6.2.2. A brief (one-page) summary of experience installing the proposed solution is required to be included with the response.

**6.3. Primary Contractor**

6.3.1. Contractor shall submit certifications and qualifications of contractor demonstrating technical ability to install, test and maintain the proposed systems and subsystems of the solution. This includes all certifications required by the manufacturer of all applicable products to guarantee warranty.

6.3.2. Contractor's technicians must be certified to perform the requested services.

6.3.3. Contractor shall submit a statement demonstrating their networks reliability and dependability. The statement shall include their ability to handle the day-to-day business needs for Bethany Public Schools.

6.3.4. Any equipment deemed dead-on-arrival or failing prior to the date of acceptance will be replaced at the contractor's expense.

**6.4. Subcontractors**

6.4.1. Contractor shall identify all subcontractors to be used on this project. Contractor will be the single point of contact for the duration of this contract.

6.4.2. The response shall include a one (1) page subcontractor executive summary.

6.4.3. The response shall include three (3) references for the subcontractor.

6.4.4. Sub-contractors shall submit current certifications and qualifications demonstrating technical ability to install and test their proposed systems and subsystems.

6.4.5. The primary contractor will retain overall responsibility of the project and will effectively manage the project from start to completion.

**6.5. Internal Connections and Equipment Proposal**

6.5.1. Contractor shall provide detailed line item pricing showing each item to be installed.

6.5.2. Contractor shall provide an itemized bill of materials to be used in this Request for Proposal.

6.5.3. Contractor shall provide specific project plans conforming to this Request for Proposal and its stated timeliness. The project plans shall clearly show contractor-staffing levels. Any deviation from that schedule by the contractor without the permission of the district is not allowed.

6.5.4. If requested, the selected contractor will need to provide training to all designated member of the Bethany Public Schools staff on all set-up/configuration, installation, basic troubleshooting, maintenance and accompanying equipment if necessary. Training should be conducted on-site and occur as soon as possible after commencement of services. An overview of how the prospective contractor proposes to provide the training to the Bethany Public Schools staff shall be provided with the bid submission.

6.5.5. The selected contractor will provide on-site basic and routine preventative maintenance functions, including, but not limited to, adjustments, alignment, and replacements to equipment as requested and necessary to keep equipment in good working order. They will also provide local 24 hour, 7 days-a-week on-site repair and technical support.

6.5.6. Contractor shall show the total price on the Bid Submission Form.

6.5.7. Contractor shall disclose all recurring expenses associated with equipment on the Bid Submission Form.

6.5.8. Contractor shall list any warranties that apply to equipment on the Bid Submission Form.

## **6.6. Alternative Proposals, Exceptions and Clarifications**

- 6.6.1. Contractor may in this section provide any alternative proposal to the Request for Proposal. Alternate proposals must clearly identify differences to specifications. Include diagrams with equipment and specifications.
- 6.6.2. Contractor shall use this section to provide any exceptions to the Request for Proposal and any clarifications to the contractor's response.

## **6.7. Complete Copy of Request for Proposal**

- 6.7.1. Contractor shall include a complete copy of the Request for Proposal (as issued) with all addenda as a part of this response.
- 6.7.2. Contractor must sign the Bid Submission Form and addenda to have a valid response to the Request for Proposal.
- 6.7.3. Contractor shall include the completed vendor information form to have a valid response to the Request for Proposal.
- 6.7.4. Contractor shall include a signed and notarized Non-Collusion Affidavit and Business Relationship Affidavit as a part of this response (Attachments A and B).
- 6.7.5. Contractor shall include a signed Statement of Compliance with the Oklahoma School Employees Sex Offenders Act (70 O.S. 6-101.48) as part of this response (Attachment C).
- 6.7.6. Contractor shall include a signed and notarized Non-Discrimination Certification as part of this response (Attachment D).
- 6.7.7. Contractor shall include a signed and notarized Indemnity Agreement as part of this response (Attachment D).
- 6.7.8. Contractor shall include a signed and notarized Tobacco-Free Employment Notice as part of this response (Attachment E).

## **7. BID EVALUATION AND AWARD**

- 7.1. Bethany Public Schools reserves the right to negotiate with any contractor or contractors to arrive at its final decision and/or to request additional information or clarification on any matter included in the proposal, it also reserves the right to select the most responsive contractor or contractors without further discussion, negotiation, or prior notice. Bethany Public Schools presumes that any proposal is a best-and-final offer.
- 7.2. Bethany Public Schools shall, at the specified closing date and time, open and document the date and time on all proposals that are in order. Bethany Public Schools will make no immediate decision at such time. Interested parties may be allowed to attend such opening for purposes of learning; however, proposal information will not be disclosed until after formal notice of award and execution of any contract resulting from this Request for Proposal.
- 7.3. Bethany Public Schools reserves the right to establish the criteria by which it will evaluate each contractor's response to this Request for Proposal and by which it will determine the most responsive, capable, and qualified contractor(s).
- 7.4. Bethany Public Schools reserves the right not to notify contractors who's Request for Proposal responses are not selected for further consideration or notice of award. If Bethany Public Schools decides to notify such contractors in writing, it will send the notifications to the email indicated in each such proposal.
- 7.5. The selected contractor will be contacted via email or phone after approval of the Board of Education.

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- 7.6. Contractor shall not begin work without a purchase order issued by Bethany Public Schools.
- 7.7. Itemized invoice must be submitted to:

Bethany Public Schools  
Attn: Business Office  
6721 NW 42<sup>nd</sup> Street  
Bethany, OK 73008

**SCHOOL SITES ON MAIN CAMPUS**

Administration Building	6721 NW 42 <sup>nd</sup> Street, Bethany
Bethany STEM Building	4500 N. Asbury Avenue, Bethany
Bethany Earl Harris Elementary	4311 N. Asbury Avenue, Bethany
Bethany Cafeteria	4311 N. Asbury Avenue, Bethany
Bethany Early Childhood Center	4400 N. Asbury Avenue, Bethany
Bethany Middle School	4312 N. Mueller Avenue, Bethany
Bethany High School	4500 N. Mueller Avenue, Bethany
Bethany Performing Arts Center	4500 N. Mueller Avenue, Bethany

**ATHLETIC COMPLEXES**

SNU/High School Football Stadium	8618 NW 50 <sup>th</sup> , Bethany
Track/Middle School Stadium	8500 NW 50 <sup>th</sup> , Bethany
Indoor Facility	8500 NW 50 <sup>th</sup> , Bethany
Baseball/Softball Fields	4656 N. Stinchcomb Avenue, Bethany

## **8. SCOPE OF WORK**

This is a scope of work for the installation of ionizers at Bethany Schools. Price shall include required equipment needed for complete installation, including all tools, additional wiring, ladders, and lifts. Special care shall be taken to avoid damages to HVAC units and materials. Damages caused by Vendor shall be repaired at no additional cost to Bethany Public schools. Ionizers shall be installed based on the following specifications.

1. The Bi-Polar Ionization system shall be designed based upon the HVAC list provided in Appendix A.
2. Each HVAC unit shall have an ionization device installed that meets the specifications listed by the manufacturer for the size of unit, providing adequate positive and negative ion coverage for the spaces covered.
3. Ionization devices must conform to standard UL 2998 Environment- No Ozone Certification.
4. The bidder shall mount and wire the ionization devices to the AHU control power (24VAC) as instructed by the Air Purification Manufacturer's instructions or line voltage subject to power available. If 24 volts is not available at the power source, the installer shall use a transformer to supply power to the ionizer.
5. Transformers must be tested to ensure additional load from Ionizer does not cause a voltage drop below 24 VAC.
6. If duct mounted devices are necessary to maintain adequate ion coverage, devices will include insulation repair, duct sealing, and power hook-up.
7. Contractor shall record model and serial code for each ionization device and corresponding HVAC unit. This will be provided to Bethany Public Schools at the completion of the project.
8. Manufacturer warranty for parts shall be 1 year (minimum) and 1 year for labor.
9. Necessary training will be provided to the representative(s) of Bethany Public Schools, if needed.
10. If maintenance is required, Contractor shall provide a schedule and procedure.
11. Contractor will provide 1 (one)- Alpha Labs Ion Counter.

Included with the Bid, the Vendor shall include final design of the Ionization system. This includes manufacturer specifications for the devices used, as well as quantity of proposed ionization device(s) per HVAC model per school or location.

Appendix A

**Bethany Public Schools HVAC Units**

Location	# of units	Size
<b>MAIN CAMPUS</b>		
Early Childhood Center	3	8 1/2 ton
	3	5 ton
STEM Building	1	8 1/2 ton
Administration	4	4 ton
Elementary	8	4 ton
	22	5 ton
	2	12 ton
Cafeteria	2	5 ton
	1	10 ton
Middle School	2	4 ton
	14	5 ton
High School	2	4 ton
	4 split	3 ton
	23	5 ton
	2	10 ton
	4	15 ton
Auditorium	2	5 ton
	2	10 ton
<b>STADIUM</b>		
Middle School Locker Room	3	5 ton
High School Locker Room	5 split	4 ton
Indoor Facility	2 split	4 ton
	1	20 ton
Baseball/Softball Bathrooms	1	5 ton



**BID SUBMISSION FORM**

This form must be included with your proposal.

The undersigned, being familiar with the local conditions affecting the cost of the work, and with bid documents, including Solicitation for Bids, Bid Submission Form and Master Specifications on file in the Bethany Public Schools Administration Office, 6721 NW 42<sup>nd</sup> Street, Bethany, OK 73008, propose to furnish all labor and materials as required by said Documents and Addenda thereto for:

PRIMARY BID AMOUNT: \_\_\_\_\_

Option A (optional) \_\_\_\_\_

Option B (optional) \_\_\_\_\_

ALTERNATIVE BID AMOUNT: \_\_\_\_\_

Option A (optional) \_\_\_\_\_

Option B (optional) \_\_\_\_\_

RECURRING EXPENSES: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

WARRANTY INFORMATION: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

1. In submitting a bid, the Bidder agrees that the Bethany Public Schools Board of Education reserves the right to reject any and all bids.
2. Bidder shall sign and enclose with the bid the Vendor Information Form, Non-Collusion Affidavit, Business Relationship Affidavit, Statement of Compliance with 70 O.S. 6-101.48, Non-Discrimination Certification, Indemnity Agreement, and Tobacco-Free Employment Notice.
3. Proposals must be manually signed on this form in the space provided below.

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

\_\_\_\_\_  
Signature of Representative

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

\_\_\_\_\_  
Typed Name of Representative

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Title

**VENDOR INFORMATION FORM**

1. Company Name: \_\_\_\_\_

2. Street Address: \_\_\_\_\_

3. City, State, Zip Code: \_\_\_\_\_

4. Primary Contact: \_\_\_\_\_

5. Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

6. E-mail: \_\_\_\_\_

7. Company web site: \_\_\_\_\_

8. State tax identification number and state issued from: \_\_\_\_\_

9. State of Incorporation: \_\_\_\_\_

10. Have any conditions or restrictions been placed by the company on this proposal that would declare it Non-responsive? Yes      No

11. Are you prepared to provide proof of insurance as required? Yes      No

12. Has your company ever been debarred from doing business with any federal, state or local agency? Yes      No

If yes, please provide details including agency name, date and reason for debarment.

13. Has your company ever defaulted on a contract or been denied a bid due to non-responsibility to perform? Yes      No

If yes, please provide details.

**ATTACHMENT A | NON-COLLUSION AFFIDAVIT**

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

\_\_\_\_\_, being of lawful age, being first duly sworn on oath says that (s)he is the agent authorized by the bidder to submit the attached bid. Affidavit further states that the bidder has not been a party to any collusions among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding; or with any state official or employee as to quantity, quality or price in the prospective contract; or any other terms of said prospective contract; or in any discussions between bidders and any state official concerning exchange of money or other thing of value for special consideration in the awarding of a contract.

\_\_\_\_\_  
Bidder or Agent Signature

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Notary Public Printed Name \_\_\_\_\_

Notary Public Signature \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

Notary Stamp In this Area:

**ATTACHMENT B | BUSINESS RELATIONSHIP AFFIDAVIT**

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

\_\_\_\_\_, being of lawful age, being first duly sworn, on oath says that (s)he is the agent authorized by the bidder to submit the attached bid. Affiant further states that the nature of any partnership, joint venture, or other business relationship presently in effect or which existed with one (1) year prior to the date of this statement with the architect, engineer, or other party to the project is as follows:

\_\_\_\_\_  
\_\_\_\_\_

Affiant further states that any such business relationship presently in effect or which existed within one (1) year prior to the date of this statement between any officer or director of the bidding company and any officer or director of the architectural or engineering firm or other party to the project is as follows:

\_\_\_\_\_  
\_\_\_\_\_

Affiant further states that the names of all persons having any such business relationships and the positions they hold with their respective companies or firms are as follows:

\_\_\_\_\_  
\_\_\_\_\_

(If none of the business relationships herein above mentioned exist, affiant should so state.)

\_\_\_\_\_

\_\_\_\_\_  
Bidder or Agent Signature

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Notary Public Printed Name \_\_\_\_\_

Notary Public Signature \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

Notary Stamp In this Area:

**ATTACHMENT C | STATEMENT OF COMPLIANCE WITH THE OKLAHOMA SCHOOL EMPLOYEES  
SEX OFFENDERS ACT (70 O.S. 6-101.48)**

**Bethany Public Schools  
Declaration by Vendor Regarding Prohibition of  
Sex Offenders on School Premises**

The undersigned, \_\_\_\_\_, represents that (s)he is the owner or an officer of \_\_\_\_\_, who has the authority to make this declaration to Bethany Public Schools, as required by Section 6-101.48 of title 70 of the Oklahoma Statutes. I declare that no employee working on school premises during normal school hours under the authority of the above named company or business has been convicted in this State, the United States or another state or any sex offense subject to the Sex Offenders Registration Act or is subject to another state’s or the federal sex offender registration provisions; or any felony offense except as provided in subsection “C” of this section or when ten (10) years has elapsed since the date of the criminal conviction or the employee has received a presidential or gubernatorial pardon for the criminal offense.

I further understand that Title 57, O.S. Supp. 1999, Section 589 provides as follows, to-wit:

It is unlawful for any person registered pursuant to the Oklahoma Sex Offenders Registration Act to work with or provide services to children or to work on school premises, or for any person or business who offers or provides services to children or contracts for work to be performed on school premises to knowingly and willfully allow any employee to work with children or to work on school premises who is registered pursuant to the Oklahoma Sex Offenders Registration Act. Upon conviction for any violation of the provisions of this subsection, the violator shall be guilty of a misdemeanor punishable by a fine not to exceed One Thousand Dollars (\$1,000.00). In addition, the violator may be liable for civil damages.

I further declare that so long as the undersigned performs work or provides services to Bethany Public Schools, that the undersigned will at all times comply with the statutory provisions described herein.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

Vendor Name (type or print) \_\_\_\_\_

Authorized Representative (type or print) \_\_\_\_\_

Authorized Representative’s Signature \_\_\_\_\_

Federal ID # or Social Security Number \_\_\_\_\_

**ATTACHMENT D | NON-DISCRIMINATION CERTIFICATION**

I, \_\_\_\_\_, do hereby certify that I am the  
\_\_\_\_\_ of \_\_\_\_\_ Company. I further certify that I have, this  
date, submitted a Proposal to the Bethany Public School District, pursuant to the Request for Proposals  
for \_\_\_\_\_. I certify that if I am the (one of the) successful  
firm(s), I will not discriminate against any employee or other person on account of age, race, creed, color,  
religion, gender, handicap, disability, ancestry, national origin, or Vietnam era veteran status, and that I will  
comply with all federal laws, state laws and executive orders concerning the subject of non-discrimination.

FIRM: \_\_\_\_\_

BY: \_\_\_\_\_  
(SIGNATURE)

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Notary Public Printed Name \_\_\_\_\_

Notary Public Signature \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

Notary Stamp In this Area:

**ATTACHMENT D | INDEMNITY AGREEMENT**

Contractor agrees to indemnify Bethany Public Schools for any and all damages, loss and expenses, which might result by reason of defective materials and/or workmanship in conjunction with the work to be performed under the contract between the parties. Contractor shall save and hold Bethany Public Schools harmless for all damages, loss and expenses occasioned by, or resulting from, any failure whatsoever of Contractor to perform according to the terms of the preceding contract between parties. Contractor does agree to indemnify Bethany Public Schools for expense whatsoever occasioned by, or resulting from, any failure of the Contractor to perform its obligations under the aforesaid contract.

FIRM: \_\_\_\_\_

BY: \_\_\_\_\_  
(SIGNATURE)

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

Notary Public Printed Name \_\_\_\_\_

Notary Public Signature \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

Notary Stamp In this Area:

## **ATTACHMENT E | TOBACCO-FREE EMPLOYMENT NOTICE**

Realizing the health risks involved in the use of tobacco, the Board of Education of Bethany Public Schools has adopted a tobacco-free work place policy for the District.

The use of tobacco is prohibited on all District property, including vehicles.

By signing this agreement, I certify the following:

1. I am aware that the tobacco-free policy of the District;
2. I understand the intent and purpose of the tobacco-free work place policy;
3. I will not use tobacco in any form while on District grounds or in any District building or vehicle;
4. I understand that the disciplinary action, including termination of contract, may result from the violation of the tobacco-free work place policy.

FIRM: \_\_\_\_\_

BY: \_\_\_\_\_  
(SIGNATURE)

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Notary Public Printed Name \_\_\_\_\_

Notary Public Signature \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

Notary Stamp In this Area: