Ascension Parish Government

REQUEST FOR PROPOSAL

EMERGENCY FEEDING FOR PARISH WORKERS DURING A DECLARED EMERGENCY

1. EMERGENCY FEEDING SERVICES TO BE PROVIDED

Each meal will consist of the equivalent of the following:

- Breakfast: **Hot breakfast**, to include 4 of the following: grits/oatmeal, scrambled eggs, sausage/bacon/ham, harsh browns/biscuit and **Cold Breakfast** to include a selection of any 3: fresh fruit, yogurt, cereal/milk, muffins, and cereal bar. Plastic cutlery, **Drinks** may include 12 oz. bottle water/apple juice/orange juice/milk. Each breakfast meal will be priced at $6.00.

- Lunch: 8 oz. protein entrée, 4 oz. vegetable, 4 oz. starch, bread item, one 12 oz bottle of water, and plastic cutlery. Each lunch meal will be priced at $8.00.

- Dinner: 8 oz. protein entrée, 4 oz. vegetable, 4 oz. starch, bread item, one 12 oz bottle of water, plastic cutlery. Each dinner meal will be priced at $10.00.

- Snack: Multiple options, maintain a daily par for the duration of activation. (i..e. chips, fruit, granola bars or grab and go snacks, etc.) Two snacks per day, one to be delivered at lunch and one to be delivered at dinner. Not to exceed $1.00 per item.

- Meals may be ordered, delivered and purchased as follows:
  - Meal delivery times will be as follows:
    - Breakfast between the hours of 6:00am-7:00am
    - Lunch and afternoon snack between the hours of 12:00pm-1:00pm.
    - Dinner and afternoon snack between the hours of 7:00-8:00pm.
    - Meals may be ordered as a single daily menu, example: (i.e. Dinner only); or in any combination of the above daily menus (i.e. Dinner and Breakfast; Lunch and Dinner; or all three) as the feeding conditions require.

- Meals will have two options for delivery:
  1. Meals will be available for pickup at the vendor's locations.

2. Delivered to specified address within Ascension Parish.

- The vendor must have auxiliary generator power at the location that meals are being prepared.

- Ascension Parish Government will assign a coordinator to provide the vendor with projected daily meal counts via E-mail, FAX, or text message, and to coordinate delivery or pick up.

- All meals must be capable of being producing from an alternate location in the event that the primary location is damaged. If the roads will be closed due to weather conditions, or deemed unsafe for travel, arrangements must be made at least twenty-four (24) hours in advance in order to provide three (3) meals and two (2) snacks to staff. All three (3) meals will need to be prepackaged to be conveniently held at appropriate temperature.

2. HEALTH AND SAFETY

Contractor, at Contractor's sole cost and expense, shall thoroughly clean, wash and sanitize all of its own cambros (if applicable) in compliance with Louisiana public health requirements and any other local, state or federal health, safety and sanitary guidelines applicable to the preparation, transportation, storage and serving of food and food items. The Contractor shall not serve food: (1) that is past its expiration date for freshness; (2) that is from a damaged container (e.g. open or torn wrapping or dented can); and/or (3) whose appearance has deteriorated (e.g. bruised or rotting fruit, browning lettuce, stale, or broken cakes, cookies, doughnuts or pastries).

3. INVOICES

(A) Contractor shall submit invoices to the APG weekly before payment will be made. To ensure prompt payment, Contractor will submit an invoice to the following address:

Ascension Parish Government
PO Box 2392
Gonzales, LA. 70707-2392

(B) Each invoice must contain the following information:

1 Contractor's name and address;
2. The Contract and/or purchase order number;
3. Project Name;
4. A description of the Services and the dates of performance;
5. Payment terms; and
6. Any additional information required by this Contract.

(C) The APG will endeavor to make payment to Contractor within thirty (30) days of the receipt of an accurate invoice, providing all respective requirements of the Contract have been completed in a timely manner and all Services and Deliverables have been accepted by Representative of the APG. APG reserves the right to withhold payment for Services provided if the invoices submitted for payment do not contain the information listed in Paragraph (B) of this section. Any such withholding of payment shall not constitute grounds for Contractor's suspension or reduction of the Services provided herein

(D) Contractor acknowledges and agrees the nature of this Contract contemplates the provision of Services during times of national emergency and natural disaster. The failure of APG to pay Contractor's invoices within thirty (30) days of receipt shall not constitute grounds for Contractor's suspension or reduction of the Services or Deliverables provided herein. Contractor agrees that submission of an invoice to APG for payment is a certification that any Services and/or Deliverables reflected on such invoice were performed in accordance with this Contract.

4. TERM

(A) This term of this Contract shall begin on the Effective Date stated above and shall expire _____, unless otherwise terminated sooner in accordance with this Contract (the "Term").

(B) Activation of this Contract for the provision of Services and Deliverables by Contractor shall be made by a written "Notification to Proceed" to Contractor from APG at least seventy-two (72) hours prior to the first meal delivery. A "Notification to Stop Services and Deliverables" shall be given to Contractor by APG seventy-two (72) hours in advance to discontinue Services and Deliverables without incurring further meal charges.

(C) Contractor acknowledges the nature of this Contract contemplates the provision of Services and Deliverables during times of national emergency and natural disaster where sufficient advanced notice to proceed or to stop Services and Deliverables may be beyond the control of APG. Contractor shall work in good faith with APG to ensure the timely provision and suspension of Services and Deliverables in such a manner as to avoid the incursion of unnecessary costs and expense to both parties.

5. TERMINATION

(A) APG may terminate this Contract, in whole or in part, without cause and without penalty, by providing three (3) days prior written notice of its intention to terminate to the Contractor. In the event of default by Contractor, this Contract may be terminated immediately by written notice to Contractor. The liability of APG following termination will be limited to payment for Services performed as of the effective date of termination.

(B) Contractor may terminate this contract, in whole or in part, without cause and without penalty, by providing three (3) days prior written notice of its intention to terminate to APG. Contractor acknowledges that a "Notification to Stop Services and Deliverables" as described in Paragraph 8(B) is not intended to terminate the entire Contract Term unless specifically stated.

6. GENERAL RECORD CLAUSES

Contractor's contracts, files, accounts, records and other documents related to this Contract shall be open to examination and/or audit by APG and made available by Contractor to APG and/or its designated agents at any time upon reasonable prior notice, during performance under this Contract and for a period of two (2) years after final payment or such longer time as may be required by law.

7. NOTICE OF DELAY AND INCIDENT REPORTING

Contractor shall notify the Administrative Representative of APG, immediately by phone, and follow-up in writing, upon learning, or otherwise becoming aware, of any difficulties that may delay the provision of Services or Deliverables under the terms of the Contract. Such notification must identify the reason for the delay, as well as the anticipated period of delay. Failure to provide timely notice to the APG will preclude later consideration of any request for an extension of time.

8. INDEMNITY AND HOLD HARMLESS

(A) The Company agrees to defend, indemnify and hold Client harmless against any damages, losses, judgments and expenses, including reasonable counsel fees, costs and expenses (including, without limitation, settlement costs with respect to settlements approved by the Company, which approval shall not be unreasonably withheld), sustained or incurred by Client as a result of any claim, any type of proceeding, suit or action brought against Client or any of its officers, agents, employees or affiliates, arising, in any way or manner, from the negligent or wrongful act or omission of the Company, its agents, or its employees in the performance of its obligations under this Agreement. The Company's obligations under this Paragraph 8(b) shall survive termination of this Agreement.

(B) Client agrees to defend, indemnify and hold the Company harmless against any damages, losses, judgments and expenses, including reasonable counsel fees, costs and expenses (including, without limitation, settlement costs with respect to settlements approved by Client, which approval shall not be unreasonably withheld), sustained or incurred by the Company as a result of any claim, any type of proceeding, suit or action brought against the Company or any of its officers, agents, employees or affiliates, arising, in any way or manner, from the negligent or wrongful act or omission of Client, its agents, or its employees in the performance of its obligations under this Agreement. Client's obligations under this Paragraph 10(h) shall survive termination of this Agreement.

(C) Contractor agrees, at its own cost and expense, to defend APG against any actions brought or filed against the APG Indemnities hereunder with respect to the indemnity contained herein, with counsel approved in advance by and acceptable to APG.

(D) Contractor shall be liable at all times for damages to or destruction of Contractor's equipment and materials, including the loss of use thereof, regardless of how such damage or destruction occurs. APG shall be under no liability to reimburse Contractor for any such loss or damage thereto, and Contractor waives any right of subrogation against APG for such loss or damage. If Contractor insures its equipment and materials against physical loss or damage, then Contractor agrees to secure, if required such insurance, a waiver of subrogation in favor of APG.

(E) Contractor represents and warrants to the APG that the potential liabilities that may arise for the Services and Deliverables provided under this Contract, including the liabilities assumed in the indemnification clause, are fully insured by a policy or policies of insurance purchased by Contractor, from insurance companies satisfactory to APG and that the full limits of Contractor's policy or policies are available to protect the Contractor and APG from such liabilities.

9. INSURANCE

Contractor will maintain, at its sole cost and expense, the following insurance policies in full force and effect for the Term of this Contract and thereafter for one (1) year:

1. A Commercial General Liability policy including Personal and Advertising Injury Liability, Products and Completed Operations Liability and Contractual Liability with the APG Indemnities named as additional insured as their interests may appear according to this Contract, and the amount of the policy will be at least $2,000,000 combined single limit for each occurrence;

2. A Workers' Compensation policy covering all employees provided under this Contract and having the statutory limits required for each jurisdiction where the work required under this Contract is performed, and an Employers' Liability policy with at least the following limits, $1,000,000 per accident $1,000,000 per disease and $1,000,000 per disease (each employee); and

3. A Commercial Auto Liability policy including owned and non-owned and hired vehicles with at least $1,000,000 in coverage (including uninsured and under-insured motorist coverage with minimum statutory limits) with the APG Indemnities named as additional insured as their interests may appear as respects to this Contract;

4. An "All Risk" Property Insurance policy at full replacement cost on all property and equipment used by Contractor under this Contract.

10. EQUAL EMPLOYMENT OPPORTUNITY

In connection with the performance of Services under this Contract, the Contractor will not discriminate against any employee or applicant for employment because of age, disability, race, religion, color, national origin, sex or any other characteristic protected by

11. TAX EXEMPTION

APG is exempt from the payment of federal excise taxes and state sales and use taxes. Contractor is responsible for requesting from the APG any tax exemption numbers or certificates needed by Contractor.

12. ACCIDENT PREVENTION

In performing this Contract, the Contractor will comply with the Occupational Safety and Health Act of 1970 and all subsequent amendments. The Contractor will maintain an accurate record of exposure data and all accidents incidents to Services performed under this Contract, resulting in death, traumatic injury, and occupational disease.

13. HEALTH AND SANITATION REQUIREMENTS

All food, food items, plant facilities, machinery, equipment and apparatus used in the production, processing, handling, storage or delivery of items provided under this Contract will meet the sanitary standards required by the State of Louisiana, and as applicable, any other parish or local requirements. All of the above will be subject to inspection and test by APG at all places and at all reasonable times. APG will notify Contractor in writing of any failures to meet sanitary requirements prescribed in this Contract. Any such failures affecting the health and safety of APG clients or users must be immediately addressed and corrected; with written notification thereof to APG; otherwise feeding services must be suspended by Contractor.

Ascension Parish Non Engineering Selection Committee
Score Card: RFP Emergency Feeding for Parish Workers During a Declared Emergency

Firm Name _____

Score Card Factors	Weight	Points
Qualifications and Experience •Primary focus should be on project specific experience and resources. Consideration should be given to prime consultants experience and other team members.	0-25pts	_____
Key Personnel Qualifications and Experience • Emphasis should be placed on key personnel to assess experience with similar projects and requirements of the Scope of Work. Emphasis should be placed on project managers and project engineers/architects.	0-20pts	_____
Project Experience •Consideration should be given to firms/teams that can show experience with the user agencies (Parish,State,Federal) local criteria, codes, policies, procedures and standards to successfully facilitate project completion.	0-15pts	_____
Proposal Understanding •Firms/Teams should demonstrate a clear understanding of the project scope. The past work experience for both the firm and personnel should reflect past experience with the project scope.	0-5pts	_____
Compatibility (firm size versus project size) •Consideration for the size of the firm and key personnel must be considered relative to the size of the project. Must be evaluated concurrently with the firm's current workload.	0-5pts	_____
Current Work Load •Number and size of projects currently under contract must be considered in relation to the size of the project. •Qualified firms that have not been awarded an Ascension Parish contract within the last 3 years should be given priority consideration	0-5pts	_____
Past Performance •Evaluation should be based on past performance, special capabilities to accomplish work coordination and cooperation with the user agency and others, ability to meet deadlines and quality of work.	0-10pts	_____
Special Conditions/Requirements Specified in RFP/RFQ •Special project considerations may be included in the RFP/RFQ. These special requirements and project considerations must be clearly spelled out in the RFP/RFQ	0-5pts	_____
Oral Presentations	0-10pts	_____
	Total	_____

_____
Committee Member Signature Date

Oral Presentation (possible 10 points if applicable)

When specified, Oral Presentations shall provide committee members with the opportunity to clarify questions, and obtain a greater understanding of each short listed firms submittal. After the Oral Presentation, each member will have an opportunity to re-evaluate and adjust their initial score card to establish their final rating.