

REQUIRED SIGNATURE PAGE FOR PROPOSALS

Disaster Restoration and Recovery Services

This page, signed by an authorized officer of your Company, must accompany your proposal as the cover page.

I, the undersigned, having carefully examined the Request for Proposals, propose to furnish services in accordance therewith as set forth in the attached proposal.

I hereby certify that this proposal is genuine and not a sham or collusive proposal, or made in the interests or on behalf of any person not therein named; and I have not directly or indirectly induced or solicited any Contractor or supplier on the above work to put in a sham proposal or any person or corporation to refrain from submitting a proposal; and that I have not in any manner sought by collusion to secure to myself an advantage over any other contractor(s) or person(s).

In order to induce the Parish to consider this proposal, the Company irrevocably waives any existing rights which it may have, by contract or otherwise, to require another person or corporation to refrain from submitting a proposal to or performing work or providing supplies to Ascension Parish Government, and Company further promises that it will not in the future directly or indirectly induce or solicit any person or corporation to refrain from submitting a bid or proposal to or from performing work or providing supplies to Ascension Parish Government.

Please type or print legibly information below.

Proposer hereby acknowledges receipt of the RFP and agrees to Terms and Conditions set forth in this RFP.

PROPOSER INFORMATION

Firm Name: _____
Address: _____ City/State/Zip: _____
Phone No.: _____ Fax No.: _____

AUTHORIZATION TO PROPOSE (must be signed):

By: _____
Signature Offer Date Printed Name
Primary Contact Person (If other than above):
Name: _____ Phone No: _____ Fax No: _____
Title: _____ E-mail Address: _____

If this proposal is being submitted on behalf of an agent/broker, please complete section below:

Submitted on behalf of: _____
Phone No: _____ Fax No: _____
E-mail Address: _____

REQUEST FOR PROPOSALS
Disaster Restoration and Recovery Services

BACKGROUND

Ascension Parish Government (herein referred to as “Parish”) hereby issues a Request for Proposals (RFP) for qualified companies with disaster restoration and recovery services in the event of a local, state or federal declaration.

The selected contractor must be a qualified, experienced, and licensed/certified disaster restoration company. The company will demonstrate skills and experience in providing disaster restoration services for select buildings. The selected contractor will also be responsible for all other work necessary to complete said service in accordance with the terms of this Request for Proposal (“RFP”) and any resulting contract.

SCOPE OF WORK

It is the intention of Ascension Parish Government to award a contract to the company that has experience providing disaster restoration and recovery services or specialized service in the event of occurrences such as hurricanes or manmade disasters. The selected Company will work closely with the Facility Maintenance Department and other administrative staff to provide damage restoration services to all parish-owned buildings. Services will include but are not limited to, recovery from damages resulting from water, wind, hail, contamination, corrosion, and other natural or manmade disasters. The Parish shall be notified of all individuals and sub-consultants who propose to work on any portion of the project on a continual basis. The scope of work that the company must provide is stated in Exhibit A. The type of services that this RFP covers, but are not limited to, are as follows:

- ☐ Pre-Disaster Site Inspection
- ☐ Mold treatment and prevention
- ☐ Indoor & Environmental Restoration & Air Quality Control
- ☐ Content Protection & Storage
- ☐ Odor Removal
- ☐ Debris Removal
- ☐ Water Damage Recovery
- ☐ Moisture Control
- ☐ Temporary Roofing/board-ups
- ☐ Commercial Cleaning of HVAC Units and Ductworks, Drapes, and Interior Surfaces

GENERAL TERMS AND CONDITIONS

1.0 RFP Process

1.1 This RFP is subject to all applicable state, federal and local laws, including the Louisiana Code of Governmental Ethics.

1.2 RFP's, associated documents and addenda may be obtained from the Ascension Parish Department of 615, E. Worthey Street, Gonzales, Louisiana or Central Bidding at www.centralauctionhouse.com.

1.3 Written addenda to the RFP may be issued to provide clarification, corrections, or to answer questions. All addendums will be posted to www.centralauctionhouse.com.

1.4 The Parish reserves the right to request additional information to clarify proposals. The Parish shall determine the appropriate means of clarification: telephone, e-mail, letter, or oral interviews.

2.0 Submission of Proposal

2.1 Proposals must be submitted by the time and date specified in this RFP.

2.2 Each Company shall provide a submittal package based on the designated point evaluation scoring criteria. The submittal shall provide clear and sufficient information to enable the selection committee to evaluate the responsiveness and quality of the proposal. The Selection/Scoring Criteria (Exhibit C) will be used to evaluate all proposals received. Failure to provide all required information with the exception of scope of work that does not pertain to your Company, including the "Required Signature Page for Proposals", shall be cause for rejection of the submittal as non-responsive.

2.3 Company shall submit an original and six (6) copies of proposal by the date and time specified.

2.4 The Parish will not be responsible for submissions forwarded through the U.S. Postal Service or any delivery service if lost in transit at any time before submission opening, or if hand-delivered to the incorrect location.

3.0 Term

The Contract shall be for one (1) year with (2) one-year period options to renew.

4.0 Opening

Request for Proposals will be received by Ascension Parish Government at the Ascension Parish Government Purchasing Office, 615 E. Worthey Street, Gonzales, Louisiana 70737 (mailing address PO Box 2392, Gonzales, LA 70707-2392) until, September 8, 2016, at 4:00 p.m. local time

5.0 Public Disclosure

It is understood and agreed upon by the Company in submitting a proposal that the Parish has the right to withhold all information regarding this procurement until after contract award, including but not limited to: the number received; competitive technical information; competitive price information; and the Parish's evaluation concerns about competing proposals. Information releasable after award is subject to

the disclosure requirements of the Louisiana Public Records Act. Company specifically waives any claims against Parish related to the disclosure of any materials if made under a public records request.

6.0 Parish Commitment

6.1 Parish shall have the right to reject or accept any Proposal or offer, or any part thereof (i.e., any component of any proposed solution) for any reason whatsoever and to accept other than the lowest offer, at its sole discretion.

6.2 This RFP does not commit the Parish to award, nor does it commit the Parish to pay any costs incurred in the submission of the Proposal, or in making necessary studies or designs for the preparation thereof, nor procure or contract for services or supplies. Further, no reimbursable cost may be incurred in anticipation of a contract award.

6.3 The Parish reserves the right to terminate this RFP at any time prior to contract execution.

6.4 No prior, current, or post-award verbal conversation or agreement(s) with any officer, agent, or employee of the Parish shall affect or modify any terms or obligations of this RFP, or any contract resulting from this procurement.

6.5 The Parish reserves the right to revise any part of the RFP by issuing an addendum to the RFP at any time in accordance with relevant Louisiana Revised Statutes. Issuance of this RFP in no way constitutes a commitment by the Parish to award a contract. The Parish reserves the right to accept or reject, in whole or part, all Proposals submitted, and/or cancel this announcement if it is determined to be in the Parish's best interest. All materials submitted in response to this announcement become the property of the Parish, and selection or rejection of a submittal does not affect this right.

7.0 Late, Modified, or Withdrawn Proposals

7.1 Any proposal received after the exact time specified for receipt will not be considered.

7.2 No modification of a proposal, except a modification resulting from the Parish's request for "best and final offer," will be accepted.

7.3 No Company may withdraw his/her proposal within forty-five (45) days after the actual date of opening thereof.

8.0 Evaluation and Selection

8.1 Objective - The purpose is to evaluate all proposals with the ultimate interest of entering into an agreement with that Company determined to be most advantageous to the Parish, price and other factors considered.

8.2 Evaluation - A Selection Committee is appointed by the Parish President for the purpose of evaluating qualifications and proposals received in response to an RFP. The Committee will evaluate proposals submitted by qualified Consultants/Companies on the basis of the guidelines set forth in the RFP. The Parish reserves the right to request additional information and clarification of any information submitted.

Evaluation criteria have been established to determine which Company/Consultant will best contribute to the overall goals of the Parish. These criteria which is attached hereto and made a part hereof.

The Selection Committee will determine if interviews are necessary as part of its evaluation process.

8.3 Recommendation and Selection - As part of the negotiation process, the Parish reserves the right to negotiate with the successful Company. This award will be made to the most responsible firm or team whose proposal is determined in writing to be most advantageous to the Parish, based on the scoring criteria set forth in this document. The Parish also reserves the right to reject any and all proposals.

9.0 Term

The Contract shall be for a one (1) year with two (2) one year options to renew.

10.0 Insurance

Consultant/Company shall obtain, pay for and keep in force, at its own expense, minimum required insurance effective in all localities where Consultant/Company may perform the work hereunder, with such carriers as shall be acceptable to Council:

A. **Statutory Workman's Compensation** covering all state and local requirements and Employer's Liability Insurance covering all persons employed by Consultant/Company in connection with this agreement.

The limits for "A" above shall be not less than:

1. Employer's liability limits of \$1,000,000/\$1,000,000/\$1,000,000
2. No excluded classes of owners/officers or employees shall be allowed on premises

11.0 Invoices

Certified itemized invoices to the Parish for the payment of these services shall be submitted to the Accounts Payable Department.

12.0 Hold Harmless

To the fullest extent permitted by law, Company/Consultant shall indemnify, hold harmless, and defend the Ascension Parish Government and all of its Agents and Employees, from and against all claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from performance of the work, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the work itself) including loss of use resulting therefrom, but only to the extent caused in whole or in part by negligent acts or omissions of Company.

13.0 Non-assignability

No Company/Consultant shall assign any interest in this contract by assignment, transfer, or novation, without prior written consent of the Parish. This provision shall not be construed to prohibit the contractor from assigning his bank, trust company, or other financial institution any money due or to become due from approved contracts without such prior written consent. Notice of any such assignment or transfer shall be furnished promptly to the Parish.

15.0 Exclusions

Pursuant to Louisiana Revised Statute 38:2227, Contractor must certify that he has not been convicted of, or has not entered into a plea of guilty or nolo contendere to public bribery, corrupt influencing, extortion, money laundering or their equivalent Federal crimes. Consultant must further certify that he has not been convicted of, or has not entered into a plea of guilty or nolo contendere to theft, identify theft, theft of a business record, false accounting, issuing worthless checks, bank fraud, forgery; contractors' misapplication of payments, malfeasance in office, or their equivalent Federal crimes within the five (5) years prior to submitting the proposal.

16.0 Disclosure

Company/Consultant must disclose whether it provides services or pays commissions to any employee or elected official of Ascension Parish Government. If so, company must disclose to whom services are provided and/or commissions are paid. Both positive and negative responses must be submitted.

