

ASCENSION PARISH



REQUEST FOR PROPOSALS FOR MOSQUITO CONTROL AERIAL SPRAYING FOR ASCENSION PARISH

October 22, 2024

TABLE OF CONTENTS

1.0	GENERAL INFORMATION	3
1.1	Purpose	3
1.2	Scope of Services	3
2	ADMINISTRATIVE INFORMATION	3
2.1	Term of Contract	3
2.2	Definitions	3
2.3	Schedule of Events	3
3	RESPONSE INFORMATION	4
3.1	RFP Addenda	4
3.2	Waiver of Administrative Informalities	4
3.3	Proposal Rejection/RFP Cancellation	4
3.4	Withdrawal of Proposal	4
3.5	Subcontracting Information	4
3.6	Ownership of Proposal	4
3.7	Proprietary Information	4
3.8	Cost of Preparing Proposal	4
3.9	Errors and Omissions in Proposal	5
3.10	Contract Award & Execution	5
3.11	Code of Ethics	5
4	RESPONSE INSTRUCTIONS	5
4.1	Response Submission	5
4.2	Certification Statement	5
5	PROPOSAL SUBMISSION FORMAT	6
6	EVALUATION AND SELECTION	6
6.1	Evaluation Team	6
6.2	Administrative and Mandatory Screening	6
6.3	Evaluation and Review	6
6.4	Announcement of Contractor	7
7	SUCCESSFUL CONTRACTOR REQUIREMENTS	7
7.1	Corporation Requirements	7
7.2	Monthly Invoices	7
7.3	Confidentiality	7
	ATTACHMENT A: SCORECARD	8
	ATTACHMENT B: CERTIFICATION STATEMENT	10

1.0 GENERAL INFORMATION

1.1 Purpose

The Parish of Ascension, Louisiana is soliciting Request for Proposals from experienced and qualified firms to provide Aerial Spraying for Mosquito Control in selected areas of Ascension Parish.

1.2 Scope of Services

Ascension Parish Mosquito Control will need to put in place a contract for aerial spraying for Ascension Parish. The vendor must provide all labor, equipment, supplies, insurance and any other requirements to complete the terms, conditions, and specification herein. They must furnish aircraft equipped for ultra-low volume (ULV) dispersal of insecticides (Dibrom), used for the control adult mosquitoes.

The vendor must also furnish one (1) multi engine fixed wing aircraft to be used for ULV application of insecticides to control adult mosquitoes within the geographical confines to be determined by Ascension Parish Mosquito Control. They must provide all aircraft, personnel (including pilots), equipment, fuel, oil, maintenance, landing and tie down fees and all other items required to successfully complete the application(s).

All aircraft used in spraying must be equipped with rotary atomizers. Apply Dibrom (Naled) at 1.75 ounces per acre. Contractors must provide Dibrom. Aircraft must be in place and ready to begin spraying within 48 hrs. notice.

2.0 ADMINISTRATIVE INFORMATION

2.1 Term of Contract

This proposal term shall be for a period of ONE (1) YEAR. The proposal may be renewed for two (2) subsequent one-year terms if each party agrees in writing.

2.2 Definitions

None are necessary

2.3 Schedule of Events

<u>Event</u>	<u>Date & Time (CST)</u>
Advertise RFP	October 31, 2024
	November 07, 2024
Deadline for receipt of Proposals	November 19, 2024 @ 3:00pm

Upon receipt of Proposals, a Selection Committee will be formed, and a public meeting will be held. The Selection Committee will evaluate proposals based on Consultant Qualifications and the required Packet Items in this document. The Selection Committee will determine, and recommend to the Council, the most qualified submittal. A sample Selection Committee scorecard is attached.

3.0 RESPONSE INFORMATION

3.1 RFP Addenda

Parish reserves the right to change the schedule of events or revise any part of the RFP by issuing an addendum to the RFP at any time.

3.2 Waiver of Administrative Informalities

The Parish reserves the right, at its sole discretion, to waive administrative informalities contained in any solicitation.

3.3 Proposal Rejection/RFP Cancellation

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 offers submitted and/or cancel this announcement if it is determined to be in the Parish's best interest.

3.4 Withdrawal of Proposal

A respondent may withdraw a submitted proposal that has been submitted at any time up to the date and time the offer is due. To accomplish this, a written request signed by the authorized representative of the proposer must be submitted to the RFP Coordinator.

3.5 Subcontracting Information

The Contractor shall be responsible for all deliverables specified in the RFP. This general requirement notwithstanding, respondents may enter subcontractor arrangements, however, they must acknowledge in their offer's total responsibility for the entire contract.

If the respondent intends to subcontract for portions of the work, the respondent must identify any subcontractor relationships and include specific designations of the tasks to be performed by the subcontractor. Information required of the respondent under the terms of this RFP is also required for each subcontractor.

Unless provided for in the contract with the Parish, the Prime Contractor shall not contract with any other party for any of the services herein contracted without the express prior written approval of the Parish.

3.6 Ownership of Proposals

All materials submitted in response to this request shall become the property of Parish. Selection or rejection of an offer does not affect this right.

3.7 Proprietary Information

Only information which is legitimate trade secrets or non-published financial data may be deemed proprietary or confidential. Any material within a proposal identified as such must be clearly marked in the offer and will be handled in accordance with the Louisiana Public Records Act, R.S. 44: 1-44 and applicable rules and regulations. Any offer marked as confidential or proprietary in its entirety may be rejected without further consideration or recourse.

3.8 Cost of Preparing Proposals

The Parish shall not be liable for any costs incurred by respondents prior to issuance of or entering a contract. Costs associated with developing the offer, preparing for oral presentations, and any other

expenses incurred by the respondent in responding to this RFP are entirely the responsibility of the respondent and shall not be reimbursed in any manner by the Parish.

3.9 Errors and Omissions in Proposals

The Parish will not be liable for any errors in proposals. The Parish reserves the right to make corrections or amendments due to errors identified in offers by Parish or the respondent. The Parish, at its option, has the right to request clarification or additional information from the respondent.

3.10 Contract Award and Execution

The Parish reserves the right to contract for all or a partial list of services described in this RFP. The selected respondent(s) shall be expected to enter a contract that is substantially the same as the sample contract included. In no event shall a Proposer submit its own standard contract terms and conditions as a response to this RFP. The respondent should submit with its proposal any exceptions or exact contract deviations that its firm wishes to negotiate. Negotiations may begin with the announcement of the selected respondent.

If the contract negotiation period exceeds 30 days or if the selected respondent fails to sign the final contract within 30 business days of delivery, the Parish may elect to abrogate the selection.

3.11 Code of Ethics

Respondents are responsible for determining that there will be no conflict or violation of the Ethics Code if their company is awarded the contract. The Louisiana Board of Ethics is the only entity which can officially rule on ethics issues.

4.0 RESPONSE INSTRUCTIONS

4.1 Response Submission

Firms/individuals who are interested in providing services requested under this RFP must submit 6 identical copies of the information specified. The information shall be received in hard copy (printed) version by: **Ascension Parish Government, Purchasing Department, 615 East Worthy Street, Gonzales, LA 70737** on or before 3 PM CST on the date specified in the Schedule of Events. **Electronic submittals are permitted via <http://www.centralauctionshouse.com>, however (6) hard copies must still be submitted by COB next business day of the Proposal submission deadline. APG is closed on Fridays.**

Proposal packages must be delivered at the proposer's expense. **FAX or E-mail submissions are not acceptable.** Respondents mailing their proposals should allow sufficient mail delivery time to ensure receipt of their proposal by the time specified. It is solely the responsibility of each respondent to ensure that their offer is delivered at the specified place prior to the deadline for submission. Offers received after the deadline will not be considered.

At least one copy of the proposal should contain original signatures of those company officials or agents duly authorized to sign proposals or contracts on behalf of the organization. A certified copy of a board resolution granting such authority should be submitted if proposer is a corporation. The copy of the offer with original signatures will be retained for incorporation in any contract resulting from this RFP. **Please notate the word "ORIGINAL" in bold letters or stamp on the front cover of the document which contains the original signatures.**

4.2 Certification Statement

The respondents must sign and submit the Certification Statement shown (Attachment B).

5.0 PROPOSAL SUBMISSION FORMAT

Responses should be prepared providing a straightforward and concise description of the firm's capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content. Responses should be submitted in letter size (8-1/2"-11") format with a type of font of Times-Roman or similar and a minimum font size of 12 points. Responses should follow the format and order of presentation described below. Standard Form APG-1001(Attachment D) must be utilized for submittal to be considered.

A. Project Title

The following project title shall be used for this submittal:

Mosquito Control Aerial Spraying for Ascension Parish

6.0 EVALUATION AND SELECTION

6.1 Evaluation Team

The evaluation of responses will be accomplished by an evaluation team, to be designated by the Parish, which will determine the response most advantageous to the Parish, taking into consideration all evaluation factors set forth in the RFP.

6.2 Administrative and Mandatory Screening

All responses will be reviewed to determine compliance with administrative and mandatory requirements as specified in the RFP. Responses that are not in compliance will be rejected from further consideration.

6.3 Evaluation and Review

Responses will be evaluated based on information provided in the Proposal. The Evaluation Team will evaluate and score the responses using the criteria and scoring as listed in the attached Score Card (See Attachments). The most qualified competitor will be selected, subject to negotiation of fair and reasonable compensation. Selection criteria:

- The overall quality of the program being offered
- The costs (commissions, fees, expenses, etc. to be charged; chemical used)
- The reputation of the Proposer
- The ability of the Proposer to provide the service requested
- References furnished including other schools
- The quality and satisfaction of any previous services performed
- The Proposer's ability to execute the contract in a timely manner
- Any other relevant information submitted
- Possession of all licenses/permits

Ascension Parish Mosquito Control reserves the right to consider special or unique features, which may be included in the proposal. Proposers are encouraged to present any information about additional features or services that they believe makes their products and/or service the best choice for the Ascension Parish Mosquito Control. The Ascension Parish Mosquito Control also reserves the right to determine selection process. Price alone will not be the sole determining factor in the selection process.

Proposers should include any additional information that would enhance their proposal, and which would help the Ascension Parish Mosquito Control in making its selection decision.

6.4 Announcement of Contractor

The Parish will notify the successful responder(s) and proceed to negotiate terms for final contract. Unsuccessful respondents will be notified in writing accordingly. The award of a contract is subject to the approval of the Ascension Parish Council.

7.0 SUCCESSFUL CONTRACTOR REQUIREMENTS

7.1 Corporation Requirements

If the contractor is a corporation not incorporated under the laws of the State of Louisiana, the contractor shall have obtained a certificate of authority pursuant to R. S. 12:301-302 from the Secretary of State of Louisiana.

If the contractor is a for-profit corporation whose stock is not publicly traded, the contractor shall ensure that a disclosure of ownership form has been properly filed with the Secretary of State of Louisiana.

7.2 Monthly Invoices

Itemized invoices to the Parish for the payment of these services shall be submitted monthly by the Consultant. Each invoice shall be processed and mailed to the **Ascension Parish Finance Department, P.O. Box 2392, Gonzales, La. 70707-2392** and contain all justification necessary to verify the percent of the task being billed or the task deliverable as applicable to each invoice.

7.3 Confidentiality

All financial, statistical, personal, technical and other data and information relating to the Parish's operation which are designated confidential by the Parish and made available to the Contractor in order to carry out this contract, or which become available to the Contractor in carrying out this contract, shall be protected by the Contractor from unauthorized use and disclosure through the observance of the same or more effective procedural requirements as are applicable to the Parish. The identification of all such confidential data and information as well as the Parish's procedural requirements for protection of such data and information from unauthorized use and disclosure shall be provided by the Parish in writing to the Contractor. If the methods and procedures employed by the Contractor for the protection of the Contractor's data and information are deemed by the Parish to be adequate for the protection of the Parish's confidential information, such methods and procedures may be used, with the written consent of the Parish, to carry out the intent of this paragraph. The Contractor shall not be required under the provisions of the paragraph to keep confidential any data or information which is or becomes publicly available, is already rightfully in the Contractor's possession, is independently developed by the Contractor outside the scope of the contract or is rightfully obtained from third parties.

Under no circumstance shall the Contractor discuss and/or release information to the media concerning this project without prior express written approval of the Parish.

ATTACHMENT A: SCORECARD

Ascension Parish Professional Selection Committee Score Card

Date of Meeting _____

Firm Name: _____

SCORECARDFACTORS	Weight	Max Total
Firm/Team Qualifications and Experience <ul style="list-style-type: none"> • Firm/Team shall be evaluated based on project specific experience and resources • Primary focus should be on Prime Consultants Experience; however, the other team members must be considered. 	0-25pts	
Key Personnel Qualifications and Experience <ul style="list-style-type: none"> • Specific Personnel Experience with Similar Projects must be considered • While Firm Principals are listed, they traditionally have little involvement in the design; Emphasis should be placed on the Project Managers and Project Engineers/Architects. 	0-25 pts	
Project Experience <ul style="list-style-type: none"> • Consideration must be given to Firms/Teams that can show experience with State/Federal regulations, codes, policies, procedures and standards to successfully facilitate project completion and familiarity with government operations in general at parish/county or municipal levels. Letters or other documentation of successfully implementing projects or programs are acceptable. 	0-10 pts	
Proposal/Understanding <ul style="list-style-type: none"> • Firm/Teams RFP should identify understanding of project scope, the past work experience for both the firm and personnel should properly reflect project scope and user agency specifications. 	0-5 pts	
Compatibility (firm size versus project size) <ul style="list-style-type: none"> • Consideration for the size of the firm and available key personnel must be considered relative to the size of the project. This must be evaluated concurrently with the firm's current workload. 	0-5pts	
Current Workload <ul style="list-style-type: none"> • Number and size of projects currently under contract must be considered in relation to available staff. 	0-10 pts	
Firm Location (Where Work Is to Be Performed) <ul style="list-style-type: none"> • Firm/Team have or will maintain, up on award, an office within 30 miles of Gonzales and staffed with an adequate number of qualified employees to do the required work, shall be given priority consideration. 	0-5 pts	
Past Performance <ul style="list-style-type: none"> • Points will be awarded based on letters or other documentation of successfully implementing projects or programs are acceptable; special capabilities to accomplish this scope of work; ability to meet deadlines and budgets; and quality of work. 	0-5 pts	
Special Conditions/Requirements Specified in RFP <ul style="list-style-type: none"> • As specified in Section 6 of the RFP 	0-10 pts	
100pts TOTAL		

Committee Member

Date

ATTACHMENT B: CERTIFICATION STATEMENT

CERTIFICATION STATEMENT

The undersigned hereby acknowledges she/he has read and understands all requirements and specifications of the Request for Qualifications (RFQ) or Request for Proposals (RFP), including attachments.

OFFICIAL CONTACT. The Ascension Parish Government (Parish) requests that the Proposer designate one person to receive all documents and the method in which the documents are best delivered. Identify the contact’s name and fill in the information below: (Print Clearly)

Date: _____ Official Contact Name: _____

- A. E-mail Address: _____
- B. Phone Number: (_____) _____
- C. US Mail Address: _____

Proposer certifies that the above information is true and grants permission to the Parish or Agencies to contact the above-named person or otherwise verify the information provided.

By its submission of this proposal and authorized signature below, Proposer certifies that:

1. The information contained in its response to this RFQ/RFP is accurate.
2. Proposer complies with each of the mandatory requirements listed in the RFQ/RFP and will meet or exceed the functional and technical requirements specified therein.
3. Proposer accepts the procedures, evaluation criteria, mandatory contract terms and conditions, and all other administrative requirements set forth in this RFQ/RFP.
4. Proposer's quote is valid for at least 90 days from the date of proposal's signature below.
5. Proposer understands that if selected as the successful Proposer, he/she will have 30 business days from the date of delivery of final contract in which to complete contract negotiations, if any, and execute the final contract document.

Typed or Printed Name: _____

Title: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Signature of Proposer's Authorized Representative

Date

-----**END OF RFP DOCUMENT**-----