

PARISH OF ASCENSION



REQUEST FOR PROPOSALS FOR

**EMERGENCY FEEDING FOR ASCENSION PARISH EMPLOYEES DURING A
DECLARED STATE OF EMERGENCY**

SEPTEMBER 28, 2023

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1. GENERAL INFORMATION

1.1. Purpose

Ascension Parish Government is accepting Proposals for emergency feeding of its employees during a declared state of emergency during all weather conditions. The responsible respondent shall be in compliance with Health and Safety Requirements in accordance with Louisiana Department of Health (LDH).

1.2. Background

Designated and assigned employees will be in place, possibly around the clock in the case of an of emergency or disaster, as declared by the state. These employees will need to be provided with three (3) meals and snacks a day as specified in section 1.3.

1.3. Scope of Feeding Services to include:

A. Provided Emergency Feeding Services

(1) Each meal will consist of the equivalent of the following:

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

Meals may be ordered, delivered or picked upon at a predetermined location 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. Arrangements will be discussed, as each situation is incident dependent.

- Meals will be available for pickup at the vendor's locations.
- Delivered to specified address within Ascension Parish.

The vendor must have auxiliary generator power at the location that meals are being prepared. Vendor must be able to serve APG during severe weather/high wind, and have a physical location independent of APG.

Ascension Parish Government will assign a coordinator to provide the vendor with projected daily meal counts via E-mail, phone, or text message, and to coordinate delivery or pick up. The coordinator will order meals and arrange delivery or pick up of all meals.

All meals must be capable of being produced 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. If communications are inoperable and contact cannot be made with the meal coordinator or the emergency operations center, a vendor representative will be requested to report to the emergency operations center. If telephone communications are down, an alternate plan will be agreed upon.

Additional price request:

(2) Snack trays such as fruit or vegetable. Each tray will be priced at

- Fruit (sm./med./lg.): \$ _____
- Vegetable (sm./med/lg.): \$ _____

(3) Premade, bulk, cold sandwiches (variety of meats such as ham, turkey, and/or roast beef, sliced bread or po-boy bread is acceptable):

- Per Person/Per Sandwich (sliced bread) \$ _____
- Per Person/Per Sandwich (po-boy bread): \$ _____

(4) Bulk individually pack ketchup, mayonnaise and mustard price per case:

- Mayo: \$ _____
- Ketchup: \$ _____
- Mustard: \$ _____

(5) Soft drinks 12 oz. cans priced per 12 pack \$ _____

(6) Sports drinks (Example; Gatorade, Power aid) per 12 pack \$ _____

(7) Bulk chips snacks individually package price per bag or box \$ _____

(8) Quart size zip lock type bags price per case \$ _____

(9) Gallon size zip lock type bags prices per case \$ _____

(10) Drinking Water price per case \$ _____

(11) 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 \$1.50 per item.

B. 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)

C. INVOICES

- (1) Contractor shall submit invoices to Ascension Parish Government weekly before payment will be made. To ensure prompt payment, Contractor will submit an invoice to the following address:

Ascension Parish Government
Finance Office
PO Box 2392
Gonzales, LA. 70707-2392
accountspayable@apgov.us

- (2) Each invoice must contain the following information:
 - a. Contractor's name and address;
 - b. The Contract and/or purchase order number;
 - c. Project Name;
 - d. A description of the Services and the dates of performance;
 - e. Payment terms; and
 - f. Any additional information required by this Contract.

D. INSURANCE

Contractor will maintain, at its sole cost and expense, the following insurance policies in full force and effect for the Term of the Contract:

- (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 the 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.

E. 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

F. TAX EXEMPTION

Ascension Parish Government 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.

G. 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.

H. 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 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.

I. TERM OF CONTRACT

All Standard Ascension Parish Government contracts consist of a one-year contract with a two-year renewal option.

2. ADMINISTRATIVE INFORMATION

2.1. Term of Contract

The period of any contract resulting from this Request for Proposal (RFP) is tentatively scheduled to begin following conclusion of Parish evaluation, selection and negotiation and to continue for a duration of one (1) year, with the option of a two-year renewal, from the date the business is issued a notice to proceed. The Parish does reserve the right to discontinue a contract at any time and at their discretion.

2.2. RFP Inquiries

Written questions regarding RFP requirements or Scope of Services must be submitted to:

Ascension Parish Purchasing Department
Email: Purchasing@apgov.us

The Parish will consider written inquiries and requests for clarification of the content of this RFP received from potential respondents. Written inquiries must be received by 3:00 p.m. CST on the date specified in the Schedule of Events (2.3). The Parish reserves the right to modify the RFP should a change be identified that is in the best interest of the Parish.

Official responses to all questions submitted by potential respondents will be available as specified in the Schedule of Events (2.3), and will be posted at that time at <http://www.centralauctionhouse.com>. Only the RFP coordinator has the authority to officially respond to respondent's questions on behalf of the Parish. Any communications from any other individuals will not be binding on the Parish.

2.3. Schedule of Events

<u>EVENT</u>	<u>DATE & TIME (CST)</u>
Advertise RFP	November 09, 2023
	October 12, 2023
	October 19, 2023
Deadline for receipt of written inquiries	October 26, 2023 @ 3:00 p.m.
Issue responses to written inquiries	October 17, 2023 @ 3:00 p.m.
Deadline for receipt of Proposals	October 24, 2023 @ 3:00 p.m.

Upon receipt of proposal, a selection committee will be formed and a scheduled public meeting will be held.

The selection committee will determine, and recommend to the Council, the winning Statement of Proposal under this RFP does not guarantee any respondent's selection to provide services.

3. 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 proposal.

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 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. 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.

3.6. Proprietary Information

Only information which is in the nature of 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.

3.7. Cost of Preparing Proposals

The Parish shall not be liable for any costs incurred by respondents prior to issuance of or entering into 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.

3.8. Errors and Omissions in Proposal

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.

3.9. 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 shall be expected to enter into a contract that is substantially the same as the sample contract included in Attachments. In no event shall a Proposer submit its own standard contract terms and conditions as a response to this RFP. The Proposer 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.

3.10. Code of Ethics

Respondent 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. RESPONSE INSTRUCTIONS

4.1. Response Submission

Businesses/Individuals who are interested in providing services requested under this RFP must submit six (6) copies of the information specified in this section. The information shall be received in hard copy (printed) version by: **Ascension Parish Government, Purchasing Department, 615 East Worthey Street, Gonzales, LA 70737** on or before 3:00p.m. Central Standard Time on the date specified in the Schedule of Events. ***Electronic submittals are permitted via <http://www.centrauctionhouse.com/rfp.php?cid=69>, however (6) hard copies must still be submitted within 24 hours of the Proposal submission deadline***

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 (see attachments).

5. 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 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 must be utilized in order for a submittal to be considered. A copy of standard Form APG-1001 in Word format as well as instructions for completing that form are available for download from the Ascension Parish website at: <http://www.ascensionparish.net>

Project Title

The following project title shall be used for this submittal:

“Emergency Feeding for Ascension Parish Employees During a Declared State of Emergency”

Specialized Knowledge

In addition to all other requested information, the following must be included in all responses under section 13 of standard form APG-1001.

Fee Offer - Please attach a fee schedule that includes the following items:

A unit price-based fee to include all described services. The hourly, case or bulk rates

shall be inclusive of costs and expenses, subcontract services be billed separately.

6. 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.

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. 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. Weekly Invoices

Contractor shall submit signed invoices by the owner's representative, to Ascension Parish Government weekly before payment will be made. To ensure prompt payment, Contractor will submit an invoice to the following address:

Ascension Parish Government
Finance Office
PO Box 2392
Gonzales, LA. 70707-2392
accountspayable@apgov.us

Each invoice must contain the following information:

- Contractor's name and address;
- The Contract or purchase order number;
- Project Name;
- A description of the Services and the dates of performance;
- Payment terms; and
- Any additional information required by this Contract.

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.

7.4. 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.

ATTACHMENT A: LOUISIANA UNIFORM UNIT PRICE FORM

LOUISIANA UNIFORM PUBLIC WORK BID FORM
UNIT PRICE FORM

TO:
Ascension Parish Government
Purchasing Office
615 E. Worthey Street
Gonzales, Louisiana 70737

RFP FOR:
“Emergency Feeding for Ascension Parish
Employees During a Declared State of
Emergency” Service Contract
Meal and Drink Services

UNIT PRICES: This form shall be used for any and all work required by the Bidding Documents and described as unit prices. Amounts shall be stated in figures and only in figures.

DESCRIPTION:	<input type="checkbox"/> Rate Cost <input type="checkbox"/> Alt. Cost _____ FOOD SERVICES/MEALS		
REF. DESCRIPTION.	QUANTITY:	MEAL RATES:	UNIT PRICE EXTENSION (<i>Quantity times Unit Price</i>)
BREAKFAST			

DESCRIPTION:	<input type="checkbox"/> Rate Cost <input type="checkbox"/> Alt. Cost _____		
REF. DESCRIPTION	QUANTITY:	MEAL RATES:	UNIT PRICE EXTENSION (<i>Quantity times Unit Price</i>)
LUNCH			

DESCRIPTION:	<input type="checkbox"/> Rate Cost <input type="checkbox"/> Alt. Cost _____ FOOD SERVICES/MEALS		
REF. DESCRIPTION	QUANTITY:	MEAL RATES:	UNIT PRICE EXTENSION (<i>Quantity times Unit Price</i>)
DINNER			

DESCRIPTION:	<input type="checkbox"/> Rate Cost <input type="checkbox"/> Alt. Cost _____ FOOD SERVICES/FRUIT TRAYS		
REF. DESCRIPTION	QUANTITY:	TRAY RATES:	UNIT PRICE EXTENSION (<i>Quantity times Unit Price</i>)
FRUIT TRAY (small, med., large) Please specify cost of each tray size			

DESCRIPTION:	<input type="checkbox"/> Rate Cost <input type="checkbox"/> Alt. Cost _____ FOOD SERVICES/VEGETABLE TRAYS		
REF. DESCRIPTION	QUANTITY:	TRAY RATES:	UNIT PRICE EXTENSION (<i>Quantity times Unit Price</i>)
VEGETABLE TRAY (small, med., large) Please specify cost of each tray size			

Wording for “DESCRIPTION” is to be provided by the Owner
All quantities are estimated. The contractor will be paid upon actual quantities as verified by Owner.

**LOUISIANA UNIFORM PUBLIC WORK BID FORM
UNIT PRICE FORM**

TO:
*Ascension Parish Government
Purchasing Office
615 E. Worthey Street
Gonzales, Louisiana 70737*

RFP FOR:
**“Emergency Feeding for Ascension Parish
Employees During a Declared State of
Emergency” Service Contract
Food Services**

UNIT PRICES: This form shall be used for any and all work required by the Bidding Documents and described as unit prices. Amounts shall be stated in figures and only in figures.

DESCRIPTION:	<input type="checkbox"/> Rate Cost <input type="checkbox"/> Alt. Cost _____ FOOD SERVICES/SANDWICHES		
REF. DESCRIPTION.	QUANTITY:	TRAY RATES:	UNIT PRICE EXTENSION (<i>Quantity times Unit Price</i>)
PREMADE/BULK SANDWICH TRAY (sliced bread)			

DESCRIPTION:	<input type="checkbox"/> Rate Cost <input type="checkbox"/> Alt. Cost _____ FOOD SERVICES/SANDWICHES		
REF. DESCRIPTION	QUANTITY:	TRAY RATES:	UNIT PRICE EXTENSION (<i>Quantity times Unit Price</i>)
PREMADE/BULK SANDWICH TRAY (po-boy)			

DESCRIPTION:	<input type="checkbox"/> Rate Cost <input type="checkbox"/> Alt. Cost _____ FOOD SERVICES/CONDIMENTS		
REF. DESCRIPTION	QUANTITY:	BULK RATE:	UNIT PRICE EXTENSION (<i>Quantity times Unit Price</i>)
BULK OF MAYONNAISE PACKETS			

DESCRIPTION:	<input type="checkbox"/> Rate Cost <input type="checkbox"/> Alt. Cost _____ FOOD SERVICES/CONDIMENTS		
REF. DESCRIPTION	QUANTITY:	BULK RATE:	UNIT PRICE EXTENSION (<i>Quantity times Unit Price</i>)
BULK OF MUSTARD PACKETS			

DESCRIPTION:	<input type="checkbox"/> Rate Cost <input type="checkbox"/> Alt. Cost _____ FOOD SERVICES/CONDIMENTS		
REF. DESCRIPTION	QUANTITY:	BULK RATE:	UNIT PRICE EXTENSION (<i>Quantity times Unit Price</i>)
BULK OF KETCHUP PACKETS			

Wording for “DESCRIPTION” is to be provided by the Owner
All quantities are estimated. The contractor will be paid upon actual quantities as verified by Owner.

**LOUISIANA UNIFORM PUBLIC WORK BID FORM
UNIT PRICE FORM**

TO:
*Ascension Parish Government
Purchasing Office
615 E. Worthey Street
Gonzales, Louisiana 70737*

RFP FOR:
**“Emergency Feeding for Ascension Parish
Employees During a Declared State of
Emergency” Service Contract
Food Services**

UNIT PRICES: This form shall be used for any and all work required by the Bidding Documents and described as unit prices. Amounts shall be stated in figures and only in figures.

DESCRIPTION:	<input type="checkbox"/> Rate Cost	<input type="checkbox"/> Alt. Cost	_____ FOOD SERVICES/SOFT DRINKS
REF. DESCRIPTION.	QUANTITY:	12 PACK RATES:	UNIT PRICE EXTENSION (<i>Quantity times Unit Price</i>)
COLD-DRINKS (12 oz/12 pack)			

DESCRIPTION:	<input type="checkbox"/> Rate Cost	<input type="checkbox"/> Alt. Cost	_____ FOOD SERVICES/SPORT DRINKS
REF. DESCRIPTION	QUANTITY:	12 PACK RATES:	UNIT PRICE EXTENSION (<i>Quantity times Unit Price</i>)
Sports Drinks (Powerade and/or Gatorade/12 pack)			

DESCRIPTION:	<input type="checkbox"/> Rate Cost	<input type="checkbox"/> Alt. Cost	_____ FOOD SERVICES/BULK OR BOXED CHIPS
REF. DESCRIPTION	QUANTITY:	BULK/BOX RATE:	UNIT PRICE EXTENSION (<i>Quantity times Unit Price</i>)
VARIETY CHIPS (Bulk or Boxed)			

DESCRIPTION:	<input type="checkbox"/> Rate Cost	<input type="checkbox"/> Alt. Cost	_____ FOOD SERVICES/WATER BOTTLES PER CASE
REF. DESCRIPTION	QUANTITY:	CASE RATE:	UNIT PRICE EXTENSION (<i>Quantity times Unit Price</i>)
DRINKING WATER BOTTLES	1		

DESCRIPTION:	<input type="checkbox"/> Rate Cost	<input type="checkbox"/> Alt. Cost	_____ FOOD SERVICES/ZIPLOCK BAGS
REF. DESCRIPTION	QUANTITY:	CASE RATE:	UNIT PRICE EXTENSION (<i>Quantity times Unit Price</i>)
Ziplock Bags Per Case (quart size)			

Wording for “DESCRIPTION” is to be provided by the Owner
All quantities are estimated. The contractor will be paid upon actual quantities as verified by Owner.

**LOUISIANA UNIFORM PUBLIC WORK BID FORM
UNIT PRICE FORM**

TO:
*Ascension Parish Government
Purchasing Office
615 E. Worthey Street
Gonzales, Louisiana 70737*

RFP FOR:
**“Emergency Feeding for Ascension Parish
Employees During a Declared Emergency”
Service Contract
Meal and Drink Services**

UNIT PRICES: This form shall be used for any and all work required by the Bidding Documents and described as unit prices. Amounts shall be stated in figures and only in figures.

DESCRIPTION:	<input type="checkbox"/> Rate Cost	<input type="checkbox"/> Alt. Cost	FOOD SERVICES/ZIPLOCK BAGS
REF. DESCRIPTION.	QUANTITY:	CASE RATE:	UNIT PRICE EXTENSION (<i>Quantity times Unit Price</i>)
Ziplock Bags Per Case (Gallon size)			

DESCRIPTION:	<input type="checkbox"/> Rate Cost	<input type="checkbox"/> Alt. Cost	FOOD SERVICES
REF. DESCRIPTION	QUANTITY:	RATE:	UNIT PRICE EXTENSION (<i>Quantity times Unit Price</i>)

DESCRIPTION:	<input type="checkbox"/> Rate Cost	<input type="checkbox"/> Alt. Cost	FOOD SERVICES
REF. DESCRIPTION	QUANTITY:	RATE:	UNIT PRICE EXTENSION (<i>Quantity times Unit Price</i>)

DESCRIPTION:	<input type="checkbox"/> Rate Cost	<input type="checkbox"/> Alt. Cost	FOOD SERVICES
REF. DESCRIPTION	QUANTITY:	RATE:	UNIT PRICE EXTENSION (<i>Quantity times Unit Price</i>)

DESCRIPTION:	<input type="checkbox"/> Rate Cost	<input type="checkbox"/> Alt. Cost	FOOD SERVICES
REF. DESCRIPTION	QUANTITY:	RATE:	UNIT PRICE EXTENSION (<i>Quantity times Unit Price</i>)

Wording for “DESCRIPTION” is to be provided by the Owner
All quantities are estimated. The contractor will be paid upon actual quantities as verified by Owner.

ATTACHMENT B: SAMPLE SCORE CARD

Ascension Parish Professional Selection Committee Federal Grant Score Card

Date of Meeting: _____

Firm Name: _____

SCORECARD FACTORS	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 RFQ/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 Work Load <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	
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 RFQ/RFP <ul style="list-style-type: none"> • As specified in Section 5 of the RFQ/RFP 	0-10 pts	
95pts TOTAL		

Committee Member

Committee Member

Date

ATTACHMENT C: 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 name and fill in the information below: (Print Clearly)

Date: _____ Official Contact Name: _____

- A. E-mail Address: _____
- B. Facsimile 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

Professional Engineering and Related Services

1. Project title	2. Project number
------------------	-------------------

3a. Firm (as registered with the Louisiana Secretary of State) and mailing address of the office to perform work	3b. Name, title, telephone number, and e-mail address of the official with signing authority for this contract
	3c. Name, Title, telephone number, e-mail address and registration number of full-time LA licensed engineer in responsible charge of the project (not required for non-engineering projects)

3d. I certify that the following information is accurate and complete to the best of my knowledge (must be same person as 3b):

Signature: _____ Date: _____

4. Full-time personnel on firm's payroll who are located at the primary work location identified in 3a above:

- a. Civil Engineers, with current Louisiana P.E. registration _____
- b. Environmental Engineers, with current Louisiana P.E. registration (not included in 4a) _____
- c. Land Surveyors, with current Louisiana P.L.S. registration _____
- d. Engineers In Training, with current Louisiana E.I. registration _____
- e. Designers/Draftsmen _____
- f. Survey Party Chiefs _____
- g. Real Estate Professionals (Agents and Certified Appraisers) _____
- h. Other personnel not included in above categories _____

Total personnel at primary work location (sum of a – h) _____

5. Full-time personnel on firm's payroll, not located at the primary work locations, to be used on this project:

- a. Civil Engineers _____
- b. Environmental Engineers (not included in 5a) _____
- c. Land Surveyors, with current Louisiana P.L.S. registration _____
- d. Engineers In Training, with current Louisiana E.I. registration _____
- e. Designers/Draftsmen _____
- f. Survey Party Chiefs _____
- g. Real Estate Professionals (Agents and Certified Appraisers) _____
- h. Other personnel not included in above categories _____

Total personnel not located at the primary work location (sum of a – h) _____

6. Do you presently have sufficient staff to perform these services in the designated time frame? (Yes/No)

7. Identify the element of work (as defined in the advertisement), and the % of the element to be performed by the firm. Also, identify % of work for the overall project to be performed by the firm (must be at least 50%).

8. Do you intend to use a sub-consultant(s)? ____ yes ____ no
 (For use by the Prime Consultant only)
 All subconsultants/associates listed for this project must attach a signed Form APG-1001

Name and address	Identify the element of work (as defined in the advertisement), and the % of the element to be performed by the sub-consultant Also, identify the % of work for the overall project to be performed by the sub-consultant.	Worked with prime before? (Yes/No)
1.		
2.		
3.		
4.		
5.		

9. Staffing Plan – A Diagram showing all personnel specifically assigned to each work element of the project, their duties, and immediate supervisors. The Staffing Plan should also include the same information for Sub-consultants (if applicable).

A large, empty rectangular box with a thin black border, occupying the majority of the page. It is intended for the user to draw a Staffing Plan diagram showing personnel assignments, duties, and supervisors for each work element of the project.

10. Brief résumé of key persons anticipated to work on this project

a. Name, title & domicile

b. Position or Assignment for this project

c. Name of firm by which employed full time

d. Years' experience:

With this firm: _____ With other firms: _____

e. Education: Degree(s) / Years / Specialization

f. Active registration: Year registered: _____

Branch: _____ State: _____

License No.: _____

g. Specific experience and qualifications relevant to the proposed project:

11. Work by firm which best illustrates project experience relevant to this project (List not more than 10 Projects)

a. Project name & location	b. Project description	c. Nature of firm's responsibility & firm members involved	d. Client's name, address, and telephone number	e. Completion date or Percent Complete & cost in thousands

12. All work by firm (all offices) currently being performed for or selected by Ascension Parish Government (as Prime or Sub-consultant)

a. Project name, and location*	b. Nature of your firm's responsibility (also identify if prime or sub-consultant)	c. Percent complete (by phase/type of work)	d. Contract fees (in thousands)** (by phase/type of work)	
			Total	Remaining
* For master contracts, list open task orders individually ** Do not include sub-consultant's fees			Total	

13. Use this space to provide any additional information or description of resources supporting your firm's qualifications for the proposed project. This section may also be used to submit proposed prices, if required. A maximum of two (2) additional sheets may be utilized to answer this question. All other sheets not specifically requested shall be excluded.

END OF RFP