

# **REQUEST FOR QUALIFICATIONS**



**For**

## **2023-20 HOME REHABILITATION & LEAD HAZARD REDUCTION PROGRAM**

**RFQ Opening Date: September 12 2023, at 2:00 pm, CST**

**CITY OF BATON ROUGE | PARISH OF EAST BATON ROUGE**

## **KEY REMINDERS TO PROSPECTIVE PROPOSERS**

- Read the solicitation in its entirety.
- Contact the designated purchasing official only.
- Take advantage of the question and answer period.
- Provide complete answers and descriptions.
- Review the RFQ and your proposal before submitting.
- Submit your proposal on time, before the deadline.
- Sign (by authorized signatory) in designated place on Attachment B Proposal Form.
- Retain the complete set of specifications and contract documents for your files.

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## 2023-20 HOME REHABILITATION & LEAD HAZARD REDUCTION PROGRAM

### 1. Purpose

The purpose of this Request for Qualifications (RFQ) is to obtain qualifications as allowed by EBR Parish governing statutes, ordinances, resolutions and policies from bona fide, qualified proposers who are interested in providing services for the 2023-20 HOME REHABILITATION & LEAD HAZARD REDUCTION PROGRAM.

### 2. General Instructions

Proposers will submit proposals to the Purchasing Division, directed to the following:

Attention: Director of Purchasing  
P.O. Box 1471  
Baton Rouge, LA 70821

Proposers will submit proposals no later than **September 12 2023, at 2:00 pm, CST.** Proposals may also be delivered by hand to our physical address at the following location:

City of Baton Rouge  
Purchasing Division  
222 Saint Louis Street  
8<sup>th</sup> Floor, Room 826  
Baton Rouge, LA 70802

Proposers will submit proposals between the hours of 8:00 AM and 5:00 PM, Monday through Friday, unless otherwise provided by a federal holiday, which then may be delivered by hand on the following business day, not later than **September 12 2023, at 2:00 pm, CST** local time. Proposals submitted for consideration will consist of the following:

- Proposers will submit one (1) **signed** hardcopy of the original proposal (signed on Attachment B Proposal Form) in a sealed envelope, marked [**Original**] **2023-20 HOME REHABILITATION & LEAD HAZARD REDUCTION PROGRAM**. Additionally, proposers should submit five (5) additional hardcopies of the signed proposal in a sealed envelope, marked [**Copy**] **2023-20 HOME REHABILITATION & LEAD HAZARD REDUCTION PROGRAM**, one (1) digitally signed proposal on CD/DVD/USB drive in PDF format, marked **2023-20 HOME REHABILITATION & LEAD HAZARD REDUCTION PROGRAM**, and one (1) redacted copy of the proposal, if applicable.
- A Title Page, Table of Contents, signed Letter of Transmittal, and Proposal Contents as outlined and requested within Attachment A of this RFQ.
- All required attachments indicating authority which are acceptable to the public entity (hardcopy proposal submissions).

Proposers should notate clearly the name of the Proposer, the number, and the title of the RFQ on the proposal documents, shipment packaging, and any other sealed envelopes contained therein. This information is critical to the Purchasing Division to identify proposals.

**Proposers are hereby advised that the U. S. Postal Service does not make deliveries to our physical location. Proposals **must** be received in the physical address of Purchasing Division by deadline.**

Proposers should clearly demonstrate the applicant's qualifications and experiences to perform the **2023-20 HOME REHABILITATION & LEAD HAZARD REDUCTION PROGRAM** and attend all factors applicable in a professional relationship.

Proposers will familiarize themselves with and will comply with all applicable Federal and State Laws, parish/municipal ordinances, resolutions, and the rules and regulations of all authorities having jurisdiction over the solicitation. These laws and/or ordinances will be deemed to be included in the contract, the same as though herein written in full.

Proposers should include detailed resumes or curricula vitae for the principals performing the services.

The EBR Parish has elected to use LaPAC, the state's online electronic bid posting and notification system, in addition to its standard means of advertising this requirement. LaPAC is resident on State Purchasing's website at <https://wwwcfprd.doa.louisiana.gov/osp/lapac/pubmain.cfm> and is available for vendor self-enrollment.

Copies of the solicitation and related information are available from the EBR Parish's Purchasing Division and the state's Procurement and Contract Network website, LaPAC, at <https://wwwcfprd.doa.louisiana.gov/osp/lapac/dspBid.cfm?search=department&term=102>.

In that LaPAC provides an immediate e-mail notification to subscribing bidders that a solicitation and any subsequent addenda have been let and posted, notice and receipt thereof is considered formally given as of their respective dates of posting. Though not required if receiving solicitation and addenda notices from LaPAC, the EBR Parish will email addenda to all vendors contacting our office and requesting to be put on our office Vendor Listing for this solicitation.

### **3. Receipt of Proposals**

**PROPOSALS **MUST** BE RECEIVED BY THE EBR PARISH IN THE PHYSICAL ADDRESS OF THE PURCHASING DIVISION ON OR BEFORE THE SUBMISSION DEADLINE.**

The EBR Parish will NOT accept proposals delivered after the deadline.

## 4. Schedule of Events

Item	Anticipated Schedule
1 <sup>st</sup> Publishing RFQ	August 11, 2023
2 <sup>nd</sup> Publishing RFQ	August 18, 2023
Pre-Proposal Conference (non-mandatory)	August 22, 2023
Deadline to Receive Written Inquiries	August 25, 2023
Deadline to Answer Written Inquiries	September 1, 2023
Proposal Submission Deadline	September 12, 2023
Oral Discussions with Proposers (if needed)	October 2, 2023
Notice of Intent to Award	October 6, 2023
Contract Initiation	4 <sup>th</sup> Quarter 2023

**\*The EBR Parish reserves the right to deviate from these dates.**

If the EBR Parish identifies a likely service provider, it may negotiate a final agreement with the provider and fix the relationship by professional services agreement. The contract will contain the standard EBR Parish provisions shown in Attachment E for **the 2023-20 HOME REHABILITATION & LEAD HAZARD REDUCTION PROGRAM** and the proposal forms shown in Attachment B.

In case a pre-proposal conference is not held, the EBR Parish will initiate a Proposer Inquiry period for all interested Proposers to perform a procedural review of the proposal documents.

The contract project period is expected to commence immediately from the date of consultant selection (depending on when the contract between the selected Consultant and EBR Parish is finalized). Work will commence as sites are enrolled in the 2023-20 HOME REHABILITATION & LEAD HAZARD REDUCTION PROGRAM. The contract will expire with the closeout of FY2023-2024 Lead Hazard Reduction Grant or when the contractual budget for the grant is expended, whichever is sooner. Notices to proceed will be issued during the contract time frame as eligible projects are enrolled in the 2023-20 HOME REHABILITATION & LEAD HAZARD REDUCTION PROGRAM and approved by the Office of Community Development.

## **Proposer Inquiry**

The EBR Parish will initiate a Proposer Inquiry period for all interested potential proposers to perform a procedural review of the Request for Qualifications, submit written inquiries, and receive an official response from the EBR Parish. Official responses from the EBR Parish to written inquiries submitted by potential proposers, prior to the inquiry deadline, will be supplied via a forthcoming addendum published to LaPAC.

Proposers will submit ONLY written questions related to the proposal not later than **September 12 2023, at 2:00 pm, CST**, to:

**City of Baton Rouge  
Purchasing Division  
222 Saint Louis Street 8<sup>th</sup> Floor, Room 826  
Baton Rouge, LA 70802**

or deliver by email to:

**[2023-20-home-rehab-lead-reduc@brla.gov](mailto:2023-20-home-rehab-lead-reduc@brla.gov)**

**Proposers are hereby advised that the U. S. Postal Service does not make deliveries to our physical location. Proposals **must** be received in the physical address of the Purchasing Division by deadline.**

## **5. Background**

The EBR Parish 2023-20 HOME REHABILITATION & LEAD HAZARD REDUCTION PROGRAM is to improve the safety, livability, and the energy efficiency of homes owned by low and moderate-income families within the City-Parish. EBR PARISH will work with nonprofits and contractors to provide eligible homeowners with home rehabilitation, roof repairs, and/or lead hazard reduction.

This Request for Qualifications (“RFQ”) is being issued by EBR PARISH for the Home Rehabilitation & Lead Hazard Program will be performed in East Baton Rouge Parish. The purpose of this notice is to solicit qualifications from qualified individuals and companies with general contractors and/or contractors with a residential license for home rehabilitation and lead hazard reduction to develop a pool of prequalified contractors to support the program. EBR PARISH seeks to select up ten (10) to fifteen (15) qualified residential home rehabilitation and lead hazard reduction contractors to participate in this pool; however, based on the number of qualified responses, this number may increase or decrease. Contractors will be assigned work based on availability, contractor service area, and staff expertise.

### Resources

The following resources may provide additional context for interested consultants:

- <https://www.hud.gov/>
- [https://www.hud.gov/program\\_offices/comm\\_planning/cdbg](https://www.hud.gov/program_offices/comm_planning/cdbg)
- <https://www.hud.gov/lead>

## 6. Purpose of Study

The successful Consultant will be responsible for completing the work described in Section 7 Scope of Work. EBR Parish is seeking responses from a qualified home rehabilitation & lead hazard reduction contractor, or a team of consultants with experience in:

- Home Rehabilitation
- Lead Hazard Reduction
- Roof Repair

The total number of home repairs will depend on:

- The total number of sites enrolled in the 2023-20 HOME REHABILITATION & LEAD HAZARD REDUCTION PROGRAM
- Funding received by the City Parish from the Department of Housing and Urban Development

The selected firms will be required to review official documents of the 2023-20 HOME REHABILITATION & LEAD HAZARD REDUCTION PROGRAM, and submit the following:

- Current residential and/or commercial license with Louisiana State Licensing Board for Contractors are required for contractors and subcontractors.
- Qualifications to provide the following services:
  - Hvac
  - Lead abatement
  - Plumping
  - Electrical
- Current registration with Louisiana Secretary of State
- Current registration with Sam.gov

If contractor plans on using a subcontractor for any work, the subcontractor qualifications have to be submitted before the contractor can be awarded a project.

A notice to proceed will be issued for each contract awarded from this RFQ with the specific site location, site contact and a copy of the site access agreement. No minimum or maximum amount of work is guaranteed under any contract resulting from this solicitation.

The RFQ contains the proposed scope of work and requirements for submittal. Any revision to the RFQ, or additional information to be provided, will be through addenda published on the EBR Parish's website. All respondents **must** verify with their submittal that they have received and considered all addenda.

To be eligible for consideration for the Project, the consulting firm **must** submit one (1) electronic PDF and five (5) hard copies of a response to this RFQ in accordance with the Response Requirements. Submittals **must** be received by the EBR Parish no later than **September 12 2023, at 2:00 pm, CST**. Late submittals will not be considered and will be returned to the submitter unopened. The enveloped package **must** be marked "RFQ Response: EBR Parish 2023-20 HOME REHABILITATION & LEAD HAZARD REDUCTION PROGRAM". Electronic copies will be emailed to 2023-20-home-rehab-lead-reduc@brla.gov or provided on a USB drive. Hard copies will be mailed or delivered to:

**Purchasing Department  
222 St. Louis Street – Room 826  
Baton Rouge, LA 70802  
Attn: Tian Clark**



The EBR Parish will not pay for any information herein requested, nor is it liable for any costs incurred by those responding to this RFQ. The EBR Parish reserved the right in its sole discretion to select the response that best meets the needs of the city EBR Parish and to waive any informalities, technicalities, or irregularities in the response.

Responses that do not meet the state requirements will be considered in non-compliance and will be disqualified unless the EBR Parish waives non-compliance.

## 7. Project Scope

The services available under the Home Rehabilitation and Lead Hazard Reduction Program cannot be used to replace adequately functioning systems that do not present a hazardous or health and safety condition.

Approved repairs include:

- Replacement of roof (30-year architectural shingles, synthetic roof felt, roof jacks, drip edge, and roof ventilation).
  - Leaking or holes in the roof that cause interior damages and/or exposure to outside elements will be replaced.
  - Roofs that are deteriorated or whose structure poses a hazard will be replaced.
- Repairs to electrical required to meet code standards.
  - Rewiring due to faulty wiring or home is not grounded.
  - GFI outlets.
  - Outlet switches and covers.
  - Circuit breaker replacement.
  - Meters/Mast.
- Repairs to gas system required to meet code standards.
  - Replumbing lines.
  - Replacing heaters.
  - Capping unused lines.
- Window replacement or repair. If windows expose the home to the outside elements, they will be replaced or repaired.
- Replacement of exterior doors and weather-stripping. If doors expose the home to the outside elements, they will be replaced or repaired.
- Installation of combination smoke detector/carbon monoxide detector. If the smoke detector/carbon monoxide detector is broken or the home does not have one, a new one will be installed.
- Handicap accessibility for disabled owners. All handicap modifications or installations have to be ADA compliant.
  - If the home has a broken handicap ramp, it will be replaced or repaired. If the home does not have a handicap ramp and needs one, one will be installed.
  - If the bathrooms are not handicap accessible, they will be made handicap accessible by adding lower grab rails in tubs and showers, roll-in and curb-less showers, and shower chairs or benches.
  - Open space underneath sinks in the kitchen and bathroom(s) for handicap accessibility.
  - Low storage space and countertops in the kitchen and bathroom(s).
  - ADA-compliant appliances.
  - Handicap accessible door ways.

- Lead Hazard reduction
  - Encapsulation
  - Enclosure
  - Removal and/or replacement
  - Environmental Protection Agency (EPA) standard for cleaning and disposal off all materials

In addition to repairs, the Scope of Work could include Case Management services, described below:

- Serving as a liaison between the homeowner and OCD.
- Scheduling appointments with residents.
- Research and refer homeowners for other services that are beyond the scope of work.
- Update OCD on client grievances.
- Working with the homeowner directly to answer questions and review the approved scope, as necessary. Ensure the homeowner understands the entire scope of work, and sign that they understand and agree to the scope of work using OCD provided resident agreements.
- Answer homeowner questions about program and work to be performed in a timely manner
- Mediate homeowner issues with project performance as detailed in the contract
- Provide homeowner with update about project progress
- Report challenges and request close out inspections from the Office of Community Development, or its representatives

In addition to repairs, the Scope of Work will include administrative functions, described below:

- Review and sign contracts, scope of work agreements, and post-work inspection agreements.
- Provide notice of completion of work for post-work inspection.
- Schedule appointments with OCD staff to review challenges or onsite needs for scope changes.
- Prepare and submit requests for reimbursement to OCD, or its representatives. This could include preparing separate requests for each home as well as separate requests for lead remediation work done from home rehabilitation work completed, as described in the Scope of Work provided on each home.

Contractors and subcontractors will be required to supply a one (1) year warranty for all work completed and materials provided. All materials **must** be new and of the best quality (or as specified), and the labor **shall** be performed by qualified workers in accordance with usual and customary standards and practices of the trade, unless otherwise specified in the scope of work.

The services to be performed by the selected contractor will be subject to the supervision of the EBR PARISH's Program Manager, or designee. The EBR Parish will provide an approved contractor with a scope of work and associated budget for scope as determined to be cost reasonable given market conditions. The approved vendor will have the opportunity to accept individual scopes and budgets or not. Contractors and Nonprofits may receive opportunities to accept agreements with different types of repairs or scopes based on their experience, qualifications, and licenses. For instance, only contractors certified in lead remediation will receive homes requiring lead remediation. As an additional example, only contractors and nonprofits submitting examples of experience and/or work plans detailing homeowner case management and support will receive homes requiring homeowner case management and support.

Upon completion of the home rehabilitation and/or lead hazard reduction, EBR Parish construction monitoring staff will provide an inspection and will either approve the work or require additional work if the work completed is unsatisfactory. Full payment will not be rendered if the work provided does not pass EBR PARISH's inspection as "satisfactory."

Once a pool of qualified home rehabilitation and lead hazard reduction contractors is developed, EBR Parish will assign each home rehabilitation and/or lead hazard reduction contractor a list of properties with a scope of work detailing the work to be performed. From time to time, during the performance of work, the contractor may identify additional items that need addressing in order to properly complete home rehabilitation and/or lead hazard reduction. These items will be evaluated by EBR Parish on a case-by-case basis.

## **8. Evaluation and Award**

Each Proposer bears sole responsibility for the items included or not included within the response submitted by the Proposer. The evaluation committee will evaluate responsive RFQ submissions on the following background and experience, technical criteria, and cost; award points up to the maximum points allocated; and provide an assessment.

Proposer will be experienced as described in the scope of work. Proposer will demonstrate its qualifications in the proposal with a summary of its commercial history, resumes of team members associated with the project and a statement that is capable of meeting the goals and objectives of the program.

Each Proposer should address within the proposal how the firm will meet all the requirements of this RFQ. Proposers will be assessed on the below criteria and will receive an allocation of points (up to the maximum) based upon the following schedule.

## EVALUATION

The criteria cited herein will be evaluated when reviewing the proposal. The proposal will be evaluated in light of the material and the substantiating evidence presented to Parish.

**1. [30 points] Experience and Capacity: 6 pts each.**

- Respondent submissions will be evaluated based on Experience in providing similar home rehabilitation and lead hazard reduction services and is expected to provide at least three references for similar work performed within the past twelve months.
- Summary of qualifications form should be completed.
- Capacity to complete the maintenance of multiple structures/parcels within a limited time. Please provide the number of properties your company has repaired in the past year.
- If the vendor has conducted work for the City Parish previously, number of change orders and past work will be considered.
- For nonprofits or contractors interested in projects requiring case management, please provide information about your capacity to provide case management and support to residents in the Home Rehab and Lead Program.

**2. [30 points] Work Plan and Procedures: 6 pts each.**

- How quickly after receiving a project(s) could the work begin.
- Please note if you have other upcoming projects that may make you unavailable to perform work under this program in the upcoming year.
- Statement detailing firm's safety practices and standards (hydration, containment, cleaning, breaks, tie-offs on roof, etc.).
- Statement detailing firm's waste disposal practices.
- For nonprofits or contractors interested in projects requiring case management, please provide information about your plan and procedures to provide case management and support to residents in the Home Rehab and Lead Program.

**3. [30 points] Licenses and Socially & Economically Disadvantaged Business Enterprise (SEDBE) Vendors: 15 pts each.**

- Businesses that are certified with the City Parish or the state as a SEDBE will receive prioritization for selection in this program. More information about how to become a SEDBE vendor can be found here: <https://www.brla.gov/437/Vendor-Information>
- Respondent's submissions will be evaluated based on their providing a listing of their relevant licenses. Respondent **must** also provide licenses/insurance for any subcontractors the firm intends to use. If a respondent engages additional subcontractors throughout the contract, the respondent will be responsible to notify the City Parish in writing and provide the relevant credentials before the subcontractor commences work.
  - Relevant licenses: Commercial and/or residential contractor license, HVAC, plumbing, and electrician,

**4. [10 points] Presentation and Quality of Submittal: 10 pts.**

Legibility, clarity, and readability of the proposal will be considered in the evaluation. Proposers should demonstrate comprehension of the requirements of this RFQ by providing well-written responses. Responses that are succinct *and* include sufficient detail will be valued higher than those that are needlessly long, are redundant, or lack detail.

## **Contractor Registration**

**Only Firms registered on the Federal government's System for Award Management website ([www.SAM.gov](http://www.SAM.gov); formerly the Central Contractor Registry) and are not suspended or debarred from receiving Federal funding will be considered.** This includes prime consultants and subcontractors, including drillers and laboratories. Please note: there is **no fee** to register on [www.SAM.gov](http://www.SAM.gov).

By signing and submitting a response to this RFQ, the Respondent certifies its firm, any subcontractors, and principals are not suspended or debarred by the General Services Administration (GSA) in accordance with the requirements in OMB Circular A-133. A list of parties who have been suspended or debarred can be viewed via the internet at [www.SAM.gov](http://www.SAM.gov). If a response is submitted and the company, their subconsultants, or their principals are found to be suspended or debarred per [www.SAM.gov](http://www.SAM.gov), or not registered on [www.SAM.gov](http://www.SAM.gov), that RFQ response will automatically be withdrawn from consideration. This provision does not obligate EBR Parish to check [www.SAM.gov](http://www.SAM.gov) or alleviate the RFQ Respondent from their obligation to certify their qualifications as stated in this section. EBR Parish reserves the right to send an inquiry for clarification to any consultant, subcontractor or principal found to be suspended or disbarred by the GSA per [www.SAM.gov](http://www.SAM.gov).

Respondents are encouraged to check [www.SAM.gov](http://www.SAM.gov) through a public search (as opposed to being logged in) to ensure their information is viewable by the general public (which includes EBR Parish). Registration on [www.SAM.gov](http://www.SAM.gov) can take some time and involves multiple steps; respondents are encouraged to make sure they and all subcontractors are registered on the site as soon as possible to allow time for the registration process if necessary.

## **Confidentiality**

All documents submitted in response to this RFQ will become the property of the EBR Parish and public record. The EBR Parish is governed by the Louisiana Open Records Act ("LPRA") La. R.S. 44:1 et seq. By responding to this RFQ, the consulting firm acknowledges that its RFQ response is presumed to be an open record under the LPRA. If the consulting firm submits information that it believes to be subject to an exemption to disclosure under the LPRA, the consulting firm **must** reference the particular exemption from mandatory disclosure outlined in the LPRA. The words "Confidential" or "Proprietary" are not sufficient. The EBR Parish cannot guarantee the confidentiality of claimed material; however, consulting firms specifically waive any claims against the EBR Parish related to the disclosure of any material if made pursuant to a public records request.

## **Information from Other Sources**

EBR Parish reserves the right to consider relevant and factual information gained from sources other than the response and interview.

## **Conflict of Interest**

The firm covenants that at the time of submittal of the response, the firm has no other contractual relationships, which would create any actual or perceived conflict of interest.

## **Preparation Costs**

EBR Parish will not be responsible to pay for any costs incurred by respondents in preparing and submitting the response, or for participating in any interviews requested by the City/Parish.

## **Award of Contract**

The selection process will be as per LA RS 38:2211 for the procurement of non-professional services. Selection will be made of offerors deemed to be fully qualified and best suited for the home rehabilitation and lead hazard reduction program. The EBR Parish Executive or Purchasing Agent will select the offerors which in their opinion has made the best proposal.

## **Socially & Economically Disadvantaged Business Enterprise (SEDBE)**

Written notification is the preferred method of Small, Minority, and Women-owned businesses potential subcontracting opportunities. A current list of certified Small, Minority, and Women-owned businesses may be obtained from the Louisiana Economic Development Certification System at:

<https://smallbiz.louisianaeconomicdevelopment.com/certifiedbusiness/default.aspx>.

Additionally, a current list of Small, Minority and Women-owned businesses, which have been certified by the Louisiana Department of Economic Development and have opted to enroll in the State of Louisiana Procurement and contact (LaPAC) Network, may be assessed from:

<http://wwwprd1.doa.louisiana.gov/OSP/LaPAC/Vendor/srchven2.cfm>.

You may then determine the search criteria (i.e., alphabetized list of all certified vendors, by commodities, etc.), and select "Small". Additional assistance may also be obtained from the Small Business Administration and the Minority Business Development Agency of the Department of Commerce to solicit and use these firms at <http://www.mbda.gov/contact>.

Copies of notification to at least three (or more) certified Small, Minority and Women-owned businesses will satisfy the notification requirements. Notification **must** be provided to the certified entrepreneurs by the proposer in writing no less than five working days prior to the date of proposal deadline.

Notification **must** include the scope of work, location to review plans and specifications (if applicable), information about required qualifications and specifications, any bonding and insurance information and/or requirements (if applicable), and the name of a person to contact.

In the event questions arise after an award is made relative to the proposer's good faith efforts, the proposer will be required to provide supporting documentation to demonstrate its good faith subcontracting plan was actually followed. If it is at any time determined that the Service Provider did not in fact perform its good faith subcontracting plan, the contract award or the existing contract may be terminated.

Service Providers will be required to report Small and Minority and Women-owned businesses subcontractors or distributor participation and the dollar amount of each with payment request to the contract monitor.

## **General Terms and Conditions**

- **ADVERTISING:** In the event a contract is awarded for supplies, equipment, or services resulting from this proposal, no indication of such sales or services to the EBR Parish will be used in product literature or advertising. The contractor will not state in any of its advertising or product literature that the EBR Parish has purchased or uses any of its products or services, and the contractor will not include the EBR Parish in any client list in advertising and promotional materials, unless the contractor has been given written permission by a EBR Parish representative who is authorized to sign on behalf of the EBR Parish.
- Official Bid Documents are available at Central Bidding ([www.centralbidding.com](http://www.centralbidding.com)). Bids will be accepted only on proposal forms furnished by the City of Baton Rouge and EBR Parish of East Baton Rouge Purchasing Division. The EBR Parish will only accept bids from those bidders in whose names the proposal forms and/or specifications were issued. Altered or incomplete bids, (including non- acknowledgement of issued addenda or the use of substitute forms or documents, will subject the bid to rejection on non-responsiveness grounds.
- Note: The EBR Parish has elected to use LaPAC, the state's online electronic bid posting and notification system, in addition to its standard means of advertising this requirement. LaPAC is resident on State Purchasing's website at <https://www.cfprd.doa.louisiana.gov/osp/lapac/pubmain.cfm> and is available for vendor self-enrollment.
- In that LaPAC provides an immediate e-mail notification to subscribing bidders that a solicitation and any subsequent addenda have been let and posted, notice and receipt thereof is considered formally given as of their respective dates of posting. Though not required if receiving solicitation and addenda notices from LaPAC, the EBR Parish will email addenda to all vendors contacting our office and requesting to be put on our office Vendor Listing for this solicitation.
- **ANNOUNCEMENT OF AWARD:** Public notice of the award of this contract, or the announcement of the decision to award this contract, will be given via a posting of written notice on the Purchasing webpage at <http://city.brla.gov/dept/purchase/bidresults.asp>
- **ANTI-TRUST:** By entering into a contract, the contractor conveys, sells, assigns, and transfers to the EBR Parish all rights, title and interest in and to all causes of action it may now have or hereafter acquire under the antitrust laws of the United States and the State of Louisiana, relating to the particular goods or services purchased or acquired by the EBR Parish under said contract.
- **APPLICABLE LAWS & COURTS:** This procurement transaction, and any resulting contract, will in all aspects be governed by the laws of the State of Louisiana, notwithstanding conflicts of laws provisions and any litigation with respect thereto will be brought in the courts of Louisiana. The EBR Parish and the contractor are encouraged to resolve any issues in controversy arising from the award of the contract or any contractual dispute using the dispute resolution process contained within the EBR Parish Purchasing Manual. The contractor will comply with all applicable federal, state and local laws, rules and regulations.
- **ASSIGNMENT OF CONTRACT:** A contract will not be assignable by the contractor in whole or in part without the written consent of the EBR Parish.

AUTHORITY TO TRANSACT BUSINESS: In accordance with Louisiana Law (R.S. 12:262.1 and 12:1308.2), all corporations and limited liability companies **must** be in good standing with the Louisiana Secretary of State at the time of execution of the contract.

- AVAILABILITY OF FUNDS: It is understood and agreed between the parties herein that the EBR Parish will be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.
- CANCELLATION OF CONTRACT: The EBR Parish may terminate any agreement resulting from this solicitation at any time, for any reason or for no reason, upon thirty days' advance written notice to the Contractor. In the event of such termination the Contractor will be compensated for services and work performed prior to termination.
- CHANGES TO THE CONTRACT: Changes can be made to the contract in any of the following ways:
  - The parties may agree in writing to modify the scope of the contract. An increase or decrease in the price of the contract resulting from such modification will be agreed to by the parties as a part of their written agreement to modify the scope of the contract.
  - The EBR Parish may order changes within the general scope of the contract at any time by written notice to the contractor. Changes within the scope of the contract include, but are not limited to, things such as services to be performed, the method of packing or shipment, and the place of delivery or installation. The contractor will comply with the notice upon receipt. The contractor will be compensated for any additional costs incurred as the result of such order and will give the EBR Parish a credit for any savings. Said compensation will be determined by one of the following methods:
    - By mutual agreement between the parties in writing; or
    - By agreeing upon a unit price or using a unit price set forth in the contract, if the work to be done can be expressed in units, and the contractor accounts for the number of units of work performed, subject to the EBR Parish's right to audit the contractor's records and/or to determine the correct number of units independently; or
    - By ordering the contractor to proceed with the work and keep a record of all costs incurred and savings realized. A markup for overhead and profit may be allowed if provided by the contract. The same markup will be used for determining a decrease in price as the result of savings realized. The contractor will present the EBR Parish with all vouchers and records of expenses incurred and savings realized. The EBR Parish will have the right to audit the records of the contractor as it deems necessary to determine costs or savings. Any claim for an adjustment in price under this provision **must** be asserted by written notice to the EBR Parish within thirty (30) days from the date of receipt of the written order from the Parish. If the parties fail to agree on an amount of adjustment, the question of an increase or decrease in the contract price or time for performance will be resolved in accordance with the procedures for resolving disputes provided by the Disputes Clause of this contract or. Neither the existence of a claim nor a dispute resolution process, litigation or any other provision of this contract will excuse the contractor from promptly complying with the changes ordered by the EBR Parish or with the performance of the contract generally.



- CLARIFICATION OF TERMS: The EBR Parish will assume no responsibility for oral instructions, suggestion or interpretation. Any question regarding the offer documents and/or specifications will be directed to the Purchasing Division and any material change will be submitted to all Offerors through issuance of an addendum. Any questions related to this solicitation **MUST** be submitted to the contact named on the first page of this solicitation no fewer than seven (7) days prior to the bid opening or proposal closing date specified. Questions should be in writing and electronic transmission is preferred. Questions submitted beyond the time specified above may be left unanswered if sufficient time does not allow a response to all prospective Offerors without causing an unacceptable delay in the process.
- Any contact with any EBR Parish representative, other than that outlined within this solicitation, concerning this solicitation is prohibited. Such unauthorized contact may disqualify your firm from this procurement.
- COLLUSIVE OFFERS: The offer of any Offeror or Offerors who engage in collusive practices will be rejected. Any Offeror who submits more than one offer in such manner as to make it appear that the offers submitted are not on a competitive basis from different parties will be considered a collusive Offeror. The EBR Parish may reject the offer of any collusive Offeror upon bid opening or proposal closing. However, nothing in this section will prevent an Offeror from superseding an offer by a subsequent offer delivered prior to bid opening or proposal closing which expressly revokes the previous offer.
- CONFIDENTIALITY OF PERSONALLY IDENTIFIABLE INFORMATION: The contractor assures that, in the event that any awarded contract involves information and data obtained as to personal facts and circumstances related to patients, students or clients, such information and data will be collected and held confidential, during and following the term of this agreement, and will not be divulged without the individual's and the EBR Parish's written consent and only in accordance with federal and state law. Contractors who utilize, access, or store personally identifiable information as part of the performance of a contract are required to safeguard this information and immediately notify the EBR Parish of any breach or suspected breach in the security of such information. Contractors will allow the EBR Parish to both participate in the investigation of incidents and exercise control over decisions regarding external reporting. Contractors and their employees working on this project may be required to sign a confidentiality statement.
- CONTRACTOR'S FORMS/BOILERPLATE CONTRACTS: All written agreements, contracts, service agreements, account applications, forms and other documents, of any nature, that the Contractor would require the EBR Parish to sign in connection with any contract resulting from this procurement transaction, or the performance thereof by the Contractor, **must** be submitted along with the Contractor's offer. Under no circumstances will the EBR Parish be required to agree to any contractual provision (i) that would materially conflict with any provision of this solicitation, (ii) that would affect the price, quality, quantity or delivery schedule for any goods or services, or (iii) that would, in the EBR Parish's sole discretion, materially alter the overall combination of quality, price and various elements of required services that in total are optimal relative to the EBR Parish's needs, and the Contractor will not condition its performance or delivery upon any such agreement by the Parish.

- **CONTRACTUAL CLAIMS:** Contractual claims, whether for money or other relief, will be submitted in writing no later than 60 days after final payment; however, written notice of the contractor's intention to file a claim will be given at the time of the occurrence or beginning of the work upon which the claim is based. The EBR Parish has established an administrative procedure for consideration of contractual claims, and a copy of such procedure is available upon request from the EBR Parish's Purchasing Office. Protests will be reviewed by a committee appointed by the EBR Parish Attorney. The decision of the committee regarding the protest will be given to the proposer in writing within ten (10) days after all pertinent information has been considered. The decision of the Review Committee will be a condition precedent to any other proceedings in connection with a protest and will be considered the administrative remedy available to the protesting bidder.
- **DEBARMENT STATUS:** Certification of no suspension or debarment. By signing and submitting any bid for \$25,000 or more, the bidder certifies that their company, any subcontractors, or principals are not suspended or debarred by the general services administration (GSA) in "Audit Requirements in Subpart F of the Office of Management and Budget's uniform administrative requirements, cost principles, and audit requirements for federal awards" (Formerly OMB circular a-133).
  - A list of parties who have been suspended or debarred can be viewed via the internet at <http://www.sam.gov>.
  - A contract award **must** not be made to parties listed on the government wide exclusions in the System for Award Management. (SAM), in accordance with OMB guidelines at 2 C.F.R. 180. SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.
- **DEFAULT:** In case of failure to deliver goods or services in accordance with the contract terms and conditions, the EBR Parish, after due oral or written notice, may procure them from other sources and hold the contractor responsible for any resulting additional purchase and administrative costs. This remedy will be in addition to any other remedies which the EBR Parish may have.
- **DRUG-FREE WORKPLACE:** Pursuant to La. Admin. Code tit. 22 § I-207, during the performance of this contract the contractor agrees as follows: (i) to provide a drug-free workplace for the contractor's employees; (ii) to post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; and (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor. For the purposes of this paragraph, "drug-free workplace" means a site for the performance of work done in connection with the contract awarded to a contractor in accordance with this procurement transaction, where the contractor's employees are prohibited from engaging in the unlawful manufacture, sale distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

- **ETHICS IN PUBLIC CONTRACTING**: The State of Louisiana Code of Governmental Ethics places restrictions on awarding contracts or purchase orders to persons who are employed by any agency of the EBR Parish Government, or any business of which he or his spouse has more than a twenty-five percent (25%) interest. The Code also prescribes other restrictions against conflict of interest and establishes guidelines to assure that appropriate ethical standards are followed. If any question exists regarding potential violation of the Code of Ethics, bidders should contact the Purchasing Division prior to submission of the bid. Any violation of the Code of Ethics will be grounds for disqualification of bid or cancellation of contract.
- **FORM W-9 REQUIRED**: Each offeror will submit a completed W-9 form with their offer. In the event of contract award, this information is required in order to issue purchase orders and payments to your firm. A copy of this form can be downloaded from <http://www.irs.gov/pub/irs-pdf/fw9.pdf>.
- **HEADINGS**: Section, article and paragraph headings contained within this solicitation have been inserted only as a matter of convenience and for reference, and they in no way define, limit, or describe the scope or intent of any term, condition or provision of this solicitation.
- **IMMIGRATION REFORM AND CONTROL ACT OF 1986**: By entering into a written contract with the EBR Parish, the Contractor certifies that the Contractor does not, and will not during the performance of the contract for goods and services in the Commonwealth, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.
- **INCLEMENT WEATHER/CLOSURE OF EBR PARISH OFFICES**: If the EBR Parish is closed for business at the time scheduled for bid opening or proposal closing, for whatever reason, sealed offers will be accepted and opened on the next scheduled business day, at the originally scheduled time.
- **INDEMNIFICATION**: Contractor hereby assumes, and will defend, indemnify and save the EBR Parish and all of its officers, agents and employees harmless from and against any and all liability, loss, claim, suit, damage, charge or expense including attorney fees which the EBR Parish and all of its officers, agents and employees may suffer, sustain, incur or in any way be subjected to, on account of death of or injury to any person (including, without limitation, EBR Parish officers, agents, employees, licensees and invitees) and for damage to, loss of , and destruction of any property whatsoever, which arises out of, results from, or is in any way connected with actions taken by the Contractor in the performance of its obligations under this Agreement, or which occurs as a consequence of any negligence, omission or misconduct of the Contractor and any of Contractor's subcontractors, agents or employees in the performance of Contractor's or any of its subcontractors, agents or employees in performing work under this contract, regardless of whether such loss or expense is caused in part by a party indemnified hereunder.
- Pursuant to Louisiana law, the EBR Parish of East Baton Rouge, Louisiana may not indemnify any party for any purpose. Any provisions in this agreement providing to the contrary are hereby deleted.
- **INSURANCE**: By signing and submitting a proposal under this solicitation, the offeror certifies that if awarded the contract, it will purchase and maintain, at its sole expense, and from a company or companies authorized to do business within the EBR Parish, insurance policies containing the types of coverages and minimum limits specified in the attached document, INSURANCE REQUIREMENTS, protecting from claims which may arise out of or result from the Offeror's performance or non-performance of services under this Contract, or the performance or non-performance of services under this Contract by anyone directly or indirectly employed by the Offeror or for whose acts it may be liable.

- **NON-DISCRIMINATION:** The EBR Parish is an equal opportunity employer, and does not discriminate against anyone on the basis of race, sex, creed, color, religion, national origin, ancestry, reprisal, disability, sexual orientation, marital status or political affiliation
  - Every contract over \$10,000 will include the provisions:
  - During the performance of this contract, the contractor agrees as follows:
    - The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability or any other basis prohibited by law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
    - The Contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that it is an equal opportunity employer.
    - Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation will be deemed sufficient for the purpose of meeting these requirements.
    - The contractor will include the provisions of No. 1 above in every subcontract or purchase order over \$10,000 so that the provision will be binding upon each subcontractor or vendor.
    - **NON-DISCRIMINATION OF CONTRACTORS:** A bidder, offeror, or contractor will not be discriminated against in the solicitation or award of this contract because of race, religion, color, sex, national origin, age, disability, faith-based organizational status, any other basis prohibited by state law relating to discrimination in employment or because the bidder or offeror employs ex-offenders unless the EBR Parish has made a written determination that employing ex-offenders on the specific contract is not in its best interest. If the award of this contract is made to a faith-based organization and an individual, who applies for or receives goods, services, or disbursements provided pursuant to this contract objects to the religious character of the faith-based organization from which the individual receives or would receive the goods, services, or disbursements, the public body will offer the individual, within a reasonable period of time after the date of his objection, access to equivalent goods, services, or disbursements from an alternative provider.
    - **NON-DISCRIMINATION OF FAITH-BASED ORGANIZATIONS:** The EBR Parish does not discriminate against faith-based organizations. Vendors submitting signed bids agree to EEOC compliance and certify that they agree to adhere to the mandates dictated by Title VI and VII of the Civil Right Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Act of 1975, and agrees to abide by the requirements of the Americans with Disabilities Act of 1990.

- OFFER ACCEPTANCE: Bids or Proposals (Offers) **must** be submitted by the date and time stated in this solicitation. Offers will be date and time stamped upon receipt and retained unopened in a secure location until proposal opening. No consideration will be given to date of postmark or error in delivery to incorrect address. It is the responsibility of the offeror to ensure timely and correct delivery of Offer.
  
- ONLINE VENDOR REGISTRATION REQUIRED: In the event of contract award, vendor is required to register using the EBR Parish's online vendor registration in order to issue purchase orders and payments to your firm. Further information regarding our online vendor registration can be found on our website. New vendors or existing vendors who need to create a VSS account can do so clicking the Registration link at <http://brla.gov/vss>. Vendors are encouraged to review the step by step <https://www.brla.gov/DocumentCenter/View/4899/Vendor-Self-Service-Registration-Guide-PDF> before beginning the registration process which may be assessed at <https://www.brla.gov/DocumentCenter/View/4899/Vendor-Self-Service-Registration-Guide-PDF>.
  
- OSHA STANDARDS: All contractors and subcontractors performing services for the EBR Parish are required and will comply with all Occupational Safety and Health Administration (OSHA), State and EBR Parish Safety and Occupational Health Standards and any other applicable rules and regulations. Also, all contractors and subcontractors will be held responsible for the safety of their employees and any unsafe acts or conditions that may cause injury or damage to any persons or property within and around the work site area under this contract.
  
- OWNERSHIP OF DOCUMENTS: All information, documents, and electronic media furnished by the EBR Parish to the Contractor belong to the EBR Parish, are furnished solely for use in connection with the Contractor's performance of Services required by this Agreement, and will not be used by the Contractor on any other project or in connection with any other person or entity, unless disclosure or use thereof in connection with any matter other than Services rendered to the EBR Parish hereunder is specifically authorized in writing by the EBR Parish in advance. All documents or electronic media prepared by or on behalf of the Contractor for the EBR Parish are the sole property of the EBR Parish, free of any retention rights of the Contractor. The Contractor hereby grants to the EBR Parish an unconditional right of use, for any purpose whatsoever, documents or electronic media prepared by or on behalf of the Contractor pursuant to this Agreement, free of any copyright claims, trade secrets, or any other proprietary rights with respect to such documents. In the event of termination of the contract for any reason, all accounts will be returned to the EBR Parish in a format requested by the EBR Parish.

- The EBR Parish will promptly pay for completed delivered goods or services by the required payment date. The required payment date will be either: (i) the date on which payment is due under the terms of a contract for the provision of goods or services, or (ii) if a date is not established by contract, not more than 45 days after goods or services are received or not more than 45 days after an invoice is rendered, whichever is later. Separate payment dates may be specified for contracts under which goods or services are provided in a series of partial executions or deliveries to the extent that the contract provides for separate payment for partial execution or delivery. Within 30 days after the receipt of an invoice for goods or services, the EBR Parish will notify the supplier of any defect or impropriety that would prevent payment by the required payment date. In the event that the EBR Parish fails to make payment by the required payment date, the EBR Parish will pay any finance charges assessed by the supplier that will not exceed one percent per month. In cases where payment is made by mail, the date of postmark will be deemed to be the date payment is made.
- Individual contractors will provide their social security numbers, and proprietorships, partnerships, and corporations will provide the EBR Parish with a federal employer identification number, prior to receiving any payment from the EBR Parish.
- Invoices for items ordered, delivered and accepted will be submitted by the contractor directly to the payment address shown on the purchase order/contract. All invoices will show the EBR Parish contract number and/or purchase order number.
- All goods or services provided under this contract or purchase order, that are to be paid for with public funds, will be billed by the contractor at the contract price, regardless of which EBR Parish department is being billed.
- To Subcontractors:
  - A contractor awarded a contract under this solicitation is hereby obligated:
    - To pay the subcontractor(s) within seven (7) days of the contractor's receipt of payment from the EBR Parish for the proportionate share of the payment received for work performed by the subcontractor(s) under the contract; or
    - To notify the EBR Parish and the subcontractor(s), in writing, of the contractor's intention to withhold payment and the reason.
    - The contractor is obligated to pay the subcontractor(s) interest at the rate of one percent per month (unless otherwise provided under the terms of the contract) on all amounts owed by the contractor that remain unpaid seven (7) days following receipt of payment from the EBR Parish, except for amounts withheld as stated in (2) above. The date of mailing of any payment by U. S. Mail is deemed to be payment to the addressee. These provisions apply to each sub-tier contractor performing under the primary contract. A contractor's obligation to pay an interest charge to a subcontractor may not be construed to be an obligation of the EBR Parish.
- PERMITS AND FEES: All offers submitted will have included in price, the cost of any business or professional licenses, permits or fees required by the EBR Parish or the State of Louisiana. The offeror **must** have all necessary licenses to perform the services in the state and, if practicing as a corporation, be authorized to do business in Louisiana.

- **PRECEDENCE OF TERMS:** The following General Terms and Conditions: applicable laws and courts, antidiscrimination, ethics in public contracting, immigration reform and control act of 1986, debarment status, antitrust, mandatory use of EBR Parish form and terms and conditions, clarification of terms, payment will apply in all instances. In the event there is a conflict between any of the other General Terms and Conditions and any Specific Terms and Conditions in this solicitation, the Specific Terms and Conditions will apply.
- **PUBLIC INSPECTION OF CERTAIN RECORDS:** Except as otherwise provided, and in accordance with Louisiana Code, all proceedings, records, contracts and other public records relating to the EBR Parish's procurement transactions will be open to the inspection of any citizen, or any interested person, firm or corporation, in accordance with the Louisiana Freedom of Information Act. Any offeror, upon request, will be afforded the opportunity to inspect bid or proposal records within a reasonable time after the opening of all bids but prior to award, except in the event the EBR Parish decides not to accept any of the offers and to reopen the solicitation. Otherwise, bid or proposal records will be open to public inspection only after award of the contract. Trade secrets or proprietary information submitted by an offeror in connection with this procurement transaction will not be subject, but only if the offeror (i) invokes the protections of Louisiana Code prior to or upon submission of the data or other materials; (ii) identifies the specific data or other materials to be protected, and (iii) states the reasons why protection is necessary. A general designation of a contractor's entire bid or proposal submission or volume as being "confidential" will not be sufficient to invoke the protections referenced above. [www.brla.gov/531/Public-Records](http://www.brla.gov/531/Public-Records).
- **QUALIFICATIONS OF OFFERORS:** The EBR Parish may make such reasonable investigations as deemed proper and necessary to determine the ability of the Offeror to perform the services/furnish the goods and the Offeror will furnish to the EBR Parish all such information and data for this purpose as may be requested. The EBR Parish reserves the right to inspect Offeror's physical facilities prior to award to satisfy questions regarding the Offeror's capabilities. The EBR Parish further reserves the right to reject any offer if the evidence submitted by, or investigations of, such Offeror fails to satisfy the EBR Parish that such Offeror is properly qualified to carry out the obligations of the contract and to provide the services and/or furnish the goods contemplated therein.
- **RIGHT TO ACCEPT OR REJECT OFFERS:** The EBR Parish reserves the right to accept or reject any or all offers in whole or in part and to waive any informality in the offer. Informality will be defined as a minor defect or variation from the exact requirements which does not affect the price, quality, quantity or delivery schedule.
- **SMALL BUSINESS SUBCONTRACTING AND EVIDENCE OF COMPLIANCE:** It is the policy of the EBR Parish to facilitate the establishment, preservation and strengthening of small businesses and businesses owned by women and minorities and service-disabled veterans and to encourage their participation in the EBR Parish's procurement activities. Toward that end the EBR Parish encourages these firms to compete and encourages other firms to provide for the participation of these firms through partnerships, joint ventures, subcontracts or other contractual opportunities. Offerors are asked, as part of their submission, to describe any planned use of such business in fulfilling this contract. Upon request, a list of certified businesses under this requirement will be made available.
- **TAXES:** The EBR Parish is exempt from State Sales Tax and Federal Excise Tax. Tax Exemption Certificate indicating the EBR Parish's tax-exempt status will be furnished by the EBR Parish upon request. EBR Parish is exempt from paying sales tax under LSA-R.S. 47:301 (8)(c).

- **TESTING AND INSPECTION:** The EBR Parish reserves the right to conduct any test/inspection it may deem advisable to assure goods and services conform to the specifications.
- **USE OF BRAND NAMES:** Unless otherwise provided in this solicitation, the name of a certain brand, make or manufacturer does not restrict offerors to the specific brand, make or manufacturer named, but conveys the general style, type, character, and quality of the article desired. Any article which the Parish, in its sole discretion, determines to be the equal of that specified, considering quality, workmanship, economy of operation, and suitability for the purpose intended, will be accepted. The offeror is responsible to clearly and specifically identify the product being offered and to provide sufficient descriptive literature, catalog cuts and technical detail to enable the EBR Parish to determine if the product offered meets the requirements of the solicitation. This is required even if offering the exact brand, make or manufacturer specified. Normally in competitive sealed bidding only the information furnished with the bid will be considered in the evaluation. Failure to furnish adequate data for evaluation purposes may result in declaring a bid nonresponsive. Unless the offeror clearly indicates in its bid or proposal that the product offered is an equal product, such offer will be considered to offer the brand name product referenced in the solicitation.
- The terms and conditions set forth above within this solicitation will be deemed incorporated into any contract resulting from this procurement transaction, as if set forth therein verbatim.

### **Specific Terms and Conditions**

- **ADDITIONAL SITES:** The EBR Parish reserves the right to add additional sites during the term of this contract as needed. When sites are added, all awarded Contractors will be contacted and pricing will be requested. The additional site will be awarded to the contractor who submits the lowest pricing based on the requirements of that request. A contract modification will then be completed.
- **AUDIT & RECORDS ACCESS:** The contractor will retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the EBR Parish, whichever is sooner. The agency, its authorized agents, and/or the EBR Parish will have full access to and the right to examine any of said materials during the said period. Notwithstanding the foregoing, in the event that this Agreement constitutes a contract as defined in Section 1861(v)(l) of the Social Security Act, in effect as of the date of this Agreement or as may be amended thereafter, each Party agrees that until the expiration of four (4) years after the furnishing of services pursuant to this Agreement, that it will make available upon written request of the Secretary of Health and Human Services or the Controller General of the United States or any of their authorized representatives, this Agreement and any and all books, documents and records of such Party that are necessary to verify the nature and extent of the fees paid by the EBR Parish pursuant to the terms of this Agreement.
- **AWARD TO MULTIPLE OFFERORS:** The EBR Parish reserves the right to make multiple awards as a result of this solicitation. The award(s) will be made to the Offeror(s) meeting the requirements of the solicitation. The EBR Parish reserves the right to conduct any tests it may deem advisable and to make all evaluations. The EBR Parish also reserves the right to reject any or all offers, in whole or in part, to waive informalities and to delete items prior to making the award, whenever it is deemed in the sole opinion of the procuring public body to be in its best interest.



- **COOPERATIVE CONTRACTING:** This procurement is being conducted by EBR Parish in accordance with the provisions of Louisiana R.S. 38:2212.1. Except for contracts for architectural and engineering services, if agreed to by the contractor, other public bodies may utilize this contract. The Contractor will deal directly with any public body it authorizes to use the contract. The Parish, its officials and staff are not responsible for placement of orders, invoicing, payments, contractual disputes, or any other transactions between the Contractor and any other public bodies, and in no event will the Parish, its officials or staff be responsible for any costs, damages or injury resulting to any party from use of a EBR Parish contract. The EBR Parish assumes no responsibility for any notification of the availability of the contract for use by other public bodies, but the Contractor may conduct such notification.
- **RENEWAL OF CONTRACT:** Contract will be for one-year beginning date of award with the option to renew under the terms of the original agreement for up to four (4) additional one-year terms if agreed upon in writing by both parties. Prior to the expiration date of the initial contract or any subsequent renewal, the Contractor may request price adjustments to be effective during the upcoming contract period. Price increases will be limited to no more than the percentage increase in the Consumer Price Index, Urban Wage Earners and Clerical Workers (CPI-W), U.S. City Average, Other Services, for the most recently published twelve months as published by the U.S. Department of Labor, Bureau of Labor Statistics. The base price to which any adjustments will be made will be the prices in effect during the contract term prior to the proposed term.
- **METHOD OF PAYMENT:** The Contractor should submit its invoice for the services performed for the EBR Parish during the previous month, less any refunds paid out by the EBR Parish in the previous month, on or before the 15th day of the following month. For example: the April 15th invoice would include fees based on a percent of the March collections less the March refunds paid out.

## 9. Notice of Intent to Award

Upon review and approval of the evaluation committee's recommendation for award by the Director of Purchasing and the Metropolitan Council, a *Notice of Intent to Award* letter will be issued to the Proposer. The EBR Parish desires to have a contract completed and signed by all parties concerned, on or before the date indicated in the Schedule of Events. If the Proposer fails to submit the Award Contract by the scheduled deadline, through no liability of the EBR Parish, the EBR Parish may elect to cancel the *Notice of Intent to Award* letter and make the award to the next highest scored Proposer.

The Purchasing Division will notify all unsuccessful Proposers as to the outcome of the evaluation process, and include, upon request, evaluation factors, points, and a summary. A recommendation report will be made available to all interested parties after the *Notice of Intent to Award* letter has been issued.

## 10. Contract Negotiations

If, for any reason, the Proposer whose proposal is most responsive to the EBR Parish's needs, price, and other evaluation factors set forth in the RFQ considered, does not agree to the contract, that proposal will be rejected and the EBR Parish may negotiate with the next highest scored Proposer. Negotiation may include revision of non-mandatory terms, conditions, and requirements. Negotiation will also allow price adjustments. The final contract form will be reviewed by the Purchasing Division and approved by the EBR Parish Attorney prior to issuance of a purchase order, if applicable, to complete the process.

The RFQ, any addendums, and the proposal of the selected Proposer will become part of any contract initiated by the EBR Parish.

**In no event is a Proposer to submit its own standard contract terms and conditions as a response to this RFQ.** The Proposer needs to address the specific language in the sample contract Attachment E and submit with their proposal any exceptions or exact contract deviations that the firm wishes to negotiate. The terms for both of these documents may be negotiated as part of the negotiation process, with the exception of contract provisions that are non-negotiable.

If the contract negotiation period exceeds **30 days**, or if the selected Proposer fails to sign the contract within **seven calendar days of delivery of the contract**, the EBR Parish may elect to cancel the award and award the contract to the next highest scored Proposer.

Award will be made to the Proposer whose proposal, conforming to the RFQ, will be the most advantageous to the EBR Parish, price and other factors considered.

## 11. Ownership

All proposals and/or documentation submitted therewith are EBR Parish's property for all purposes.

Proposers **must** clearly mark documents or information as "confidential" in order to claim exemption, if any, from public records disclosure and specifically justify the exemption.

### **Confidential Information, Trade Secrets, and Proprietary Information**

The designation of certain information as trade secrets and/or privileged or confidential proprietary information will only apply to the technical portion of your proposal. Your cost proposal will not be considered confidential under any circumstance. Any proposal copyrighted or marked as confidential or proprietary in its entirety may be rejected without further consideration or recourse.

For the purposes of this procurement, the provisions of the Louisiana Public Records Act (La. R.S. 44.1 et. seq.) will be in effect. Pursuant to this Act, all proceedings, records, contracts, and other public documents relating to this procurement will be open to public inspection. Proposers are reminded that while trade secrets and other proprietary information they submit in conjunction with this procurement may not be subject to public disclosure, protections **must** be claimed by the Proposer at the time of submission. Proposers should refer to the Louisiana Public Records Act for further clarification.

The Proposer will mark the cover sheet of the proposal with the following legend, specifying the specific page(s) and/or section(s) of the proposal that are sought to be restricted:

*“The data contained on page(s) XX and/or section(s) XX of the proposal have been submitted in confidence and contain trade secrets and/or privileged or confidential information and such data will only be disclosed for evaluation purposes, provided that, if a contract is awarded to this Proposer as a result of or in connection with the submission of this proposal, the EBR Parish will have the right to use or disclose the data therein to the extent provided in the contract. This restriction does not limit the EBR Parish’s right to use or disclose data obtained from any source, including the Proposer, without restrictions.”*

Further, to protect such data, each page containing such data will be specifically identified and marked “CONFIDENTIAL.” If a competing Proposer or other person seeks review or copies of another Proposer's confidential data, the EBR Parish will notify the owner of the asserted data of the request. If the owner of the asserted data does not want the information disclosed, it **must** agree to indemnify the EBR Parish and hold the EBR Parish harmless against all actions or court proceedings that may ensue (including attorney's fees), which seek to order the EBR Parish to disclose the information. If the owner of the asserted data refuses to indemnify and hold the EBR Parish harmless, the EBR Parish may disclose the information.

The EBR Parish reserves the right to make any proposal, including proprietary information contained therein, available to Purchasing Division personnel, the Office of the Mayor-President, or other EBR Parish agencies or organizations for the sole purpose of assisting the EBR Parish in its evaluation of the proposal. The EBR Parish will require said individuals to protect the confidentiality of any specifically identified proprietary information or privileged business information obtained as a result of their participation in these evaluations.

If your proposal contains confidential information, you should also submit a redacted copy along with your proposal. If you do not submit the redacted copy, you will be required to submit this copy within 48 hours of notification from Purchasing. When submitting your redacted copy, clearly mark the cover as – **“Redacted Copy”** – to avoid having this copy reviewed by an evaluation committee member. The redacted copy should also state which sections or information has been removed.

## 12. Legibility / Clarity

Responses to the requirements of this RFQ in the formats requested are desirable, with all questions answered in as much detail as practicable. The Proposer’s response should demonstrate an understanding of the requirements. Proposals prepared simply and economically, providing a straightforward, concise description of the Proposer’s ability to meet the requirements of the RFQ are also desired. Each Proposer will be solely responsible for the accuracy and completeness of its proposal.

## 13. Effects

The EBR Parish is not responsible for any cost associated with RFQ development, submission, or presentation, and is not responsible for any costs associated, in any way, with contract negotiation.

## **Changes, Addenda, & Withdrawals**

The EBR Parish reserves the right to change the schedule of events or issue addenda to the RFQ at any time. The EBR Parish also reserves the right to cancel or reissue the RFQ.

If the Proposer needs to submit changes or addenda, such will be submitted in writing prior to the proposal opening, signed by an authorized representative of the Proposer, cross-referenced clearly to the relevant proposal section, and submitted in a sealed envelope, marked [**Addenda**] **2023-20 HOME REHABILITATION & LEAD HAZARD REDUCTION PROGRAM**

A Proposer may withdraw a proposal that has been submitted at any time up to the proposal closing date and time. To accomplish this, a written request signed by the authorized representative of the Proposer **must** be submitted to the Purchasing Division.

## **Deliverables**

The deliverables and structure listed in Attachment A are the minimum desired from the successful Proposer. Every Proposer should describe what deliverables will be provided per their proposal and how the proposed deliverables will be provided.

## **Acceptance**

All proposals will be considered valid for acceptance until such time an award is made, unless the Proposer provides for a different time period within its proposal response.

The EBR Parish reserves the right to reject a proposal if the Proposer's response is unacceptable, and the Proposer is unwilling to extend the validity of its proposal.

The mandatory RFQ requirements will become contractual obligations if a contract ensues. Failure of the successful Proposer to accept these obligations will result in the rejection of the proposal.

## **Rejection**

Issuance of this RFQ in no way constitutes a commitment by the EBR Parish to award a contract. The EBR Parish reserves the right to accept or reject any or all proposals submitted or to cancel this RFQ if it is in the best interest of the EBR Parish to do so. Failure to submit all non-mandatory information requested may result in the EBR Parish requiring prompt submission of missing information and/or giving a lower score in the evaluation of the proposal.

**Proposals received after the deadline, corrupted files, and incomplete submissions will not be considered.**

## **Order of Precedence**

In the event of an inconsistency between the contract, the RFQ, and/or the Proposer's proposal, the inconsistency will be resolved by giving precedence first to the final contract, then to the RFQ and subsequent addenda (if any), and finally, the Proposer's proposal.

## 14. Required Attachments with Proposal

In addition to the proposal, Proposers are required to complete and submit the following attachments:

- Attachment B Proposal Forms

The successful proposer will be required to submit a certificate of insurance that meets or exceeds the following attachment:

- Attachment C Insurance Requirements

## 15. Sample Agreement

The EBR Parish supplies a sample professional services agreement in Attachment E.

The selected Proposer will be expected to enter into a contract that is substantially the same as the sample agreement.

Proposer will not submit its own standard contract terms and conditions as a response to this RFQ. Non-negotiable contract terms include but are not limited to taxes, assignment of contract, audit of records, EEOC and ADA compliance, record retention, content of contract/order of precedence, contract changes, governing law, claims or controversies, and termination based on contingency of appropriation of funds (if applicable).

**By responding to this RFQ, the Proposer agrees to the EBR Parish's required Contract Terms and Conditions as provided in Attachment E and therefore waives any future right to contest the required provisions.**

## 16. Taxes

Any taxes, other than state and local sales and use taxes, from which the EBR Parish is exempt, will be assumed to be included within the Proposer's cost.

## 17. Proposal Submission Requirements

It will be a requirement of the Proposer to demonstrate through its response to this RFQ that the Proposer can effectively meet or exceed the stated requirements listed in this section.

Proposers **must** respond to each of the requirements, explaining and demonstrating their qualifications. Each response will be evaluated and scored. Supporting documentation and actual examples of currently provided services **must** be provided within the Proposer's response. Please note that all proposals will be public record, and all personally identifiable information **must** be redacted from documentation. Scoring will be based on the content, depth, and detail in the response, and the documentation provided in support of responses. Failure to provide supporting documentation or inadequate documentation may result in a reduced or failing score.

## Submission Documents

Proposers will submit one (1) signed hardcopy of the original proposal in a sealed envelope, marked [**Original**] **2023-20 HOME REHABILITATION & LEAD HAZARD REDUCTION PROGRAM**. Additionally, proposers should submit five (5) additional hardcopies of the signed proposal in a sealed envelope, marked [**Copy**] **2023-20 HOME REHABILITATION & LEAD HAZARD REDUCTION PROGRAM**, one (1) digitally signed proposal on CD/DVD/USB drive in PDF format, marked **2023-20 HOME REHABILITATION & LEAD HAZARD REDUCTION PROGRAM**, and one (1) redacted copy of the proposal, if applicable.

To achieve a uniform review process and obtain the maximum degree of comparability, the EBR Parish requires that the proposals be organized in the manner specified below.

The proposal will include all of the following:

- 1) **Title Page**  
RFQ number, RFQ name, the name of the firm, address, telephone number(s), facsimile machine number(s), name of contact person, and date.
- 2) **Table of Contents**  
Clearly identify the materials by section, page number, and/or tabs.
- 3) **Letter of Transmittal** (Limited to 5 Pages)  
Containing a summary of Proposer's ability to perform the services describe in the RFQ and confirms that Proposer is willing to perform those services and enter into a contract with the EBR Parish. By signing the letter and/or the proposal, the proposer certifies compliance with the signature authority required in accordance with Louisiana law.  
States your firm's understanding of the services to be performed and make a positive commitment to provide services as specified. Give the name(s) of the person(s) who is/are authorized to make representations for your firm, their title, address, and email address of each person authorized to sign as the Proposer, their telephone number(s), and facsimile number(s).  
The person signing the proposal **must** be a current corporate officer, partnership member, or other individual authorized to submit a proposal as reflected in the appropriate records on file with the Secretary of State and has authority to sign in the capacity as a Proposer to bind the company (as reflected by a corporate resolution, certificate, affidavit, or any other documents that would trace back to authority to bind a company) in accordance with Louisiana law.
- 4) **Proposal's Contents**  
Proposals should contain a clear and comprehensive response to all requirements/questions in the order contained herein:
  - a) Proposer Background & Experience
  - b) Service plan/defined processes fulfilling RFQ requirements
  - c) Other related services
  - d) Required Attachments

## 18. Potential Period of Agreement

As reflected in the *Scope of Work*, this contract will commence upon the issuance of a Notice to Proceed by the Department representative; for the purposes of this RFQ, the anticipated Notice to Proceed is 4<sup>th</sup> Quarter, 2023.

## 19. Claims or Controversies

Any Proposer who believes they were adversely affected by the EBR Parish's procurement process or award, may file a protest. It **must** be submitted in writing to the Director of Purchasing and specifically state the particular facts which form the basis of the protest and the relief requested. Protests with regard to the specification documents will not be considered after proposals are opened and **must** be received at least two (2) days prior to the due date and time RFQ responses are due. Protests associated with contract award **must** be received within seven

(7) days from the issuance of the notice of intent to award.

The EBR Parish will take action on protests within fifteen (15) days of the receipt thereof. The EBR Parish may suspend, postpone or defer the proposal process and/or award in whole or in part upon receipt of a protest.

A protest will be limited to issues arising from the procurement provisions of the contract and state or local law. Protests with regard to basic project design will not be considered.

Protests may be reviewed by a committee appointed by the EBR Parish Attorney. The decision of the committee regarding the protest will be given to the Proposer in writing within ten (10) days after all pertinent information has been considered. The decision of the Review Committee will be a condition precedent to any other proceedings in connection with a protest and will be considered the administrative remedy available to the protesting bidder.

## 20. Debriefing

Debriefings may be requested by the participating Proposers after a contract has been awarded. Contact may be made by phone at (225) 389-3259 or e-mail to [purchasinginfo@brla.gov](mailto:purchasinginfo@brla.gov) to schedule the debriefing. Debriefings will occur within 15 days after the Contract Award and will not be conducted prior to contract award. Debriefings may be conducted so that unsuccessful proposers can review the evaluation summary and discuss the relative merits of their submitted proposal. If the requesting vendor wishes to view other file documents, a Public Records request in accordance with R.S 44.1 et. seq. can be submitted.

## 21. Errors and Omissions in Proposal

The EBR Parish will not be liable for any error in the proposal. Proposer will not be allowed to alter proposal documents after the deadline for proposal submission, except under the following condition: The EBR Parish reserves the right to make corrections or clarifications due to patent errors identified in proposals by the EBR Parish or the Proposer.

The EBR Parish, at its option, has the right to require clarification or additional information from the Proposer.

## 22. Waiver of Administrative Informalities

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

### 23. Minimum Scope of Insurance

The successful Proposer will furnish the EBR Parish with certificates of insurance affecting coverage(s) required by the RFQ (see Attachment C).

The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates are to be received and approved by the EBR Parish prior to contract execution. The EBR Parish reserves the right to require complete certified copies of all required policies, at any time.

### 24. Corporation Requirements

If the Proposer is a corporation and not incorporated under the laws of the State of Louisiana, the Proposer will have obtained a certificate of authority pursuant to R.S. 12:301-302 from the Secretary of State of Louisiana, prior to the execution of the contract.

Upon the award of the contract, if the Proposer is a for-profit corporation whose stock is not publicly traded, the Proposer will ensure that a disclosure of ownership form has been properly filed with the Secretary of State of Louisiana.

If services are to be performed in the City of Baton Rouge, EBR Parish of East Baton Rouge, evidence of a current occupational license and/or permit issued by the EBR Parish will be supplied by the successful vendor, if applicable.

### 25. Proposer Responsibilities

The selected Proposer will be required to assume responsibility for all items and services offered in his proposal whether or not he produces or provides them. The EBR Parish will consider the selected Proposer to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.

### 26. Use of Sub-contractors

Each Proposer will serve as the single prime Proposer for all work performed pursuant to its contract. That prime Proposer will be responsible for all deliverables referenced in this RFQ. This general requirement notwithstanding, Proposers may enter into subcontractor arrangements. Proposers may submit a proposal in response to this RFQ, which identifies subcontract(s) with others, provided that the prime Proposer acknowledges total responsibility for the entire contract.

Information required of the Prime Proposer under the terms of the RFQ, is also required for each subcontractor and the subcontractors **must** agree to be bound by the terms of the contract. The prime Proposer will assume total responsibility for compliance.



## **27. Civil Rights Compliance**

The Proposer agrees to abide by the requirements of the following as applicable: Title VI and Title VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Act of 1975, and the Americans with Disabilities Act of 1990. Proposer agrees not to discriminate in its employment practices and will render services under this Agreement or any contract entered into as a result of this Agreement, without regard to race, color, religion, sex, sexual orientation, national origin, veteran status, political affiliation, or disabilities. Any act of discrimination committed by Proposer, or failure to comply with these statutory obligations when applicable, will be grounds for termination of this Agreement and any contract entered into as a result of this agreement.

## **28. Governing Law**

All activities associated with this RFQ process will be interpreted under applicable Louisiana Law.

## **29. Audit of Records**

All proposals and contracts submitted are subject to provisions of the laws of the State of Louisiana, including but not limited to, L.R.S. 38-2211-2296; section 1:701-710 of the EBR Parish Code of Ordinances, purchasing regulations; standard terms and conditions; special terms and conditions; and specifications listed in this RFQ.

The EBR Parish, designated person representing the EBR Parish, or other lawful entity will have the option to audit all accounts and records, physical, digital, or otherwise, directly pertaining to the resulting contract for a period of five (5) years after project acceptance or as required by applicable local, state, or federal law. Records will be made available during normal business hours for this purpose.

The Proposer will maintain all records in relation to this contract for a period of at least five (5) years after final close-out of the contract.

## **30. Liability & Risk Management**

### **Insurance**

The successful Proposer will secure and maintain at its expense such insurance that will protect it from claims under the Workmen's Compensation Acts and from claims for bodily injury, death or property damage, which may arise from the performance of services under this Agreement, as referenced in Attachment C. All certificates of insurance will be furnished to the EBR Parish and will provide that such insurance will not be cancelled without prior notice given to the Parish, in writing. Notices will name Proposer, and identify the Metropolitan Council Resolution approving the terms of this Agreement. The EBR Parish may examine the policies at any time and without notice.

All policies and certificates of insurance acquired pursuant to this contract will contain the clauses following:

- Proposer's insurers will have no right of recovery or subrogation against the Parish.
- The EBR Parish will be named as additional insureds as regards to general liability and automobile liability with respect to negligence by Proposer.
- The insurance company(ies) issuing the policy or policies will have no recourse against the EBR Parish for payment of any premiums or for assessments under any form of policy.
- Any and all deductibles in the below described insurance policies will be assumed by and be at the sole risk of Proposer.

Prior to the execution of this Agreement Proposer will provide at its own expense, proof of the following insurance coverage required by the contract to the EBR Parish by insurance companies authorized to do business in the State of Louisiana. Insurance is to be placed with insurers with an AM Best Rating of no less than A:VI.

1. In the event Proposer hires workers within the State of Louisiana, it will procure and maintain Commercial General Liability insurance with a Combined Single Limit of *at least* One Million Dollars (\$1,000,000.00) per occurrence for bodily injury and property damage. This insurance will include coverage for bodily injury and property damage.
2. Business Automobile Liability insurance with Combined Single Limit of One Million Dollars (\$1,000,000.00) per occurrence for bodily injury and property damage, unless otherwise indicated. This insurance will include for bodily injury and property damage.

All policies of insurance will meet the requirements of the EBR Parish prior to the commencing of any work. The EBR Parish has the right but not the duty to approve all insurance policies prior to commencing of any work. If at any time any of the said policies will fail to meet the requirements as set forth herein or if any of the companies issuing Proposer's policies hereunder fails to meet or maintain an AM Best Rating of no less than A:VI, Proposer will promptly obtain a new policy, submit the same to the EBR Parish for approval and submit a certificate thereof as provided above.

Upon failure of Proposer to deliver and maintain such insurance as above provided, the contract, at the election of the EBR Parish, may be forthwith declared suspended, discontinued or terminated. Failure of Proposer to take out and/or to maintain insurance will not relieve Proposer from any liability under the contract, nor will the insurance requirements be construed to conflict with the obligation of Proposer concerning indemnification.

### **Indemnification**

Proposer will indemnify, defend and hold harmless EBR Parish from and against any and all claims against EBR Parish arising out of Proposer's performance of its obligations hereunder. This provision, however, will not be considered and will not be construed to be a waiver of any defense, including sovereign or official immunity, to any claim against EBR Parish by an employee of company or any other person in any way whatsoever. Further, the Proposer will look to its own insurance for recovery of any or the foregoing losses and will waive any right of recovery of insured claims by anyone claiming through them, by way of subrogation or otherwise, including Proposer's respective insurers. This release and waiver remain effective despite either party's failure to obtain insurance.

### **31. Written or Oral Discussions / Presentation**

Written or oral discussions may be conducted with Proposers who submit proposals determined to be reasonably susceptible of being selected forward. The EBR Parish reserves the right to enter into an agreement without further discussion of the proposal submitted based on the initial offers received.

Any commitments or representations made during these discussions, if conducted, may become formally recorded in the final contract.

Written or oral discussions/presentations for clarification may be conducted to enhance EBR Parish understanding of any or all of the proposals submitted. Neither negotiations, nor changes to vendor proposals, will be allowed during these discussions. Proposals may be accepted without such discussions.

### **32. Payment for Services**

The Proposer will be entitled to payment in accordance with the provisions of this paragraph. Proposer will invoice the EBR Parish on a monthly basis. The contract will be issued with a maximum (not to exceed) total contract price. Payments will be made by the EBR Parish within approximately thirty (30) days after receipt and approval of a properly executed invoice, and approval by the department.

### **33. Termination**

#### **Termination for Cause**

The EBR Parish may terminate this contract for cause based upon the failure of the Proposer to comply with the terms and/or conditions of the Agreement, or failure to fulfill its performance obligations pursuant to this Agreement, provided that the EBR Parish will give the Proposer written notice specifying the Proposer's failure. If within thirty (30) days after receipt of such notice, the Proposer will not have either corrected such failure or, in the case of failure which cannot be corrected within thirty (30) days, begun in good faith to correct such failure and thereafter proceeded diligently to complete such correction, then the EBR Parish may, at its option, place the Proposer in default and the Agreement will terminate on the date specified in such notice.

The Proposer may exercise any rights available to it under Louisiana Law to terminate for cause upon the failure of the EBR Parish to comply with the terms and conditions of this contract; provided that the Proposer will give the EBR Parish written notice specifying the EBR Parish failure and a reasonable opportunity for the EBR Parish to cure the defect.

#### **Termination for Lack of Appropriated Funds**

Should the RFQ result in a multi-year contract, a non-appropriation clause will be made a part of the contract terms as required by state statutes, allowing the EBR Parish to terminate the contract for lack of appropriated funds on the date of the beginning of the first fiscal year for which funds are not appropriated.

If the RFQ contract services are funded by grant funds, the EBR Parish will have the right to terminate the contract or any issued Task Order for which funding is terminated.

## **Termination for Convenience**

The EBR Parish may terminate this Agreement at any time by giving thirty (30) days written notice to the Proposer of such termination or negotiating with the Proposer an effective date.

The Proposer will be entitled to payment for deliverables in progress, to the extent work has been performed satisfactorily.

## **34. Assignment**

Assignment of contract, or any payment under the contract, requires the advanced written approval of the EBR Parish. Neither the EBR Parish nor the Purchasing Division obligates itself to contract for or accept more than the actual requirements during the period of this agreement, as determined by actual needs and availability of appropriated funds.

Proposals should include the names and qualifications of the individuals that will be assigned to this project. Substitution of personnel will be approved by the EBR Parish.

## **35. Funds Use**

Proposer agrees not to use contract proceeds to urge any elector to vote for or against any candidate or proposition on an election ballot nor will such funds be used to lobby for or against any proposition or matter having the effect of law being considered by the Louisiana Legislature or any local governing authority. This provision will not prevent the normal dissemination of factual information relative to a proposition on any election ballot or a proposition or matter having the effect of law being considered by the Louisiana Legislature or any local governing authority.

## **36. Proposer's Certification of No Suspension or Debarment**

By signing and submitting any proposal for \$25,000 or more, the Proposer certifies that their company, any sub-contractors, or principals are not suspended or debarred by the General Services Administration (GSA).

Proposer has a continuing obligation to disclose any suspensions or debarment by any government entity, including but not limited to the General Services Administration (GSA). Failure to disclose may constitute grounds for suspension and/or termination of the Contract and debarment from future contracts.

A list of parties who have been suspended or debarred can be viewed on the internet at [www.sam.gov](http://www.sam.gov).

### **37. Independent Proposer**

No relationship of employer and employee is created by this Agreement; it being understood and agreed that Proposer is an independent Proposer. Proposer is not the agent or employee of the EBR Parish in any capacity whatsoever, and EBR Parish will not be liable for any acts or omissions by Proposer nor for any obligations or liabilities incurred by Proposer.

Proposer will have no claim under this Agreement or otherwise, for seniority, vacation time, vacation pay, sick leave, personal time off, overtime, health insurance, medical care, hospital care, retirement benefits, social security, disability, Workers' Compensation, or unemployment insurance benefits, civil service protection, or employee benefits of any kind.

### **38. Conflict of Interest / Confidentiality**

The Proposer covenants that it presently has no interest, and will not have any interest, direct or indirect, which would conflict in any manner with the performance of services required under this Agreement. Without limitation, Proposer represents to and agrees with EBR Parish that Proposer has no present, and will have no future, conflict of interest between providing the EBR Parish's services hereunder and any other person or entity which has any interest adverse or potentially adverse to EBR Parish, as determined in the reasonable judgment of the EBR Parish.

The Proposer agrees that any information, whether proprietary or not, made known to or discovered by it during the performance of or in connection with this Agreement for EBR Parish will be kept confidential and not be disclosed to any other person. The Proposer agrees to immediately notify EBR Parish by notices, if it is requested to disclose any information made known to or discovered by it during the performance of or in connection with this Agreement. These conflict of interest and future service provisions and limitations will remain fully effective five years after termination of services to EBR Parish hereunder.

### **39. Use of EBR Parish's Property**

Proposer will not use EBR Parish's property (including equipment, instruments and supplies) or personnel for any purpose other than in the performance of his/her obligations under this Agreement.

### **40. Waiver**

No waiver of a breach, failure of any condition, or any right or remedy contained in or granted by the provisions of this Agreement will be effective unless it is in writing and signed by the party waiving the breach, failure, right, or remedy. No waiver of any breach, failure, right or remedy will be deemed a waiver of any other breach, failure, right or remedy, whether or not similar, nor will any waiver constitute a continuing waiver unless the writing so specifies.

## **41. Force Majeure**

The Proposer or EBR Parish will be excused from performance under the contract for any period that the Proposer or EBR Parish is prevented from performing any services in whole or in part as a result of an act of God, strike, war, civil disturbance, epidemic, or court order, provided the Proposer or EBR Parish has prudently and promptly acted to take any and all corrective steps that are within the Proposer's or EBR Parish's control to ensure that the Proposer or EBR Parish can promptly perform and to minimize the effect of such events upon performance of their respective duties under the contract.

## **42. Federal Clauses**

The federal clauses in Attachment D are a requirement of the funding through the American Recovery Plan Act of 2021. The successful proposer will be required to acknowledge the requirement for compliance with these federal clauses by signing the document as part of the contract process.



## ATTACHMENT A NEEDED SERVICES & DELIVERABLES

The response to this RFQ should be complete and concise (maximum of 30 pages) and **must** contain the following information:

- **Title page:** Provide the subject of the Project; the firm's name, address, and telephone number, and email.
- **Transmittal letter:** Provide a statement regarding the firm's interest in and understanding of the Project. The letter should include a statement that the firm has read and understands the RFQ and agrees to all the conditions, requirements, and terms stated in the RFQ.
- **Statement of qualifications:** Provide information on the firm's size, location, available resources, and a brief discussion on past experiences related to completing a staffing analysis and organizational review. Submitted materials should demonstrate the firm's, and any sub-consultant's qualifications, and those of the particular staff to be assigned to the Project. Firms should demonstrate experience as the lead firm on at similar projects.
- **Availability:** State the firm's availability to staff the Project to meet the deliverable date of **September 12 2023, at 2:00 pm, CST.**
- **Project team:** Identify the project team (including sub-consultants and associates) and provide a statement of qualifications for each individual, including information such as education, professional registrations, area of expertise and years of service in their respective fields. The following information should be included:
  - Identify the project manager who will lead the Project;
  - Identify any sub-consultants that will be part of the Project team;
  - Names and proposed roles of other individual team members;
  - Education, experience, and biographies of all team members addressing the qualifications and considerations of the RFQ;
  - Describe the qualifications of the firm and any sub-consultants to perform the work requested. Include information about pertinent prior experience;
  - An outline of the proposed functions of the individuals and their back up as well as their experience in the specific assigned functions.
- **Understanding of the EBR Parish:** Include a summary of the firm's understanding of the Project as described in this RFQ as it specifically relates to the EBR Parish. Identify the EBR Parish's background and issues that will affect the firm's methodology and approach to the Project.
- **Methodology and approach:** Provide a description of the method and approach your firm intends to utilize in order to complete the Project. Discuss and clearly explain the methodology proposed to satisfactorily achieve the required services for the Project. The respondent **must** document a clear understanding of the RFQ's entire scope of work and Project intent including: data requirements, staff participation process, all aspects of technical analysis, projections, advanced technology, and software. Firms should provide

suggested innovative approaches the EBR Parish should consider when implementing this Project.

- **Project timeline:** Provide a proposed schedule from the start to the completion of the Project. The schedule should include phasing, key tasks, milestones and approximate completion dates.
- **Work samples:** List and provide in electronic format only (web link or pdf) at least three (3) examples of home rehabilitation and lead hazard reduction services completed within the last five (5) years in which the consulting firm was the project's lead agency.
- **References:** Provide a list of municipal clients for which the firm was the lead agency in providing services similar to the ones described in this RFQ. Provide contact information (name, position, address, telephone number, and email) of persons that the City may contact to verify work completed and performance.
- **Verify firm capacity:** Provide a statement of the firm's ability to begin and complete the Project within the timeframe identified in this RFQ and in the manner described in the RFQ response.





## ATTACHMENT B PROPOSAL FORMS

Sealed proposals will be received by the EBR Parish until **September 12 2023, at 2:00 pm, CST** at the following location:

City Hall Building  
Division of Purchasing  
222 St. Louis Street, Room #826  
Baton Rouge, LA 70802

PROPOSAL OF \_\_\_\_\_

ADDRESS \_\_\_\_\_

DATE \_\_\_\_\_

The undersigned hereby agrees to furnish all materials, tools, equipment, insurance, and labor to perform all services required for the following project:

### **2023-20 HOME REHABILITATION & LEAD HAZARD REDUCTION PROGRAM**

As set forth in the following Contract Documents:

- (1) Notice to Proposers
- (2) The Specifications (Administrative and General Information, Scope of Work/Services, Evaluation, Performance Standards, & Attachments)
- (3) Proposal Forms with Attachments
- (4) Agreement
- (5) The following enumerated addenda: \_\_\_\_\_ receipt of which is hereby acknowledged.

The undersigned declares that the only persons or parties interested in this proposal as principals are those named herein; that this proposal is made without collusion of any kind with any other person, firm, association, or corporation; that the undersigned has carefully examined this Request for Proposal, and proposes, and agrees, if this proposal is accepted, to do all the work and furnish all the services specified in accordance with the requirements of the Contract Documents and to accept as full compensation therefore the total amount of the prices herein proposed, subject to any mutually agreed upon amendments. The undersigned agrees that the proposal is firm until time of award.

The undersigned agrees to execute the Agreement and Affidavit and furnish to the EBR Parish all insurance certificates and performance bond required for the project within fifteen (15) calendar days after receiving notice of award from the EBR Parish.

The undersigned further agrees that the work will begin on the date specified in the Notice to Proceed, projected to be 4<sup>th</sup> Quarter, 2023 and will be diligently prosecuted at such rate and in such manner as, in the opinion of the EBR Parish's Representative is necessary for the prosecution of the work within the times specified in the Agreement, it being understood that time is of the essence.

The price for performance of all services in accordance with the Contract Documents is based on the unit (or other costs) proposed and accepted after contract negotiations.

**NOTE: This financial proposal will include any and all costs the Proposer wishes to have considered in the contractual arrangement with the EBR Parish. If quoted as a lump sum, individual rates and itemized costs included in the lump sum are to be included with the proposal submittal.**

All supplemental information requested is enclosed or presented in a separate sealed box or envelope.

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(Signature)

---

(Typed Name)

**\*THE ATTACHED BIDDER'S ORGANIZATION SHEET **MUST** BE COMPLETED TO INDICATE WHETHER BIDDER IS AN INDIVIDUAL, PARTNERSHIP, ETC.**

**BIDDER'S ORGANIZATION**  
BIDDER IS:

**AN INDIVIDUAL**

Individual's Name: \_\_\_\_\_

Doing business as: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

**A PARTNERSHIP**

Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

Name of person authorized to sign: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

**A LIMITED LIABILITY COMPANY**

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

Address: \_\_\_\_\_

Name of person authorized to sign: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

**A CORPORATION**

**IF BID IS BY A CORPORATION, THE CORPORATE RESOLUTION SHOULD BE SUBMITTED WITH BID**

Corporation Name: \_\_\_\_\_

Address: \_\_\_\_\_

State of Incorporation: \_\_\_\_\_

Name of person authorized to sign: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

**IF BID IS BY A JOINT VENTURE, ALL PARTIES TO THE BID SHOULD COMPLETE THIS FORM**

**CORPORATE RESOLUTION**

A meeting of the Board of Directors of \_\_\_\_\_,  
a corporation organized under the laws of the State of \_\_\_\_\_,  
and domiciled in \_\_\_\_\_, was held this \_\_\_\_ day of \_\_\_\_\_,  
2023, and was attended by a quorum of the members of the Board of Directors.

The following resolution was offered, duly seconded, and after discussion was unanimously adopted by said quorum:

**BE IT RESOLVED**, that \_\_\_\_\_  
is hereby authorized to submit proposals and execute agreements on behalf of this corporation with the City of Baton Rouge, EBR Parish of East Baton Rouge, Louisiana.

**BE IT FURTHER RESOLVED**, that said authorization and appointment will remain in full force and effect, unless revoked by resolution of this Board of Directors and that said revocation will not take effect until the Purchasing Director of the City of Baton Rouge, EBR Parish of East Baton Rouge, Louisiana, will have been furnished a copy of said resolution, duly certified.

I, \_\_\_\_\_, hereby certify that I am the Secretary of \_\_\_\_\_, a corporation created under the laws of the State of \_\_\_\_\_, domiciled in \_\_\_\_\_; that the foregoing is a true and exact copy of a resolution adopted by a quorum of the Board of Directors of said corporation at a meeting legally called and held on the \_\_\_\_ day of \_\_\_\_\_, 2023, as said resolution appears of record in the Official Minutes of the Board of Directors in my possession.

This \_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Secretary

**AFFIDAVIT**

STATE OF LOUISIANA  
EBR PARISH OF EAST BATON ROUGE

BEFORE ME, the undersigned authority, personally came and appeared

\_\_\_\_\_

who, being duly sworn did depose and say:

That he is a duly authorized representative of \_\_\_\_\_ receiving value for services rendered in connection with a public project of the City of Baton Rouge, EBR Parish of East Baton Rouge, Louisiana: that he has employed no person, corporation, firm, association, or other organization, either directly or indirectly, to secure the public contract under which he received payment, other than persons regularly employed by him whose services in connection with the project or in securing the public contract were in the regular course of their duties for him; and t at no part of the contract price received by him was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly employed by him whose services in connection with the project were in the regular course of their duties for him.

This affidavit is executed in compliance with the provisions of LA R.S. 38:2224.

\_\_\_\_\_  
Affiant's Signature

SWORN TO AND SUBSCRIBED before me, on this \_\_\_\_\_ day of Month, 2023  
Baton Rouge, Louisiana.

\_\_\_\_\_

NOTARY PUBLIC

day of \_\_\_\_\_



**ATTACHMENT D**  
**FEDERAL TERMS AND CONDITIONS APPLICABLE FOR ALL CONTRACTS**  
**UTILIZING AMERICAN RESCUE PLAN ACT, STATE AND LOCAL FISCAL**  
**RECOVERY FUNDS**

1. **Use of Funds.** THE CONTRACTOR understands and agrees that the funds disbursed under this award may only be used in compliance with section 602(c) of the Social Security Act (the Act) and Treasury's regulations implementing that section and guidance.

THE CONTRACTOR will determine prior to engaging in any project using this assistance that it has the institutional, managerial, and financial capability to ensure proper planning, management, and completion of such project.

2. **Period of Performance.** The period of performance for this award begins on the date hereof and ends on December 31, 2026. As set forth in Treasury's implementing regulations, THE CONTRACTOR may use award funds to cover eligible costs incurred during the period that begins on March 3, 2021 and ends on December 31, 2024.
3. **Reporting.** THE CONTRACTOR agrees to comply with any reporting obligations established by Treasury as they relate to this award.
4. **Maintenance of and Access to Records.** THE CONTRACTOR **shall** maintain records and financial documents sufficient to evidence compliance with section 602(c), Treasury's regulations implementing that section, and guidance issued by Treasury regarding the foregoing.

The Treasury Office of Inspector General and the Government Accountability Office, or their authorized representatives, **shall** have the right of access to records (electronic and otherwise) of THE CONTRACTOR in order to conduct audits or other investigations.

Records **shall** be maintained by THE CONTRACTOR for a period of five (5) years after all funds have been expended or returned to Treasury, whichever is later.

5. **Pre-award Costs.** Pre-award costs, as defined in 2 C.F.R. § 200.458, may not be paid with funding from this award.
6. **Administrative Costs.** THE CONTRACTOR may use funds provided under this award to cover both direct and indirect costs.
7. **Cost Sharing.** Cost sharing or matching funds are not required to be provided by THE CONTRACTOR.
8. **Conflicts of Interest.** THE CONTRACTOR understands and agrees it **must** maintain a conflict of interest policy consistent with 2 C.F.R. § 200.318(c) and that such conflict of interest policy is applicable to each activity funded under this award. THE CONTRACTOR and their subconsultants **must** disclose in writing to Treasury or the pass-through entity, as appropriate, any potential conflict of interest affecting the awarded funds in accordance with 2 C.F.R. § 200.112.

9. **Compliance with Applicable Law and Regulations.**

- a) THE CONTRACTOR agrees to comply with the requirements of section 602 of the Act, regulations adopted by Treasury pursuant to section 602(f) of the Act, and guidance issued by Treasury regarding the foregoing. THE CONTRACTOR also agrees to comply with all other applicable federal statutes, regulations, and executive orders, and THE CONTRACTOR **shall** provide for such compliance by other parties in any agreements it enters into with other parties relating to this award.
- b) Federal regulations applicable to this award include, without limitation, the following:
- i. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 C.F.R. Part 200, other than such provisions as Treasury may determine are inapplicable to this Award and subject to such exceptions as may be otherwise provided by Treasury. Subpart F – Audit Requirements of the Uniform Guidance, implementing the Single Audit Act, **shall** apply to this award.
  - ii. Universal Identifier and System for Award Management (SAM), 2 C.F.R. Part 25, pursuant to which the award term set forth in Appendix A to 2 C.F.R. Part 25 is hereby incorporated by reference.
  - iii. Reporting Subaward and Executive Compensation Information, 2 C.F.R. Part 170, pursuant to which the award term set forth in Appendix A to 2 C.F.R. Part 170 is hereby incorporated by reference.
  - iv. OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement), 2 C.F.R. Part 180, including the requirement to include a term or condition in all lower tier covered transactions (contracts and subcontracts described in 2 C.F.R. Part 180, subpart B) that the award is subject to 2 C.F.R. Part 180 and Treasury's implementing regulation at 31 C.F.R. Part 19.
  - v. THE CONTRACTOR Integrity and Performance Matters, pursuant to which the award term set forth in 2 C.F.R. Part 200, Appendix XII to Part 200 is hereby incorporated by reference.
  - vi. Governmentwide Requirements for Drug-Free Workplace, 31 C.F.R. Part 20.
  - vii. New Restrictions on Lobbying, 31 C.F.R. Part 21.
  - viii. Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. §§ 4601-4655) and implementing regulations.
  - ix. Generally applicable federal environmental laws and regulations.



c) Statutes and regulations prohibiting discrimination applicable to this award include, without limitation, the following:

- i. Title VI of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d et seq.) and Treasury's implementing regulations at 31 C.F.R. Part 22, which prohibit discrimination on the basis of race, color, or national origin under programs or activities receiving federal financial assistance;
- ii. The Fair Housing Act, Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), which prohibits discrimination in housing on the basis of race, color, religion, national origin, sex, familial status, or disability;
- iii. Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of disability under any program or activity receiving federal financial assistance;
- iv. The Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101 et seq.), and Treasury's implementing regulations at 31 C.F.R. Part 23, which prohibit discrimination on the basis of age in programs or activities receiving federal financial assistance; and
- v. Title II of the Americans with Disabilities Act of 1990, as amended (42 U.S.C. §§ 12101 et seq.), which prohibits discrimination on the basis of disability under programs, activities, and services provided or made available by state and local governments or instrumentalities or agencies thereto.

10. **Remedial Actions.** In the event of THE CONTRACTOR's noncompliance with section 602 of the Act, other applicable laws, Treasury's implementing regulations, guidance, or any reporting or other program requirements, Treasury may impose additional conditions on the receipt of a subsequent tranche of future award funds, if any, or take other available remedies as set forth in 2 C.F.R. § 200.339. In the case of a violation of section 602(c) of the Act regarding the use of funds, previous payments **shall** be subject to recoupment as provided in section 602(e) of the Act and any additional payments may be subject to withholding as provided in sections 602(b)(6)(A)(ii)(III) of the Act, as applicable.

11. **Hatch Act.** THE CONTRACTOR agrees to comply, as applicable, with requirements of the Hatch Act (5 U.S.C.

§§ 1501-1508 and 7324-7328), which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by this federal assistance.

12. **False Statements.** THE CONTRACTOR understands that making false statements or claims in connection with this award is a violation of federal law and may result in criminal, civil, or administrative sanctions, including fines, imprisonment, civil damages and penalties, debarment from participating in federal awards or contracts, and/or any other remedy available by law.

13. **Publications.** Any publications produced with funds from this award **must** display the following language: "This project [is being] [was] supported, in whole or in part, by federal award number [enter project FAIN] awarded to [name of THE CONTRACTOR] by the U.S. Department of the Treasury."

**14. Debts Owed the Federal Government.**

- a. Any funds paid to THE CONTRACTOR (1) in excess of the amount to which THE CONTRACTOR is finally determined to be authorized to retain under the terms of this award; (2) that are determined by the Treasury Office of Inspector General to have been misused; or (3) that are determined by Treasury to be subject to a repayment obligation pursuant to sections 602(e) and 603(b)(2)(D) of the Act and have not been repaid by THE CONTRACTOR **shall** constitute a debt to the federal government.
- b. Any debts determined to be owed the federal government **must** be paid promptly by THE CONTRACTOR. A debt is delinquent if it has not been paid by the date specified in Treasury's initial written demand for payment, unless other satisfactory arrangements have been made or if the THE CONTRACTOR knowingly or improperly retains funds that are a debt as defined in paragraph 14(a). Treasury will take any actions available to it to collect such a debt.

**15. Disclaimer.**

- a. The United States expressly disclaims any and all responsibility or liability to THE CONTRACTOR or third persons for the actions of THE CONTRACTOR or third persons resulting in death, bodily injury, property damages, or any other losses resulting in any way from the performance of this award or any other losses resulting in any way from the performance of this award or any contract, or subcontract under this award.
- b. The acceptance of this award by THE CONTRACTOR does not in any way establish an agency relationship between the United States and THE CONTRACTOR.

**16. Protections for Whistleblowers.**

- a. In accordance with 41 U.S.C. § 4712, THE CONTRACTOR may not discharge, demote, or otherwise discriminate against an employee in reprisal for disclosing to any of the list of persons or entities provided below, information that the employee reasonably believes is evidence of gross mismanagement of a federal contract or grant, a gross waste of federal funds, an abuse of authority relating to a federal contract or grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal contract (including the competition for or negotiation of a contract) or grant.
- b. The list of persons and entities referenced in the paragraph above includes the following:
  - (i) A member of Congress or a representative of a committee of Congress;
  - (ii) An Inspector General;
  - (iii) The Government Accountability Office;
  - (iv) A Treasury employee responsible for contract or grant oversight or management;
  - (v) An authorized official of the Department of Justice or other law enforcement agency;
  - (vi) A court or grand jury; or
  - (vii) A management official or other employee of THE CONTRACTOR, contractor, or subcontractor who has the responsibility to investigate, discover, or address misconduct.
- c. THE CONTRACTOR **shall** inform its employees in writing of the rights and remedies provided under this section, in the predominant native language of the workforce.

17. **Increasing Seat Belt Use in the United States.** Pursuant to Executive Order 13513, 74 FR 51225 (Oct. 6, 2009), THE CONTRACTOR should encourage its employees, and their subconsultants, and contractors to adopt and enforce policies that ban text messaging while driving, and THE CONTRACTOR should establish workplace safety policies to decrease accidents caused by distracted drivers.
18. **Reducing Text Messaging While Driving.** Pursuant to Executive Order 13513, 74 FR 51225 (Oct. 6, 2009), THE CONTRACTOR should encourage its employees, and their subconsultants, and contractors to adopt and enforce policies that ban text messaging while driving, and THE CONTRACTOR should establish workplace safety policies to decrease accidents caused by distracted drivers.
19. **Equal Employment Opportunity.** During the performance of this contract, THE CONTRACTOR agrees as follows:
- a. THE CONTRACTOR will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. THE CONTRACTOR will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action **shall** include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. THE CONTRACTOR agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
  - b. THE CONTRACTOR will, in all solicitations or advertisements for employees placed by or on behalf of THE CONTRACTOR, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.
  - c. THE CONTRACTOR will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision **shall** not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with THE CONTRACTOR's legal duty to furnish information.
  - d. THE CONTRACTOR will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of THE CONTRACTOR's commitments under this section, and **shall** post copies of the notice in conspicuous places available to employees and applicants for employment.

- e. THE CONTRACTOR will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- f. THE CONTRACTOR will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- g. In the event of THE CONTRACTOR's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and THE CONTRACTOR may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- h. THE CONTRACTOR will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. THE CONTRACTOR will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance:

Provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency, THE CONTRACTOR may request the United States to enter into such litigation to protect the interests of the United States.

The applicant further agrees that it will be bound by the above equal opportunity clause with respect to its own employment practices when it participates in federally assisted construction work: Provided, that if the applicant so participating is a State or local government, the above equal opportunity clause is not applicable to any agency, instrumentality or subdivision of such government which does not participate in work on or under the contract.

The applicant agrees that it will assist and cooperate actively with the administering agency and the Secretary of Labor in obtaining the compliance of contractors and subcontractors with the equal opportunity clause and the rules, regulations, and relevant orders of the Secretary of Labor, that it will furnish the administering agency and the Secretary of Labor such information as they may require for the supervision of such compliance, and that it will otherwise assist the administering agency in the discharge of the agency's primary responsibility for securing compliance.

The applicant further agrees that it will refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, Government contracts and federally assisted construction contracts pursuant to the Executive Order and will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon contractors and subcontractors by the administering agency or the Secretary of Labor pursuant to Part II, Subpart D of the Executive Order. In addition, the applicant agrees that if it fails or refuses to comply with these undertakings, the administering agency may take any or all of the following actions: Cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the applicant under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such applicant; and refer the case to the Department of Justice for appropriate legal proceedings.

20. **Davis Bacon Act.** When required by federal program legislation or local program policies all prime construction contracts in excess of \$2,000.00 awarded by non-Federal entities **must** include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144 and 3146-3148).

THE CONTRACTOR agrees to comply with the requirements of the Secretary of Labor in accordance with the Davis-Bacon Act (40 U.S.C. 3141-3148) as amended, with the provisions of Contract Work Hours and Safety Standards Act, the Copeland "Anti-Kickback" Act (40 U.S.C. 276a-276a-5\*, 40 USC 327 and 40 USC 276c) and all other applicable Federal, state and local laws and regulations pertaining to labor standards in so far as those acts apply to the performance of this contract. In accordance with the statute, contractors **must** be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors **must** be required to pay wages not less than once a week. The non-Federal entity **must** place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract **must** be conditioned upon the acceptance of the wage determination. The non-Federal entity **must** report all suspected or reported violations to the Federal awarding agency. The contracts **must** also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States").

The Act provides that each contractor **must** be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity **must** report all suspected or reported violations to the Federal awarding agency. THE CONTRACTOR **shall** maintain documentation which demonstrates compliance with requirements of this part. Such documentation **shall** be made available to the City-Parish for review upon request.

21. **Compliance with the Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708).** All contracts awarded by the non-Federal entity in excess of \$100,000.00 that involve the employment of mechanics or laborers **must** include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Any contractor or subcontractor **shall** insert in any subcontracts the clauses set forth in paragraphs (b)(1) through (4) below along with a clause requiring subcontractors to include these clauses in any lower tier subcontracts.
- a. Overtime requirements. No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics **shall** require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.
  - b. Violation; liability for unpaid wages; liquidated damages. In the event of any violation of the clause set forth in paragraph (b)(1) of this section THE CONTRACTOR and any subcontractor responsible therefor **shall** be liable for the unpaid wages. In addition, such contractor and subcontractor **shall** be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages **shall** be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph (b)(1) of this section, in the sum of \$27 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph (b)(1) of this section.
  - c. Withholding for unpaid wages and liquidated damages. The (write in the name of the Federal agency or the loan or grant recipient) **shall** upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by THE CONTRACTOR or subcontractor under any such contract or any other Federal contract with the same prime contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph (b)(2) of this section.

d. Subcontracts. THE CONTRACTOR or subcontractor **shall** insert in any subcontracts the clauses set forth in paragraph (b)(1) through (4) of this section and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor **shall** be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in paragraphs (b)(1) through (4) of this section. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic **must** be required to work in surroundings or under working conditions, which are hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

22. **Clean Water Act/ Federal Water Pollution Control Act.** Contracts and subgrants of amounts in excess of **\$150,000.00** **must** contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations **must** be reported to the Federal awarding agency and the Regional Office of Environmental Protection Agency (EPA).

THE CONTRACTOR hereby agrees to adhere to the provisions, which require compliance with all applicable standards, orders, or requirements issued under Section 508 of the Clean Water Act which prohibits the use under non-exempt Federal contracts, grants or loans of facilities included on the EPA List of Violating Facilities.

- a. THE CONTRACTOR agrees to comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. § 7401 et seq.
- b. If this contract is funded by federal dollars, THE CONTRACTOR agrees to report each violation to the State and understands and agrees that the State will, in turn, report each violation as required to assure notification to the Department of Treasury, and the appropriate Environmental Protection Agency Regional Office.
- c. If this contract is funded by federal dollars, THE CONTRACTOR agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance provided by Treasury.

23. **Debarment & Suspension.** A contract award **must** not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with OMB guidelines at 2 C.F.R. 180. SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

This contract is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such, THE CONTRACTOR is required to verify that none of THE CONTRACTOR's principals (defined at 2 C.F.R. § 180.995) or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).

THE CONTRACTOR **must** comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, and **must** include a requirement to comply with these regulations in any lower tier covered transaction it enters into.

This certification is a material representation of fact relied upon by City of Baton Rouge / Parish of East Baton Rouge. If it is later determined that THE CONTRACTOR did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to City of Baton Rouge / Parish of East Baton Rouge, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.

The bidder or CONTRACTOR agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or CONTRACTOR further agrees to include a provision requiring such compliance in its lower tier covered transactions.

THE CONTRACTOR **shall** submit a Federal Debarment Certification to assure compliance with the aforementioned regulation.

24. **Byrd Anti-Lobbying Act.** Contractors that apply or bid for an award exceeding \$100,000.00 **must** file the required certification under the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352).

THE CONTRACTOR will be expected to comply with Federal statutes required in the Anti-Lobbying Act. Contractors who apply or bid for an award **shall** file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any Agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Each tier **shall** also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient.

25. **Procurement of Recovered Materials (2 C.F.R. 200.322).** A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors **must** comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the items exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

26. **Surveillance Services or Equipment.** A non-Federal entity and subrecipients who procure telecommunications and video surveillance services or equipment by obligating or expending loan or grant funds **must** comply with the provisions of 2 C.F.R. §200.216.



Specifically, (a) recipients and subrecipients are prohibited from using grant funds to: (1) Procure or obtain; (2) Extend or renew a contract to procure or obtain; or (3) Enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in *Public Law 115-232*, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities). (i) For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities). (ii) Telecommunications or video surveillance services provided by such entities or using such equipment. (iii) Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country. (b) In implementing the prohibition under *Public Law 115-232*, section 889, subsection (f), paragraph (1), heads of executive agencies administering loan, grant, or subsidy programs **shall** prioritize available funding and technical support to assist affected businesses, institutions and organizations as is reasonably necessary for those affected entities to transition from covered communications equipment and services, to procure replacement equipment and services, and to ensure that communications service to users and customers is sustained. (c) See *Public Law 115-232*, section 889 for additional information. (d) See also § 200.471.

27. **Domestic Preferences for Procurement.** As appropriate and to the extent consistent with law, the parties should, to the greatest extent practicable, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section **must** be included in all subawards including all contracts and purchase orders for work or products under this award.

For purposes of this section: (1) "Produced in the United States" means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States. (2) "Manufactured products" means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

28. **Termination for Cause or Convenience; Suspension.** CITY-PARISH may exercise any rights available under Louisiana law to terminate for cause upon the failure of the subcontractor to comply with the terms and conditions of this contract, provided that CITY-PARISH **shall** give THE CONTRACTOR written notice specifying THE CONTRACTOR's failure and thirty (30) days to cure the defect.

CITY-PARISH may terminate the AGREEMENT at its convenience at any time for any or no reason by giving seven (7) days written notice to THE CONTRACTOR.

Upon termination for cause or convenience, THE CONTRACTOR **shall** be entitled to payment for deliverables in progress through the date of termination, to the extent work has been performed in accordance with the terms and/or conditions of this AGREEMENT or otherwise to the satisfaction of CITY-PARISH, as well as reasonable termination and demobilization costs.

Should CITY-PARISH find it necessary to suspend the work for lack of funding or other circumstances beyond its control, this may be done by thirty (30) days written notice given by CITY-PARISH to that effect. If the AGREEMENT is suspended for more than thirty (30) consecutive calendar days, THE CONTRACTOR **shall** be compensated for services performed prior to the notice of suspension. In addition, when work under the AGREEMENT resumes, THE CONTRACTOR's compensation **shall** be equitably adjusted to provide for expenses incurred in the interruption and resumption of THE CONTRACTOR's services.

29. **Remedies.** If any work performed by THE CONTRACTOR fails to meet the requirements of the AGREEMENT, CITY-PARISH may in its sole discretion:

(i) elect to have THE CONTRACTOR re-perform or cause to be re-performed at THE CONTRACTOR's sole expense, any of the work which failed to meet the requirements of the AGREEMENT;

(ii) hire another subconsultant to perform the work and deduct any additional costs incurred by CITY-PARISH as a result of substituting the CONTRACTOR from any amounts due to THE CONTRACTOR; or

(iii) pursue and obtain any and all other available legal or equitable remedies.

30. **Energy Policy and Conservation Act:** THE CONTRACTOR hereby recognizes the mandatory standards and policies relating to energy efficiency which are contained in the State energy conservation plan issued in compliance with the Energy Policy and Conservation Act (P.L. 94-163).

31. **Copeland Anti-Kickback Act:**

A. Contractor. The contractor **shall** comply with 18 U.S.C. § 874, 40 U.S.C. § 3145, and the requirements of 29 C.F.R. pt. 3 as may be applicable, which are incorporated by reference into this contract.

B. Subcontracts. The contractor or subcontractor **shall** insert in any subcontracts the clause above and such other clauses as Treasury may by appropriate instructions require, and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor **shall** be responsible for the compliance by any subcontractor or lower tier subcontractor with all of these contract clauses.

C. Breach. A breach of the contract clauses above may be grounds for termination of the contract, and for debarment as a contractor and subcontractor as provided in 29 C.F.R. §5.12.

32. **No Obligation by Federal Government.** The federal government is not a party to this AGREEMENT and is not subject to any obligations or liabilities to the non-federal entity, contractor, or any other party pertaining to any matter resulting from the AGREEMENT.
33. **Program Fraud and False or Fraudulent Statements or Related Acts.** THE CONTRACTOR acknowledges that 21 U.S.C. Chap. 38 (Administrative Remedies for False Claims and Statements) applies to THE CONTRACTOR's actions pertaining to this AGREEMENT.
34. **Force Majeure:** Any delay or failure of THE CONTRACTOR in performing its required obligations hereunder **shall** be excused if and to the extent such delay or failure is caused by a Force Majeure Event. A "Force Majeure Event" means an event due to any cause or causes beyond the reasonable control of THE CONTRACTOR and **shall** include, but not be limited to, acts of God, strike, labor dispute fire, storm, flood, windstorm, unusually severe weather, sabotage, embargo, terrorism, energy shortage, accidents or delay in transportation, accidents in the handling and rigging of heavy equipment, explosion, riot, war, medical pandemic or emergency, court injunction or order, delays by acts or orders of any governmental body or changes in laws or government regulations or the interpretations or application thereof or the acts or omissions of the Client or its other contractors, vendors or suppliers. In the event of a Force Majeure Event, THE CONTRACTOR **shall** receive an equitable adjustment extending THE CONTRACTOR's time for performance for such Services sufficient to overcome the effects of any delay, and an increase(s) to THE CONTRACTOR's compensation sufficient to account for any increased cost in performance or loss or damage suffered by THE CONTRACTOR.

**ATTACHMENT E**  
**Sample Contract for**  
**2023-20 HOME REHABILITATION & LEAD HAZARD REDUCTION PROGRAM**

This Contract, made and entered into at Baton Rouge, Louisiana, effective this \_\_\_ day of \_\_\_\_\_, 20\_\_\_ by and between the City of Baton Rouge and Parish of East Baton Rouge, herein referred to as City-Parish and \_\_\_\_\_ herein referred to as the "Contractor".

Contractor **shall** provide consulting services as described herein for Total Compensation and Job Specifications Revision Study.

Contractor agrees to proceed, upon written notice of the Department of Human Resources with all professional services necessary for the performance, in proper sequence and in the time specified, of the items of work as herein after set forth. Services will be subject to review and administration by the office requesting the service unless designated otherwise by the City-Parish. All the services required hereunder will be performed by Contractor or under his supervision and all personnel engaged in the work **shall** be fully qualified and **shall** be authorized or permitted under state and local law to perform such services.

**SCOPE OF SERVICES:** The services to be rendered by the Contractor for this project **shall** be as follows:

The Scope of Services is as defined per Attachment A, attached and made a part of this agreement.

**CONTRACT MODIFICATIONS:** No amendment or variation of the terms of this contract **shall** be valid unless made in writing, signed by the parties and approved as required by law. No oral understanding or agreement not incorporated in the contract is binding on any of the parties.

Changes to the contract include any change in a) compensation; b) beginning/ending date of the contract; c) scope of work; and/or d) contractor change through the assignment of contract process. Any such changes, once approved, will result in the issuance of an amendment to the contract.

**GENERAL REQUIREMENTS:** With the exception of the services specifically listed to be furnished by the Parish, Contractor **shall**, for the agreed fees, obtain all data and furnish all services and materials required to provide the contracted services. All items required to accomplish these results, whether or not specifically mentioned in this contract, including attendance by the Contractor or their representatives at conferences and public hearings, are to be furnished at the expense of Contractor.

**SERVICES TO BE PERFORMED BY THE CITY-PARISH:** The City-Parish will furnish the Contractor without charge all information which it has in its files which may be useful to the Contractor in carrying out this work, as well as assistance in securing data from others to the extent available.

**COMPENSATION AND PAYMENT:** The City-Parish **shall** pay and Contractor agrees to accept compensation for the services to be performed under this contract, at the rates indicated on the Cost Proposal Form attached and made a part of the contract.

The Contractor **shall** be entitled to payment in accordance with the provisions of this paragraph. Contractor **shall** invoice the City-Parish on a monthly basis. The contract will be issued with a maximum (not to exceed) total contract price. Payments will be made by the City-Parish within approximately thirty (30) days after receipt and approval of a properly executed invoice, and approval by the department.

**CONTRACT TIME:** The term of this contract **shall** begin on or about ‘...’ and **shall** extend through grant close-out.

**COMMENCEMENT OF WORK:** No work **shall** be performed by Contractor and the City-Parish **shall** not be bound until such time as a Contract is fully executed between the City-Parish and the Contractor and all required approvals are obtained.

**OWNERSHIP OF DOCUMENTS:** The Contractor **shall** maintain full and accurate records with respect to all matters covered under this agreement. The City-Parish, the Comptroller General of the United States or any of their authorized representatives **shall** have free access at all propertimes to such records, and the right to examine and audit the same and to make transcripts there from, and to inspect all program data, documents, proceedings, and activities. All records, reports, documents, or other material related to any contract resulting from this RFQ and/or obtained or prepared by Contractor in connection with the performance of the services contracted for herein **shall** become the property of the City-Parish, and **shall**, upon request, be returned by Contractor to City-Parish, at Contractor’s expense, at termination or expiration of this contract.

The Consultant **shall** maintain all records related to this agreement for a period of at least three (3) years after grant close-out.

**TERMINATION OR SUSPENSION:** The City-Parish may terminate this contract for cause based upon the failure of the Consultant to comply with the terms and/or conditions of the Agreement, or failure to fulfill its performance obligations pursuant to this Agreement, provided that the City-Parish **shall** give the Consultant written notice specifying the Contractor’s failure. If within 30 days after receipt of such notice, the Consultant **shall** not have either corrected such failure or, in the case of failure which cannot be corrected in 30 days, begun in good faith to correct such failure and thereafter proceeded diligently to complete such correction, then the City-Parish may, at its option, place the Contractor in default and the Agreement **shall** terminate on the date specified in such notice.

The Contractor may exercise any rights available to it under Louisiana Law to terminate for cause upon the failure of the City-Parish to comply with the terms and conditions of this contract; provided that the Consultant **shall** give the City-Parish written notice specifying the City-Parish failure and a reasonable opportunity for the City-Parish to cure the defect.

The City-Parish may terminate this Agreement at any time without cause by giving 30 days written notice to the Contractor of such termination or negotiating with the Contractor an effective date.

The Contractor **shall** be entitled to payment for deliverables in progress, to the extent work has been performed satisfactorily.

Should the City-Parish find it necessary to suspend the work for lack of funding or other circumstances beyond its control, this may be done by 30 days’ notice given by the City-Parish in writing to that effect. The work may be reinstated and resumed in full force and effect upon receipt from the City-Parish of 30 days’ notice in writing to that effect.

This agreement **shall** ipso-facto terminate three years after the date of the suspension of the work as provided above if the work has not been reinstated and resumed by notice from the City-Parish during the three fiscal year period and neither party **shall** have any further obligation to the other party.

**TERMINATION FOR LACK OF APPROPRIATED FUNDS:** The City-Parish may terminate this agreement for lack of appropriated funds on the date of the beginning of the first fiscal year for which funds are not appropriated. For services funded by grants, the City-Parish **shall** have the right to terminate the contract or any issued task order for which funding is terminated.

**DISPUTES:** Any dispute concerning a question of fact in connection with the work not disposed of by agreement between the parties **shall** be referred to the Director of Purchasing or her duly authorized representative for determination, whose decision in the matter **shall** be final and conclusive on the parties to this contract. This disputes clause does not foreclose the rights of the parties with respect to questions of law in connection with decisions provided for in the foregoing sentence.

**INDEPENDENT CONTRACTOR OBLIGATION:** Contractor **shall** be an independent contractor under this contract and **shall** assume all of the rights, obligations and liabilities applicable to him as an independent contractor hereunder. Contractor **shall** perform all details of the services in a manner consistent with that level of care and skill ordinarily exercised by other professional Consultants under similar circumstances at the time the services are performed, with the City-Parish interested only in the results of the work.

**COMPLIANCE WITH APPLICABLE LAWS:** Contractor **shall** procure all permits and licenses applicable to the services to be performed and **shall** comply with any and all Local, State and Federal laws including those regarding age, citizenship, hours, wages and conditions of employment affecting the service covered by this agreement. Contractor **shall** pay the contributions measured by wages of his employees required by the Federal Unemployment Tax Act, Federal Insurance Contributions Act, and any other payroll tax as required by law.

**INDEMNITY:** Contractor agrees to indemnify, defend, and hold harmless the City-Parish from any and all losses, damages, expenses or other liabilities, including but not limited to any claim for personal injury, death, property damage or other liability that may be asserted against the City-Parish by any party which arises or allegedly agents in performing its obligations under this Agreement.

Contractor, its agents, employees and insurer (s) hereby release the City-Parish its agents and assigns from any and all liability or responsibility including anyone claiming through or under them by way or subrogation or otherwise for any loss or damage which Contractor, its agents or insurers may sustain incidental to or in any way related to Contractor's operations under this Agreement.

**PERSONAL INTEREST:** Contractor covenants that he presently has no interest and **shall** not acquire any interest, direct or indirect, in the above described Study or any other interest which would conflict in any manner or degree with the performance of his services hereunder. The Contractor further covenants that in the performance of his contract no person having any such interest **shall** be employed.

**AFFIDAVIT AND CORPORATE RESOLUTION:** Contractor **shall** attest by Affidavit, a sworn statement that this contract was not secured through employment or payment of a solicitor. If Contractor is a corporation, a corporate resolution is furnished as evidence of authority to execute the contract.

**CIVIL RIGHTS COMPLIANCE:** The Contractor agrees to abide the requirements of the following as applicable: Title VI and Title VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended the Vietnam Era of 1975, and the Americans with Disabilities Act of 1990. Consultant agrees not to discriminate in its employment practices, and will render services under this Agreement and any contract entered into as a result of this Agreement, without regard to race, color, religion, sex, sexual orientation, national origin, veteran status, political affiliation, or disabilities. Any act of discrimination committed by Contractor, or failure to comply with these statutory obligations when applicable **shall** be grounds for termination of this Agreement and any contract entered into as a result of this agreement.

**ADDITIONAL REQUIREMENTS OF FEDERAL GRANT FUNDED PROJECTS:** If the project is funded in whole or in part by Federal Grants, Consultant **shall** comply with the Federal Terms and Conditions established in Attachment D. Contractor **shall** also include these Federal Terms and Conditions in any sub-contracts.

**TAXES:** Any taxes, other than state and local sales and use taxes, from which the City-Parish is exempt, **shall** be assumed to be included within the Contractor's cost.

**RIGHT TO AUDIT:** The City-Parish or others so designated by the City-Parish, or other lawful entity **shall** have the option to audit all accounts directly pertaining to the resulting contract for a period of five (5) years after project acceptance or as required by applicable Local, State and Federal law. Records **shall** be made available during normal working hours for this purpose.

**ASSIGNMENT:** Assignment of contract, or any payment under the contract, requires the advanced written approval of the City-Parish.

**CONFIDENTIALITY:** The following provision will apply unless the City-Parish agency statement of work specifically indicates that all information exchanged will be non-confidential:

All financial, statistical, personal, technical and other data and information relating to City-Parish's operations which are designated confidential by the City-Parish and made available to the Contractor in order to carry 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 City. The identification of all such confidential data and information as well as the City's procedural requirements for protection of such data and information from unauthorized use and disclosure **shall** be provided by the City in writing to the Contractor. If the methods and procedures employed by the Consultant for the protection of the Contractor's data and information are deemed by the City to be adequate for the protection of the City's confidential information, such methods and procedures may be used, with the written consent of the City, to carry out the intent of this paragraph. The Consultant **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.

**RECORD RETENTION:** The Contractor **shall** maintain all records in relation to this contract for a period of at least three (3) years from grant close-out.

## **ORDER OF PRECEDENCE**

The Request for Qualifications (RFQ), dated \_\_\_\_\_, and the Contractor's Proposal dated \_\_\_\_\_, are attached hereto and, incorporated into this Contract as though fully set forth herein. In the event of an inconsistency between this Contract, the RFQ and/or the Consultant's Proposal, unless otherwise provided herein, the inconsistency **shall** be resolved by giving precedence first to this Contract, then to the RFQ and subsequent addenda (if any) and finally, the Contractor's Proposal.

**GOVERNING LAW:** This Contract **shall** be governed by and interpreted in accordance with the laws of the State of Louisiana. Venue of any action brought with regard to this Contract **shall** be in the Nineteenth Judicial District Court, parish of East Baton Rouge, State of Louisiana.

**COMPLETE CONTRACT**

This is the complete Contract between the parties with respect to the subject matter and all prior discussions and negotiations are merged into this contract. This contract is entered into with neither party relying on any statement or representation made by the other party not embodied in this contract and there are no other agreements or understanding changing or modifying the terms. This Contract **shall** become effective upon final approval by both parties.

**IN WITNESS WHEREOF**, the City-Parish and Consultant have executed this contract effective as of the date firstwritten above.

**WITNESSES:**

**CITY OF BATON ROUGE AND  
PARISH OF EAST BATON ROUGE**

\_\_\_\_\_

By: \_\_\_\_\_  
**Signature**

Name: \_\_\_\_\_  
**Typed (Printed) Name**

Title: \_\_\_\_\_  
**Typed (Printed) Title**

**CONTRACTOR**

\_\_\_\_\_

By: \_\_\_\_\_  
**Signature**

Name: \_\_\_\_\_  
**Typed (Printed) Name**

Title: \_\_\_\_\_  
**Typed (Printed)**





## ATTACHMENT F SUMMARY OF QUALIFICATIONS

<b>Registered Firm Name</b>		
<b>Doing Business As (If Applicable)</b>		
<b>Primary Address</b>		
<b>City, State, Zip Code</b>		
<b>Owner(s)/ President/ CEO</b>		
<b>Federal Tax ID or Employer Number</b>		
<b>Select One</b>		
<b>Non- Profit</b>	<b>For Profit</b>	
<i>Non- Profits are eligible for roof replacement, interior/exterior home rehabilitation, and lead remediation</i>	<i>For profits are eligible for roof replacement</i>	
<b>Number of Years in Business?</b>	<b>Number of Years in Business?</b>	
<b>Number of Roofs completed in the last three years?</b> <b>Number of interior Home Rehabs completed in the last three years?</b> <b>Number of Lead Hazard Reduction Projects completed in the last three years?</b>	<b>Number of Roofs Completed last year?</b>	