

**INVITATION TO BID - ANNUAL CONTRACT**

**SEALED BIDS will be received by the PURCHASING DIVISION of the CITY OF BATON ROUGE, EAST BATON ROUGE PARISH until 11:00 am CST, February 24, 2026 at the location shown below.**

<b>TITLE:</b> <b>A26-92939</b> Crash Fire Equipment Maintenance and Repair Services for BR METRO Airport Police/ARFF Department		<b>RETURN BID TO:</b> <b>PURCHASING DIVISION</b>  <b><u>Physical Address:</u></b> 222 St. Louis Street 8 <sup>th</sup> Floor Room 826 Baton Rouge, LA 70802	
<b>FILE NO: 26-092939</b>  <b>AD DATES</b>  2/3/26 & 2/10/26		**NOTE: U.S. Postal Regular & Expedited Mail do not deliver to our physical address; delays may occur due to City Parish Mailroom processing	
<b>SHIP TO ADDRESS: Baton Rouge Airport POLICE/ARFF Department</b> 9430 Jackie Cochran Dr. Suite 300 Baton Rouge, LA 70807		<b>Contact Regarding Inquiries:</b> Purchasing Analyst: <b>Latisha Cannon</b> Telephone Number: <b>225-389-3259 x 3271</b> Email: <a href="mailto:lcannon@brla.gov">lcannon@brla.gov</a>	
VENDOR NAME		MAILING ADDRESS	
REMIT TO ADDRESS		CITY, STATE, ZIP	
TELEPHONE NO.		E-MAIL	
FEDERAL TAX ID OR SOCIAL SECURITY NUMBER		TITLE	
AUTHORIZED SIGNATURE (Required)		PRINTED NAME	

**TO BE COMPLETED BY VENDOR: CONTRACTORS LICENSE IF APPLICABLE**

- \_\_\_\_\_ STATE DELIVERY DAYS MAXIMUM AFTER RECEIPT OF ORDER.
- \_\_\_\_\_ % discount for payment made within 30 days. Discount for payment made in less than 30 days, or less than 1%, or applicable to an indefinite quantity contract will be accepted but not an award consideration.

Bidders should acknowledge all addenda and the date received.  
 The Bidder acknowledges receipt of the following issued ADDENDA

No.	Date:	No.	Date:	No.	Date:	No.	Date:
No.	Date:	No.	Date:	No.	Date:	No.	Date:

**F.O.B.: DESTINATION - PAYMENT TERMS: NET 30**  
**ALL BLANKS ON THIS PAGE SHOULD BE COMPLETED TO AVOID REJECTION OF BID**

The signature on this document certifies that proposer has carefully examined the instructions to bidders, terms and specifications applicable to, and made a part of this solicitation. By submission of this document, proposer further certifies that the prices shown are in full compliance with the conditions, terms and specifications of this solicitation. Bid must be signed in the designated space above and by person authorized to sign for bidder.

No alterations, changes or additions are allowed on this solicitation, and no additional information, clarifications or other documents are to be included unless specifically required by the specification. Any errors in extensions of prices will be resolved in favor of unit prices submitted.

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

## INSTRUCTIONS TO BIDDERS/TERMS & CONDITIONS FOR ANNUAL CONTRACTS

**Bidders are urged to promptly review the requirements of these specifications, terms and conditions and submit questions for resolution as early as possible during the inquiry period. Questions or concerns must be submitted in writing to the purchasing division during the bid period. Otherwise, this will be construed as acceptance by the bidders that the intent of the specifications, terms and conditions are clear and that competitive bids may be obtained as specified herein. Protests with regard to the specification, terms and conditions documents will not be considered after bids are opened.**

1. Read the entire bid, including all terms and conditions and specifications.
2. The City - Parish does not assume responsibility for failure of bidders to receive proposals. Bidders should rely only on advertisements in the local newspaper. Full information may be obtained, or any questions answered, by contacting the Purchasing Division, 222 Saint Louis Street, 8<sup>th</sup> Floor, Room 826, Baton Rouge, LA 70802 or by calling (225) 389-3259. The City will not accept fax proposals or proposals sent via email. All faxed or emailed proposals shall be rejected.
3. This proposal is to establish firm prices for materials supplies and services for the contract period to be determined. Delivery shall be made or services provided as needed throughout the contract period, or as required by the specification. Quantities, if shown, are estimated only. Smaller or larger quantities may be purchased based upon the needs of the City-Parish. There is no guaranteed minimum quantity.
4. The contract shall be firm through the a one-year period. Upon agreement of both the contractor and the City - Parish, the contract may be extended a second or a third year or other shortened specified time periods. Extension of the contract into the second or third time periods shall be made by letter on or before the expiration of the contract.
5. The contract title, bidder's name, address and bid opening date should be clearly printed or typed on the outside of the bid envelope. Only one bid will be accepted from each bidder for the same job. Alternates will not be accepted unless specifically requested in the proposal. Submission of more than one bid or alternates not requested may be grounds for rejection of all bids by the bidder.
6. The method of delivery of bids is the responsibility of the bidder. All bids must be received by the Purchasing Division, 222 Saint Louis Street, 8<sup>th</sup> Floor, Room 826, Baton Rouge, LA 70802 on or before the specified bid opening date and time. Late bids will not be considered under any circumstances. **NO FAXED OR EMAIL BIDS WILL BE ACCEPTED.**
7. Failure to deliver within the time specified in the bid will constitute a default and may cause cancellation of the contract. Where the city has determined the contractor to be in default, the city reserves right to purchase any or all products or services covered by the contract on the open market and to charge the contractor with cost in excess of the contract price. Until such assessed charges have been paid, no subsequent bid from the defaulting contractor will be considered.
8. The City Parish specifically reserves the right to evaluate bids and award items separately, grouped or on an all or none basis, to accept the bid which is in the best interest of the City parish, and to reject all proposals if that is in the best interest of the City Parish.

9. Bid forms and submissions must be downloaded and submitted through the [www.centralbidding.com](http://www.centralbidding.com) on-line bidding site. Bids shall be accepted only on proposal forms furnished by the City of Baton Rouge and Parish of East Baton Rouge Purchasing Division. The City - Parish will only accept bids from those bidders in whose names the proposal forms and/or specifications were issued. Altered or incomplete proposals, or the use of substitute forms or documents, shall render the bid non-responsive and subject to rejection. The entire proposal package, including the specifications and copies of any addenda issued shall be submitted to the Purchasing Division as the bid
10. All proposals must be typed or written in ink. Any erasures, strikeover and/or changes to prices should be initialed by the bidder. Failure to initial may be cause for rejection of the bid as non-responsive.
11. All proposals must be manually signed by a properly authorized party. Failure to do so shall cause the bid to be rejected as non-responsive.
12. Where one or more vendor's exact products or typical workmanship is designated as the level of quality desired or equivalent, the Purchasing Division reserves the right to determine the acceptability of any equivalent offered.
13. If bidding other than specified, sufficient information should be enclosed with the bid in order to determine quality, suitability, and compliance with the specifications. Failure to comply with this request may eliminate your bid from consideration. If requested, literature and/or specifications must be submitted within seven (7) days.
14. Detailed factory specifications, illustrative literature and any deviations should be submitted with bid as required by the specifications or on the bid form. Representative samples shall be submitted upon request, if appropriate. Bidders proposing an equivalent brand or model should submit with the bid information (such as illustrations, descriptive literature, and technical data) sufficient for the City to evaluate quality, suitability, and compliance with the specifications in the solicitation.
15. Written addenda issued prior to bid opening which modifies the proposal shall become a part of the proposal for bid, and shall be incorporated within the purchase order and/or contract. Only a written interpretation or correction by Addendum shall be binding. Bidders shall not rely upon any interpretation or correction given by any other method.
16. For Printing solicitations, artwork, dies and/or molds shall become the property of the City - Parish Government and must be returned to the Purchasing Division, 222 Saint Louis Street, 8<sup>th</sup> Floor, Room 826, Baton Rouge, LA 70802, upon completion of the order.
17. All applicable chemicals, herbicides, pesticides and hazardous materials must be registered for sale in Louisiana by the Department of Agriculture, State of Louisiana, registered with the EPA and must meet all requirements of Louisiana State Laws. Bidders should submit product label, material safety data sheet and EPA registry number with bid or within five (5) days of request from purchasing office. This information will be required on any subsequent deliveries if there is a change in chemical content or a different product is being supplied. Failure to submit this data may be cause for the bid to be rejected or the contract canceled. Failure to submit this data may be cause for the bid to be rejected or the contract canceled.
18. Delivery of items must be made on time to City - Parish final destinations within East Baton Rouge Parish. All freight charges shall be prepaid by vendor. EAST BATON ROUGE PARISH requires all products to be new (current) and all work must be performed according to standard practices for the project. Unless otherwise specified, no aftermarket parts will be accepted. Unless otherwise specified, all workmanship and materials must have at least one (1) year guaranty, in writing, from the date of delivery and/or acceptance of the project. Any deviations or alterations from the specifications must be indicated and/or supporting documentation supplied with bid submission. Late deliveries or unsatisfactory performance may be cause to cancel the Purchase Order or contract.
19. EAST BATON ROUGE PARISH requires all products to be new (current) and all work must be performed according to standard practices for the project. Unless otherwise specified, no aftermarket parts will be accepted. Unless otherwise specified, all workmanship and materials must have at least one (1) year guaranty, in writing, from the date of delivery and/or acceptance of the project. Any deviations or alterations from the specifications must be indicated and/or supporting documentation supplied with bid submission.
20. The City - Parish reserves the right to award items separately, grouped or on an all-or-none basis and to reject any or all bids and waive any informalities.

21. 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 City - 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 shall be grounds for disqualification of bid or cancellation of contract.
22. All Prices bid shall remain in effect for a period of at least sixty (60) days. City - Parish purchases are exempt from state and local taxes.
23. The City - Parish reserves the right to terminate this contract prior to the end of the contract period on twenty-four (24) hours written notice for unsatisfactory performance. Termination under this paragraph shall not relieve either party of any obligation or liability that may have occurred prior to the effective date of termination.
24. In accordance with Louisiana Revised Statutes, a preference may be allowed for equivalent products produced, manufactured or grown in Louisiana and/or firms doing business in the State of Louisiana. Do you claim this preference if allowed?

YES\_\_\_NO\_\_\_If this preference is claimed, attach substantiating information to the proposal to show the basis for the claim.

25. Right To Audit Clause: The Contractor shall permit the authorized representative of the City-Parish to periodically inspect and audit all data and records of the Contractor relating to his performance under this contract. In accordance with the provisions of LA. R.S. 38:2212.9, in awarding contracts after August 15, 2010, any public entity is authorized to reject the lowest bid from, or not award the contract to, a business in which any individual with an ownership interest of five percent or more has been convicted of, or has entered a plea of guilty or ***Nolo Contendere*** to any state felony crime or equivalent federal felony crime committed in the solicitation or execution of a contract or bid awarded under the laws governing public contracts under the provisions of Chapter 10 of this Title, professional, personal, consulting, and social services procurement under the provisions of Chapter 16 of Title 39 of the Louisiana Revised Statutes of 1950, or the Louisiana Procurement Code under the provisions of Chapter 17 of Title 39 of the Louisiana Revised Statutes of 1950.
26. 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.
27. Terms and Conditions: This solicitation contains all terms and conditions with respect to the purchase of the goods and/or services specified herein. Submittal of any contrary terms and conditions may cause your bid to be rejected. By signing and submitting a bid, vendor agrees that contrary terms and conditions which may be included in their bid are nullified; and agrees that this contract shall be construed in accordance with this solicitation and governed by the laws of the State of Louisiana as required by Louisiana Law.

28. 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. A list of parties who have been suspended or debarred can be viewed via the internet at <http://www.sam.gov>
  - b. 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.
29. Bid prices shall include delivery of all items F.O.B. destination or as otherwise provided. Bids containing "Payment in Advance" or "C.O.D. requirements may be rejected. Payment is to be made within 30 days after receipt of properly executed invoice or delivery, whichever is later.
30. East Baton Rouge Parish is exempt from paying sales tax under LSA-R.S. 47:301 (8)(c). All prices for purchases by East Baton Rouge Parish of supplies and materials shall be quoted in the unit of measure specified and unless otherwise specified, shall be exclusive of state and local taxes. The price quoted for work shall be stated in figures. In the event there is a difference in unit prices and totals, the unit price shall prevail.
31. Bidders may attend the bid opening, but no information or opinions concerning the ultimate contract award will be given at the bid opening or during the evaluation process. Bid tabulations may be accessed at: <https://city.brla.gov/dept/purchase/bidresults.asp>
32. Contractor agrees, upon receipt of written notice of a claim or action, to defend the claim or action, or take other appropriate measure, to indemnify, and hold harmless, the city, its agents and employees from and against all claims and actions for bodily injury, death or property damages caused by fault of the contractor, its officers, its agents, or its employees. Contractor is obligated to indemnify only to the extent of the fault of the contractor, its officers, its agents, or its employees, however the contractor shall have no obligation as set forth with respect to any claim or action from bodily injury, death or property damages arising out of the fault of the City, its officers, its agents, or its employees.
33. 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.

Bidders must agree to keep informed of and comply with all federal, state and local laws, ordinances and regulations which affect their employees or prospective employees.

The City of Baton Rouge, Parish of East Baton Rouge launched a new Enterprise Resource Planning (ERP) system, Vendor Self Service (VSS) via Munis. VSS replaced the legacy vendor database and will be used by all departments and agencies citywide.

Vendor Self-Service (VSS) enables vendors to register and maintain information about their organization for the purpose of doing business with City-Parish and receive notifications of business opportunities. The City-Parish procurement activities are subject to the State of Louisiana Public Bid Law, local city-parish ordinances as well as applicable federal statutes as directed by grant providers. Vendors must be registered to receive bid notifications.

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>.

Additional information regarding how to do business with EBRCity-Parish is available at:

<https://www.brla.gov/DocumentCenter/View/678>.

We also post our scheduled bid results, after the bids have been opened at

<http://city.brla.gov/dept/purchase/bids.asp>.

**Note:** Commodity codes are required for setting up your profile. These numbers tell us what commodities and services that you can provide. When agencies request products or services, our buyers pull directly from these numbers to send out solicitations, bids, and quotes. The first 3 numbers are the class numbers; the subclasses are two digit numbers that better describe the commodity or service. For questions regarding commodity codes, please contact purchasing at (225) 389-3259 Ext 0.

**Important!** - A W-9 Form is required in order to do business with City-Parish. Part of the online enrollment process requires you to upload a completed W-9 form. Please have the completed form in an electronic format so that you can submit it as part of the registration process. The W-9 form can be downloaded from the IRS website. We have created step by step directions on how to properly complete the W-9 Form.

## **FEDERAL CLAUSES, IF APPLICABLE.**

### **I. Remedies for Breach**

Bidder acknowledges that contracts in excess of the simplified purchase threshold (\$150,000.00) shall contain provisions allowing for administrative, contractual, or legal remedies for contractor breaches of the contract terms, and shall provide for such remedial actions as appropriate.

### **II. Termination and Settlement**

Bidder acknowledges that contracts in excess of \$10,000.00 shall contain termination provisions including the manner in which termination shall be effected and the basis for settlement. In addition, such provisions shall describe conditions for termination due to fault and for termination due to circumstances outside of the contractors' control.

### **III. Access to Records**

Bidder acknowledges that all contracts (except those for less than the small purchase threshold) shall include provisions authorizing the recipient, US Funding Agency, the Comptroller General, or any of their duly authorized representatives access to all books, documents, papers, and records of the contractor which are directly pertinent to a specific program for the purpose of making audits, examinations, excerpts, and transcriptions.

### **IV. Equal Employment Opportunity**

Bidder acknowledges that all contracts shall contain provisions requiring compliance with E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11236 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Dept. of Labor.

### **V. Copeland "Anti-Kickback" Act**

Bidder acknowledges that all construction/repair contracts and sub-grants in excess of \$2,000 shall include provisions requiring compliance with the Copeland "Anti-kickback" Act (18 U.S.C. §3141-3148), which provides that each contractor or sub-recipient shall be prohibited from inducing any person employed in the construction, completion, or repair of public work, to give up any part of the entitled.

### **VI. Davis-Bacon Act**

Bidder acknowledges that all construction contracts in excess of \$2,000 shall include a provision for compliance with the Davis-Bacon Act, which requires contractors to pay laborers and mechanics wages at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor. Additionally, contractors shall be required to pay wages not less than once a week.

## VII. Contract Work Hours and Safety Standards Act

Bidder acknowledges that all construction contracts in excess of \$2,000, and all other contracts involving the employment of mechanics or laborers in excess of \$2,500 shall include provisions for compliance with sections 102 and 107 of the Contract Work Hours and Safety Standards Act, which requires each contractor to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and one-half times the basic rate of pay for all hours worked in excess of 40 hours. Section 107 is applicable to construction work and provides that no laborer or mechanic shall be required to work in surroundings or under working conditions that are unsanitary, hazardous, or dangerous.

## VIII. Rights to Inventions Made Under a Contract or Agreement

Bidder acknowledges that contracts for the performance of experimental, developmental, or research work shall include provisions providing for the rights of the Federal Government and the recipient in any resulting invention in accordance with 37 CFR part 401, "Rights to Inventions Made by Nonprofit Organizations and the Small Business Firms under Governments Grants, Contracts, and Cooperative Agreements"

## IX. Clean Air Act

Bidder acknowledges that the Clean Air Act (CAA) is the comprehensive federal law regulating air emissions from stationary and mobile sources. Among other things, this law authorizes EPA to establish National Ambient Air Quality Standards (NAAQS) to protect public health and public welfare and to regulate emissions of hazardous air pollutants

## X. Clean Water Act.

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

## XI. Energy policy and conservation act

The contractor hereby recognizes the mandatory standards and policies relating to energy Efficiency which is contained in the state energy conservation plan issued in compliance with the energy policy and Conservation act (P.L. 94-163).

Bidders must agree to keep informed of and comply with all federal, state and local laws, ordinances and regulations which affect their employees or prospective employees.

**MBE/SBE/WBE Initiative**  
**Participation by Certified Small Entrepreneurships/DBE Initiative**

This procurement has been designated as suitable for certified small entrepreneurships (MBE/SBE/WBE) participation.

The City of Baton Rouge, Parish of East Baton Rouge strongly encourages the participation of Small and Minority and Women-owned business in all contracts or procurements let by the City of Baton Rouge Consolidated Government for goods and services and labor and material. To that end, all Service Providers and suppliers are encouraged to utilize federal, state or locally certified Small, Minority and Women-owned businesses in the purchase or sub-contracting of materials, supplies, services and labor and material in which disadvantaged businesses are available.

Proposers that are not eligible for certification are encouraged to use Small, Minority and Women-owned businesses where sub-contracting opportunities exist. To be responsive to this request for proposal, the proposer should be a Small, Minority or Women-owned businesses or have put forth a good faith effort to use certified Small, Minority or Women-owned businesses as subcontractors. By submitting and signing a proposal, the proposer certifies that they are in compliance with this requirement. The proposer shall submit with the proposal a plan and selection process outlining good-faith efforts to utilize Small, Minority or Women-owned businesses as subcontractors.

Written notification is the preferred method to inform Small, Minority and Women-owned businesses of 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 Contract (LaPAC) Network, may be accessed 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 "Smalle". 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 certified Small, Minority and Women-owned businesses will satisfy the notification requirements. Notification must be provided to the certified entrepreneurships 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.

## ADDITIONAL REQUIREMENTS FOR THIS BID

The City-Parish, its officers, employees and agents, shall not be responsible for the negligent acts and omissions of the Contractor or the Contractor's officers, employees, agents or subcontractors, nor shall the Contractor or the Contractor's officers, employees or agents be responsible for the negligent acts or omissions of the City - Parish, its officers, employees and agents. Accordingly, Contractor shall indemnify and save City - Parish, its officers, employees and agents, harmless from any and all claims, suits and actions of any character, name or description brought for or on account of any injury or damage to any person or property arising out of the work performed by the Contractor and resulting from the negligence, commission or omission of any act by the Contractor, or Contractor's officers, employees, agents or subcontractors.

If work is to be performed on site, contractor shall furnish proof of insurance as required in specifications.

Payment terms for services will be **Net 30** days based on the monthly invoice. Agencies will be invoiced monthly in arrears by the contractor. Advanced payments shall not be made.

The City-Parish reserves the right to cancel this contract with thirty (30) days written notice.

**Termination for Cause:** The City-Parish may terminate this Contract for default by giving the contractor written notice thereof, specifying with particularity each such default. After the first such notice of default, Contractor shall have ten (10) days after receipt of notice to cure or take reasonable steps to cure the default. If the contractor fails to cure or take reasonable steps to cure the default within such ten-day period, the City-Parish may declare this Contract, as appropriate, terminated. In the event of a second notice of default, whether for the same or a different infraction of contractual obligations, the contractor will be given five (5) days to cure the default. If a third notice of default should become necessary, the contract may be terminated upon notification of said default.

**Termination for Convenience:** The City-Parish may terminate this Agreement at any time by giving thirty (30) days written notice.

**Termination for Non-Appropriation Clause:** Should the Invitation to Bid result in a multi-year contract, a non-appropriation clause shall be made a part of the contract terms as required by state statutes, allowing the City-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.

**Cybersecurity Training Requirement:** Contractor, including all principals, sub-contractors and employees who require access to City-Parish information technology assets, shall complete the cybersecurity training required by La. R.S. 42:1267 and furnish the City Parish proof of said completion prior to being granted access to said assets.

**Force Majeure:** In case by reason of force majeure either party hereto shall be rendered unable wholly or in part to carry out its obligations under this Agreement, then except as otherwise expressly provided in this Agreement, if such party shall give notice and full particulars of such force majeure in writing to the other party within a reasonable time after occurrence of the event or cause relied on, the obligations of the party giving such notice (other than the obligations of the *[name of payer]* to make the payments required under the terms hereof, or to comply with Section *[number of section]* or *[number of section]* hereof), as far as they are affected by such force majeure, shall be suspended during the continuance of the inability then claimed which shall include a reasonable time for the removal of the effect thereof, but for no longer period, and such party shall endeavor to remove or overcome such inability with all reasonable dispatch. The term "force majeure," as employed herein, shall mean acts of God, strikes, lockouts or other industrial disturbances, acts of the public enemy, orders of any kind of the Government of the United States or of the State or any civil or military authority, insurrections, riots, epidemics, landslides, lightning, earthquakes, fires, hurricanes, storms, floods, washouts, droughts, arrest, restraining of government and people, civil disturbances, explosions, partial or entire failure of utilities, shortages of labor, material, supplies or transportation, or any other similar or different cause not reasonably within the control of the party claiming such inability. It is understood and agreed that the settlement of existing or impending strikes, lockouts, or other industrial disturbances shall be entirely within the discretion of the party having the difficulty and that the above requirements that any force majeure shall be reasonably beyond the control of the party and shall be remedied with all reasonable dispatch shall be deemed to be fulfilled even though such existing or impending strikes, lockouts, and other industrial disturbances may not be settled but could have been settled by acceding to the demands of the opposing person or persons.

**ADDITIONAL REQUIREMENTS FOR THIS BID  
(continued)**

If the Company fails to perform any of the other provisions of this contract, or so fails to make progress as to endanger the performance of this contract in accordance with its terms, and either of these two circumstances does cure such failure within a period of ten (10) days (or such longer period as the Parish may authorize in writing), after receipt of notice from the City specifying such failure; or

Continuing non-performance of the Proposer in terms of specifications shall be a basis for the termination of the contract by the City. The City shall not pay for work, equipment or supplies which are unsatisfactory. Vendors will be given a reasonable opportunity before termination to correct the deficiencies. This however, shall in no way be construed as negating the basis for termination for non-performance; or

In the event the City terminates this Contract in whole or in part, as above provided, the City may procure, upon such terms and in such manner as the City may deem appropriate, items purchased similar to those terminated, and the Company shall be liable for any excess costs for such similar items, provided that the Company shall continue the performance of this contract to the extent not terminated under the provisions of this paragraph.

Ethics: Vendors and service providers are responsible for adhering to the Louisiana Code of Governmental Ethics throughout the duration of this contract. As such, vendors and service providers shall be responsible for determining and ensuring that there will be no conflict or violation of the Louisiana Ethics Code if their company is awarded a contract with the City/Parish.

**SDSs SHOULD BE SUBMITTED WITH BID OR WITHIN FIVE (5) DAYS OF REQUEST FROM PURHASING OFFICE– FAILURE TO PROVIDE WILL DEEM YOUR BID AS NON-RESPONSIVE:**

All applicable chemicals, herbicides, pesticides and hazardous materials must be registered for sale in Louisiana by the Department of Agriculture, State of Louisiana, registered with the EPA and must meet all requirements of Louisiana State Laws. Additionally, Contractor must submit product labels, safety data sheets (SDS) (formerly material safety data sheets) and EPA registry number to the agency prior to work commencing. This information will be required on any subsequent deliveries if there is a change in chemical content or a different product is being supplied. Failure to submit this data may be cause to the contract being canceled.

## INQUIRY PERIOD

An inquiry period is hereby firmly set for all interested bidders to perform a detailed review of the bid documents and to submit any written questions relative thereto. ***Without exception, all questions MUST be in writing*** (even if an answer has already been given to an oral question during the pre-bid conference or job site visits.) Inquiries are to be directed as follows:

### **Hand Delivered or by Courier**

Latisha Cannon  
City-Parish Purchasing Department  
222 Street Louis Street, Room 826  
Baton Rouge, LA 70802

**By email:** [lcannon@brla.gov](mailto:lcannon@brla.gov)

The City-Parish shall not and cannot permit an open-ended inquiry period, as this creates an unwarranted delay in the procurement cycle and operations of our departments. The City-Parish reasonably expects and requires *responsible and interested* proposers to conduct their in-depth proposal review and submit inquiries in a timely manner.

**All inquiries shall be received by 5:00 p.m. on February 18, 2026.**

**The City of Baton Rouge and Parish of East Baton Rouge, Purchasing Division, is offering teleconference and in-person attendance by vendors at public bid openings for bids published by our office.**

**Any vendor who would like to listen to the opening of this bid can access the following link, at the date and time of this bid opening:**

***Join by phone:***

***+1-408-418-9388 United States Toll  
Access code: 263 373 080 (followed by the # button)***

***Alternate numbers to call if number above is not available, which may occur due to network traffic (use the same Access Code, followed by the # button):***

***United States Toll (Boston) +1-617-315-0704  
United States Toll (Chicago) +1-312-535-8110  
United States Toll (Dallas) +1-469-210-7159  
United States Toll (Denver) +1-720-650-7664  
United States Toll (Jacksonville) +1-904-900-2303  
United States Toll (Los Angeles) +1-213-306-3065***

**This link will provide you with live audio access to this bid opening. The link will be live at the noted bid opening time and date.**

**NOTE: The only vendor information shared at the bid opening will be the reading of the names of those vendors who submitted bids.**

**Crash Fire Apparatus Equipment Maintenance and Repair Services for  
BR Metro Airport Police\ARFF Department**

**GENERAL:** The intent of this Invitation to Bid is to obtain pricing from vendors to provide ONSITE Annual fire apparatus equipment Preventive Maintenance inspections (PMI), general and preventive maintenance (PM) services, as well as, provide repair services and parts to equipment as described within the document, on an as needed basis, during the contract term to select Airport Police\ARFF Apparatus equipment listed below. All services are to be performed ONSITE at the Baton Rouge Metropolitan Airport Police Headquarters building located at 9430 Jackie Cochran Drive, Baton Rouge, Louisiana. 70807

The Baton Rouge Metropolitan Airport is open 365 days a year. Exact hours to perform services will be coordinated with the Successful Contractor and the Baton Rouge Metropolitan Airport's representative.

The Airport will designate a representative(s) at the Airport to act as liaison with the Contractor for coordination with the Contractor crew leader and/or their supervisor, as applicable. The Airport will also inspect all work being performed for acceptability.

This contract is for an amount not to exceed \$120,000.00 per contract term.

**WORK HOURS:** For the purpose of this Contract, Regular Work Hours shall be 8:00 a.m. through 5:00 p.m., Monday through Friday, excluding designated holidays listed within the bid specifications.

Call Out hours shall be hours outside the designated regular work hours, nights and weekends. Holiday Call Out hours shall be on the designated Holidays listed within this Invitation to Bid (ITB).

**CONTRACTOR PERSONNEL:** Sufficient personnel shall be furnished to perform work efficiently and in a reasonable amount of time. Contractor shall be responsible for maintaining satisfactory standards of employee competency, conduct, appearance and integrity.

It is required that the Contractor's technicians be certified to work on crash fire trucks listed with the Invitation to Bid. No service shall be performed by non-certified employees.

**PERFORMANCE OF SERVICES:**

All tools and equipment necessary to perform specific work shall be provided by the Contractor. Contractor shall maintain a staffed office for the processing of work orders and specific job related information during normal working hours, 8:00a.m. - 5:00 p.m., Monday through Friday, excluding designated holidays listed below.

Contractor shall provide the Chief of MAPD or designee contact information for the purpose of receiving service calls. This will include name, title, office phone, cell phone, fax, and e-mail address. Whichever form of contact the Contractor advises the Airport is the main point of contact, must be capable of receiving service calls 24 hours a day, seven (7) days a week, as the Baton Rouge Metropolitan Airport is open 365 days a year. Contractor's call back or acknowledgement of email must be received within one (1) hour of call out from the Baton Rouge Metropolitan Airport's representative.

The Contractor is expected to perform work in a competent and professional manner. Any damage to the City\Airport\Airport Police building or facility, either direct or indirect, resulting from the vendor, or vendor employee must be repaired fully and completely at the cost to the contractor, including work, materials, and any litigation fees that may be incurred to recover the cost of such damages not repaired or not repaired in a workman like manner.

## **INSPECTION / PREVENTATIVE & GENERAL MAINTENANCE SERVICES**

All tools, equipment, parts and materials necessary to perform specific work shall be provided by the Contractor. The vendor is to provide a complete service, which includes changing fluids, filters, chassis lubrication, complete inspection and reporting ON SITE. All service will take place ON SITE and on a staggered rotation, which will be agreed upon between the successful contractor and the Airport.

All Preventive Maintenance will be scheduled at least one week in advance of any work being performed by the Contractor, with the designated Airport representative. Maintenance must be performed in accordance with the manufacturer and the FAA recommendations and regulations on each unit.

Contractor will be responsible for the removal and disposal of all used fluids, filters, and shop supplies in accordance with industry standards and regulations.

Contractor will be required to provide the Airport representative, in writing, of any deficiencies which need to be addressed on the equipment. Contractor will be required to provide a written quote for any additional repairs needed that are not covered under the specified parameters of this contract.

As a minimum, the following items will be required during each Apparatus Equipment Annual Inspection or Preventive Maintenance Service:

- Totally complete the Federal Aviation Administration (FAA) required inspection
- Complete a total vehicle inspection
- Change engine oil and filter
- Change fuel filters
- Check condition and top off transmission fluid (change if needed)
- Check condition and top off differential fluid( change if needed)
- Complete chassis and valve lubrication
- Check condition of pump
- Check condition of engine coolant (change if needed)
- Change air filters
- Provide baseline records
- Provide required FAA inspection completion forms
- Check condition of power steering and top off fluid as needed
- Check and top off windshield washer fluid levels and blades
- Inspect all belts and hoses
- Change all hydraulic filters, check condition of fluid and top off
- Check and top off priming tank reservoir (if applicable)
- Check condition of tires and adjust pressure as needed
- Lube all door hinges and compartment door hardware
- Perform electrical, hydraulic and air system checks
- Check condition of a piping and control valves
- Conduct speed test
- Provide complete documentation describing work performed and inspection report
- Inspect all DOT and emergency lighting (replace as needed)
- Check batteries and alternator outputs
- Complete inspection of roof mounted boom
- Inspect roof and bumper mounted turrets
- While performing any listed inspection repair any discovered issue (at the time issue discovered as approved by Airport Police)
- Ensure all vehicle lighting is operating
- And any other items in accordance with industry standards or FAA requirements

Contractor shall provide to the Baton Rouge Metropolitan Airport designated representative written confirmation of services performed, i.e., service checklist or other agreed upon documents. This should be part of the Contractor's inspection and preventative maintenance service program. Said forms are to indicate all work performed during Contractor's inspection/preventative or general maintenance services. Documents are to be signed and dated by the Contractor's representative performing services, as outlined within these specifications, and/or on any other additional items that the Contractor has performed during their services for the Airport's records. Prior to award of Contract, vendor must provide the Airport with their inspection and preventative maintenance documentation to be utilized for this contract for the Airport's approval and acceptance. Vendor will be required to provide this documentation within seven (7) days of request from the Purchasing Division. Failure to timely provide documentation will cause your bid to be deemed non-responsive.

#### **REPAIR SERVICES:**

If during annual inspection, preventative or general maintenances services, repairs are determined to be needed not covered under the general preventative maintenance or inspection of equipment, Contractor shall notify the Baton Rouge Metropolitan Airport's designated representative, and provide the Airport representative with their written quote to complete the needed repairs. The hourly labor rate shall be paid as bid by the Contractor throughout the contract term.

Parts and materials needed for repairs, not covered under routine inspection, preventative or general maintenance shall be paid by the Airport in accordance with the guidelines outlined below under Parts and Material Pricing Section listed below. Prior approval from the Airport is required before services are to be performed on each repair.

The Contractor will be contacted by the Airport's representative or their designee if emergency repair services are deemed necessary. Upon notification by the Airport, the Contractor's representative must be ONSITE within the designated number of hours bid by the Contractor on Item No. 0026. Failure to respond timely may cause the Contractor to be found to be in default of contract. See Conditions for Termination requirements as outlined in the bid specifications.

Contractor will provide the Airport with their itemized statement of cost for parts and materials, and estimated hourly rates associated with each repair. Prior approval from the Airport is required before services are to be performed on each repair.

Upon completion of each repair, the Contractor is to provide the Airport with their written documentation concerning the repair.

#### **PARTS AND MATERIAL PRICING:**

Parts and Materials needed for identified Repairs found during inspections, preventative or general maintenance services or emergency repair service as deemed necessary shall be paid by the Baton Rouge Metropolitan Airport in accordance with the pricing Percentage Discount bid by Contractor on Items 0006, 0012, 0018, 0024, 0030, and 0036 against Manufacturer's certified price list, *if applicable*. For Items 0006, 0012, 0018, 0024, 0030, and 0036, a number (without decimal) from 0 to 100 must be entered (0% = 0, 10% = 10, 25% = 25, 33% = 33, ...100% = 100). If manufacturer's price list is not available, Contractor shall submit an itemized statement of cost to the Airport's representative for review and approval on each repair prior to work commencing.

#### **EMERGENCY REPAIR RESPONSE TIME:**

Because of the nature of the Aircraft Rescue Fire Fighting Industry, **an emergency response time of less than 8 hours is required** concerning this contract. This response time shall include after hours, weekends, and holidays. **Failure to be within this maximum number of hours may cause your bid to be deemed non-responsive.** Acceptability of all bids received shall be at the discretion of the City-Parish, and the Baton Rouge Metropolitan Airport, and as determined to be in their best interest of the City. The services being performed under this contract are vital and time-sensitive services.

**INVOICES:** The Airport Police and the City shall receive copies of all invoices for parts and/or materials delineated in the final invoice for all replacement parts or materials used at Market Price less the percentage discount as stated in your bid, or as provided by the Contractor's itemized statement of cost approved by the Airport. Vendor shall provide documentation of material cost with invoices. Vendor shall, for the term of this contract, maintain price verification records for the Airport Police and the City to review, upon request, for audit purposes on materials and parts invoices. Hourly rates charges shall be in accordance with Contractor's hour rates bid.

**EQUIPMENT:** All tools, equipment and materials shall be provided by the contractor, unless otherwise written in specifications and will be maintained for the safety of the public and the contractor's employees.

**Equipment to be serviced:**

- ONE (1) 1998 E-One Titan 1500 4X4 (CFR1)
- ONE (1) 2015 Oshkosh Global Striker 1500 4X4 equipped with a boom mounted Snozzle (CFR2)
- ONE (1) 2010 Oshkosh Striker 1500 (CFR3)
- ONE (1) 2024 Rosenbauer Panther 4X4
- TWO (2) Low Attack Bumper Turret Assemblies mounted on Striker units

**HOLIDAYS:** While the Airport is open 365 days per year, the Airport shall recognize the following holidays during the contract term, the dates may change nevertheless the holidays remain: New Year's Day, Martin Luther King Day, Mardi Gras Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, and Day after, and Christmas Day.

\* When a holiday falls on a Sunday, the Monday after is observed as a holiday. When a holiday falls on a Saturday, the Friday before is observed as a holiday.

**CONTRACTOR'S QUALIFICATIONS:**

To be qualified the Contractor must have experience providing ARFF vehicle PM, PMI, Diagnostics, and Repairs to include, but not limited to, engines, transmissions, air conditioning systems, vehicle body work, drive accessories, deficiencies in apparatus system, etc. It is required that Contractor's technicians providing service under this contract are trained to work on E-One and Oshkosh vehicles, and other brands as may be added to the BTR ARFF vehicle fleet or inventory over the term of this contract. Technicians must have training in or hold Emergency Vehicle Technician certificates from the Emergency Vehicle Technician commission for:

- A-1 Design & Performance Standards & Preventive Maintenance of Aircraft Rescue & Fire Fighting Vehicles
- A-2 Chassis and Vehicle Components of Aircraft Rescue and Fire Fighting Vehicles
- A-3 Extinguishment Systems of Aircraft Rescue and Fire Fighting Vehicles

Proof of employee(s) certification and experience must be provided, upon request. Vendor must provide said documentation to the Purchasing Division within seven (7) days of request. Failure to timely provide requested documentation shall cause the vendor's bid to be deemed non-responsive.

Contractor must have mobile service truck(s) available with equipment and sufficient parts inventory to provide all PM, all PMI, and most on-site diagnostics and repairs.

**ADDITIONAL SECURITY CLEARANCE REQUIREMENTS/STANDARDS OF CONDUCT FOR BATON ROUGE METRO AIRPORT:**

*All employees performing work at the Airport must undergo a TSA / FBI security & background check. All employees performing work at the Airport shall have in their possession a valid Airport ID badge. The contractor shall be responsible for, at its own expense, obtaining the proper security clearance, fingerprinting (\$50), training, and badges (\$30) to access the restricted areas of the Airport including the Security Identification Display Area (SIDA). Identification badges issued by the Airport must be visibly worn at all times while in the SIDA. Payments can be made by cash, credit card or company check. The Agency requires the contractor to return badges of any terminated employee of the contractor and/or at the end of the contractor term to the Airport Police Department. If a security badge is not returned or lost it is an automatic \$250.00 charge.*

It is the responsibility of the Contractor to ensure adequate staff has been cleared to work at the Baton Rouge Metropolitan Airport in order to meet the response time bid.

**SECURITY CLEARANCE REQUIREMENTS/STANDARDS OF CONDUCT:** *The Agency requires TSA / FBI Criminal Background Checks before and during the contract period and reserves the right to deny employee access to jobsite depending information in background check. The Airport also reserves the right to request drug testing/screening all at no additional cost to the Agency, for all Contractor's employees. The City also reserves the right to request additional drug screens for Contractor's staff for reasonable cause. Any Contractor's staff that tests positive on any drug screen(s) shall be immediately dismissed.*

**INDEMNITY CLAUSE:** The Contractor agrees to indemnify and serve harmless the Airport Police and the City and its officers, agents and employees from any and all claims, causes or actions, and damages of every kind, for injury to or death of any person and damages, to property arising out of or in connection with the work done by Contractors under this contract, and including acts or omissions of the Airport Police or the City or its officers, agents, or employees in connection with said contract.

**EQUAL OPPORTUNITY EMPLOYER:** The successful bidder shall warrant and agree that the company is a Equal Opportunity Employer. Should complaints of any form of discrimination, either in dispensation of the service, or within company hiring policies be substantiated, this contract may be terminated immediately.

**MANUFACTURER PUBLISHED PRICE LIST:** It is the responsibility of the contractor to ensure that the parts utilized during repairs are acceptable with the manufacturer, and does not affect the manufacturer's warranty on the specified equipment, as applicable.

If applicable, proposals must be based on latest (current) manufacturer published price list(s) on parts if needed during repairs. Price lists bid must be firm for a minimum twelve (12) months after award. Vendor shall bid a fixed discount from their price list(s) that will remain constant. New manufacturer published price list(s) may be utilized after six (6) months. Requests for price list(s) updates shall be received a minimum of thirty (30) days prior to effective date of increase. However, the City-Parish reserves the right to accept such changes in price list(s), or to accept contractor's submitted pricing from other sources or to cancel the contract and rebid.

Current manufacturer price list(s) must be submitted within seven (7) days of request for such, if applicable. Failure to do so may cause the bid to be rejected. Vendor may be requested to arrange for direct mailing of manufacturer's catalogs and price updates to the City-Parish Purchasing Division.

The City-Parish reserves the right to return any items for merchandise credit, including older unused parts. Invoice copies cannot be supplied to vendor for returned items.

This will apply only to Original Equipment Manufacturer's parts. Grey Market Goods are expressly excluded. This agreement is non-exclusive and shall not in way preclude The City-Parish from soliciting bids or entering into similar agreements and/or arrangements to procure similar, equal, or like goods and/or services from other entities or sources during the contract period.

## **General Specifications:**

The Contractor shall inspect all apparatus according to the most current edition of the following:

NFPA 412

NFPA 414

NFPA 1911

FAA Advisory Circular No: 150/5220-10E

The Contractor shall comply with all Federal Aviation Administration (FAA) regulations while on airport property.

The Contractor shall ensure that all personnel, while working in the Aircraft Operations Area (AOA), are escorted by a badged BTR or MAPD personnel at all times unless the contract employee has obtained and holds a current BTR Security Identification Display Area (SIDA) Badge.

The Contractor shall have (or have access to) fully equipped facilities for any necessary off-site diagnostics and repairs. The address and name for the primary and secondary Repair Facilities, if any, where the Contractor will perform off-site Diagnostics and \ or Repairs to ARFF vehicles when required Diagnostics and Repairs cannot be performed on-site at the BTR ARFF Station.

The Contractor shall maintain service prices for the duration of the contract. This contract does not have an escalation clause.

The Contractor shall have a readily available stock of commonly used parts and be able to obtain other un-stocked parts in a timely manner.

The Contractor shall have fully equipped vehicles which carry necessary equipment and parts on board to provide on-site PM, PMI, Diagnostics, and Repairs in a timely manner.

The Contractor shall perform all work utilizing best practices to efficiently complete all services.

The Contractor shall provide telephone numbers that may be reached at all times with voice mail capabilities.

The Contractor shall provide all PM, PMI, and other minor repairs on-site at the ARFF Station.

The Contractor shall provide Diagnostics, Repairs and Parts on-site at the ARFF Station to the extent possible.

## **Preventive Maintenance:**

PM shall include all labor, overhead, materials, parts, travel time, mileage, etc., necessary to change fluids and filters and provide visual checks of each vehicle.

PM and PMI shall be completed annually on a schedule to be determined by the Chief of MAPD or designee. The Contractor shall be available to perform PM and PMI consistent with schedule referred to under the Work Hours Section on page 11. Once scheduled, unforeseen circumstances may create the need to reschedule PM or PMI work in order to maintain firefighting capabilities at required airport index levels. In these instances, the Chief of MAPD or designee will advise the Contractor of such changes as early as possible and the Contractor shall be available to commence or resume the work within 3 calendar days.

The Contractor shall not commence PM work without a City of Baton Rouge issued Purchase Order Number (P.O.).

If the PM identifies required repairs, the Contractor shall provide a quote in accordance with Repairs section of this document.

**Preventive Maintenance Inspections:**

PMI shall include all labor, overhead, materials, parts, travel time, mileage, etc., necessary to inspect the vehicles and identify deficiencies in apparatus systems, including but not limited to: dry chemical, foam and drop tank tests.

PMI shall be completed annually on schedule to be determined by the Chief of MAPD or designee. The Contractor shall be available to perform PMI consistent with schedule referred to earlier in this document. Once scheduled, unforeseen circumstances may create the need to reschedule PMI work in order to maintain firefighting capabilities at required airport index levels. In these instances, the Chief of MAPD or designee will advise the Contractor of such changes as early as possible and the Contractor shall be available to commence or resume the work within 3 calendar days.

The Contractor shall not commence PMI work without a City of Baton Rouge issued Purchase Order Number (P.O.).

A written report of inspection, to include the points of inspection, results of the examination, deficiencies and the absence of deficiencies, shall be provided to the Chief of MAPD or designee at the completion of each PMI.

If the PMI identifies required repairs, the Contractor shall provide a quote in accordance with Section 7, Repairs below.

**Diagnostic Services:**

When repairs are needed for any ARFF vehicle, the Chief of MAPD or designee shall call the Contractor provided telephone contact number to request on-site Diagnostic services. If not answered immediately, the Contractor shall return the call within 1-2 hours.

Upon contact by the Contractor, the Chief of MAPD or designee shall advise the Contractor if the request for on-site Diagnostic services is to be Urgent or Scheduled, as defined in the table below. From the time of initial contact by the Chief or designee the Contractor shall arrive on-site to begin On-site Diagnostics according to the following schedule. This schedule shall be applicable regardless of the day of the week, weekend or holidays occurring within the allowed window for arrival on-site.

<b>Maximum Time for Contractor to Arrive for On-Site Diagnostic</b>	
Scheduled Diagnostic	Within 36 hours
Urgent Diagnostic	Within 24 hours

During the course of any On-Site Diagnostic performed by the Contractor at the ARFF Station, the Contractor shall communicate the status of all work to the Chief or designee, not less than every 2-3 hours. At the end of each reporting period, the Chief of designee shall advise the Contractor if they are authorized to continue performing additional On-Site diagnostics.

During the course of any Off-Site Diagnostics performed by the Contractor at its Repair Facilities, the Contractor shall communicate the status of all work to the Chief or designee, not less than every day, except on weekends. At the end of each reporting period, the Chief or designee may authorize the Contractor to continue performing additional Off-Site Diagnostics.

**Repairs:**

**Scheduled Repairs:**

For scheduled repairs, the Contractor shall provide BTR with a written description of the repair and an, itemized cost estimate inclusive of:

Hours of diagnostics labor already provided, if applicable

Hours of recommended repairs to be made

Parts associated with the recommended repair(s) and an indication of parts availability and/or parts required lead time to obtain parts.

Estimated completion date for the recommended repair(s).

The location the authorized work will be performed

Prior to the commencement of Scheduled Repairs, the Contractor shall ensure they have received a P.O. number from BTR.

**Immediate Repairs:**

When Immediate Repairs are required, the Contractor shall provide the Chief or Designee with a verbal total cost for On-Site Diagnostics already performed, a verbal estimate of the cost to complete the repair and an estimated timeline for completion of the repair.

Prior to the commencement of Immediate Repairs, the Contractor shall obtain verbal authorization from the Chief or designee.

BTR shall issue the Contractor a P.O. number as soon as possible after the authorization of Immediate Repairs, which shall include the estimated cost and the timeline for completion. In the event the Immediate Repairs commence outside of Regular Business hours, BTR shall provide the P.O. number on the next business day. The P.O. number shall be inclusive of any authorized Diagnostics or others services provided.

**Off-Site Repairs: (Only with Agency pre-approval)**

If repairs cannot be completed on-site at the ARFF Station, the Contractor shall arrange for the ARFF vehicle to be transported by trailer to the Contractor's Repair Facility.

The Contractor shall not transport an ARFF vehicle without a P.O. for the repairs to be made.

**Additional Repairs:**

In the event Additional Repairs are needed to complete work, the Contractor must provide and additional written quote and receive approval from the Chief or designee before commencing the additional work.

**Timeliness of Repairs and Notices of Completion:**

The Contractor will provide Repairs in a timely manner. Immediately upon realizing the Repairs cannot be completed in accordance with the completion dates provided earlier in this document, the Contractor must contact the Chief or designee to request an acceptable alternative completion timeline.

The Contractor shall notify the Chief or designee when Repairs are completed and, if applicable, the date a repaired ARFF vehicle will be returned to the ARFF Station.

If it becomes necessary for the Contractor to subcontract outside labor or contractor for the repairs, approval must be given by the Chief or designee before the work proceeds. Any and all repairs or labor performed by a subcontractor, once approved, must be conducted by experienced and reputable Repair Facility. The Contractor may not include up charges for any work or repairs conducted by outside labor or contractors. All repairs must be completed within the time frames established above, whether performed by the Contractor or by the Contractor's subcontractor.

When sub contracted repairs are completed on a vehicle, the Contractor shall provide BTR with a copy of the sub-contractor's invoice.

**Parts:**

All parts ordered for BTR owned ARFF vehicles shall be shipped to BTR for all on-site maintenance or repairs.

Charges for overhaul or rebuild of components (i.e., hydraulic pumps, hydraulic cylinders, auxiliary drives, ejector panels, engines, transmissions, etc.) shall not exceed 65% of acquisition cost for a new like item, unless included in the Contractor's estimate of cost and accepted by BTR as evidenced by issuance of a P.O. number based on the estimate.

The Contractor shall provide all parts needed to complete repairs within the time specified, regardless of whether the part is represented in the applicable catalogue reflected on the price schedule for the bid submitted.

Prices shall not exceed the suggested OEM retail price.

Any material or parts used in complying with the contract must be equal or better than Original Equipment Manufacturer (OEM) parts, material, or equipment.

The Contractor is required to maintain stock parts which, within the industry, are considered to be fast moving, normal wear items.

The Contractor shall provide stock on its mobile service truck to including all parts anticipated to be needed for PM, PMI, and Scheduled Repairs.

Upon request by the Chief or designee, used or replaced parts are to be made available for inspection. The used parts may be taken by BTR. The Contractor shall be responsible for the proper disposal of all used parts not taken by BTR.

The Contractor shall document the cost of parts provided with each invoice.

Inquiries will be received up until 5 pm on **February 18, 2026**.

## **ORIGINAL EQUIPMENT MANUFACTURER'S PARTS & LABOR DEFINITIONS:**

### **Manufacturer's Current Price List:**

Manufacturer's published suggested prices for parts at the time of the bid.

### **Original Equipment Manufacturer (OEM):**

A supply management term for the purchase of parts and materials directly from the manufacturer of the equipment or from an authorized reseller. For example, Ford automotive replacement parts would be purchased from an authorized Ford reseller.

### **OEM Service Provider:**

Resident business that is authorized by the manufacturer to sell and/or service their products. (Local vendor/dealer – synonymous).

### **Restocking Charge:**

Percentage/fee charged by vendor/dealer for putting returned parts not due to obsolescence back in their inventory.

### **Overnight Delivery Charge:**

Fee charged for agency requesting expedited/overnight delivery of parts. Prior approval from City-Parish representative is required.

### **Vendor/Dealer Labor Rate:**

Hourly rate charged for labor by the vendor or dealer on a requested repair.

### **Road Call:**

A request for a vendor/dealer to go out to a jobsite to perform a repair (not at the vendor/dealer facility). Response time for road calls must be within **eight (8) hours** of request.

### **Vendor/Dealer Field Labor Rate:**

Hourly rate charged for labor on repairs performed on a road call.

### **Grey Market Goods:**

Usually refers to the flow of new goods through distribution supply channels other than those authorized or intended by the manufacturer or producer. For example, goods intended to be only sold in Europe but eventually find their way for sale and use in the United States market. Goods being sold outside of normal distribution channels by companies which may have no relationship with the producer of the goods. (The original manufacturer may not honor the product warranty on grey market goods.)

## Schedule of Bid Items

### A26-92939 Crash Fire Apparatus Equipment Maintenance and Repair Services for BR Metro Airport Police/ARFF Department

ITEM	DESCRIPTION	QTY	UNIT OF MEASURE	UNIT PRICE
0001	<b>1998 E-One Titan 1500</b> Annual Equipment Inspection/Preventative Maintenance Service	1	PER YEAR	\$ _____ Per year
0002	<b>1998 E-One Titan 1500</b> Hourly Rate, Equipment Repair Services identified during PM Inspection, Regular Work Hours	1	PER HOUR	\$ _____ Per hour
0003	<b>1998 E-One Titan 1500</b> Hourly Rate, Equipment Repair Services, Regular Work Hours	1	PER HOUR	\$ _____ Per hour
0004	<b>1998 E-One Titan 1500</b> Hourly Rate, ONSITE CALL OUT Equipment Repair Services. OUTSIDE specified Regular Work Hours	1	PER HOUR	\$ _____ Per hour
0005	<b>1998 E-One Titan 1500</b> Hourly Rate, ONSITE CALL OUT Equipment Repair Services, on designated HOLIDAYS	1	PER HOUR	\$ _____ Per hour
0006	Percentage Discount off of Original Equipment Manufacturer's Current Price List for Standard Replacement parts for <b>1998 E-One Titan 1500.</b>	1	<b>PRICE LIST USED &amp; DATE OF ISSUE</b> _____ _____	_____% Percentage Discount
0007	<b>2015 Oshkosh Global Striker 1500</b> Annual Equipment Inspection/Preventative Maintenance Service.	1	PER YEAR	\$ _____ Per year
0008	<b>2015 Oshkosh Global Striker 1500</b> Hourly Rate, Equipment Repair Services identified during PM Inspection, Regular Work Hours	1	PER HOUR	\$ _____ Per hour
0009	<b>2015 Oshkosh Striker 1500</b> Hourly Rate, ONSITE CALL OUT Equipment Repair Services. DURING specified Regular Work Hours	1	PER HOUR	\$ _____ Per hour
0010	<b>2015 Oshkosh Striker 1500</b> Hourly Rate, ONSITE CALL OUT Equipment Repair Services, OUTSIDE specified Regular Work Hours	1	PER HOUR	\$ _____ Per hour

NOTE: All prices shall include all supplies listed under Specifications, fuel charge and any other fee (including travel) that may relate to the Services listed. A number (without decimal) from 0 to 100 must be entered (0% = 0, 10% =10, 25% =25, 33% = 33...100% = 100). All prices bid must be inclusive of all charges.

## Schedule of Bid Items

### A26-92939 Crash Fire Apparatus Equipment Maintenance and Repair Services for BR Metro Airport Police/ARFF Department

ITEM	DESCRIPTION	QTY	UNIT OF MEASURE	UNIT PRICE
0011	<b>2015 Oshkosh Striker 1500</b> Hourly Rate, ONSITE CALL OUT Equipment Repair Services, on designated HOLIDAYS	1	PER HOUR	\$ _____ Per hour
0012	Percentage Discount off of Original Equipment Manufacturer's Current Price List for Standard Replacement parts for <b>2015 Oshkosh Global Striker 1500</b>	1	<b>PRICE LIST USED &amp; DATE OF ISSUE</b> _____ _____	_____% Percentage Discount
0013	<b>2010 Oshkosh Striker 1500</b> Annual Equipment Inspection/Preventative Maintenance Service.	1	PER YEAR	\$ _____ Per year
0014	<b>2010 Oshkosh Striker 1500</b> Hourly Rate, Equipment Repair Services identified during PM Inspection, Regular Work Hours	1	PER HOUR	\$ _____ Per hour
0015	<b>2010 Oshkosh Striker 1500</b> Hourly Rate, ONSITE CALL OUT Equipment Repair Services. DURING specified Regular Work Hours	1	PER HOUR	\$ _____ Per hour
0016	<b>2010 Oshkosh Striker 1500</b> Hourly Rate, ONSITE CALL OUT Equipment Repair Services, OUTSIDE specified Regular Work Hours	1	PER HOUR	\$ _____ Per hour
0017	<b>2010 Oshkosh Striker 1500</b> Hourly Rate, ONSITE CALL OUT Equipment Repair Services, on designated HOLIDAYS	1	PER HOUR	\$ _____ Per hour
0018	Percentage Discount off of Original Equipment Manufacturer's Current Price List for Standard Replacement parts for <b>2010 Oshkosh Striker 1500</b>	1	<b>PRICE LIST USED &amp; DATE OF ISSUE</b> _____ _____	_____% Percentage Discount
0019	<b>2024 Rosenbauer Panther 4x4</b> Annual Equipment Inspection/Preventative Maintenance Service.	1	PER YEAR	\$ _____ Per year

NOTE: All prices shall include all supplies listed under Specifications, fuel charge and any other fee (including travel) that may relate to the Services listed. A number (without decimal) from 0 to 100 must be entered (0% = 0, 10% =10, 25% =25, 33% = 33...100% = 100). All prices bid must be inclusive of all charges.

## Schedule of Bid Items

### A26-92939 Crash Fire Apparatus Equipment Maintenance and Repair Services for BR Metro Airport Police/ARFF Department

ITEM	DESCRIPTION	QTY	UNIT OF MEASURE	UNIT PRICE
0020	<b>2024 Rosenbauer Panther 4x4</b> Hourly Rate, Equipment Repair Services identified during PM Inspection, Regular Work Hours	1	PER HOUR	\$ _____ Per hour
0021	<b>2024 Rosenbauer Panther 4x4</b> Hourly Rate, ONSITE CALL OUT Equipment Repair Services. DURING specified Regular Work Hours	1	PER HOUR	\$ _____ Per hour
0022	<b>2024 Rosenbauer Panther 4x4</b> Hourly Rate, ONSITE CALL OUT Equipment Repair Services, OUTSIDE specified Regular Work Hours	1	PER HOUR	\$ _____ Per hour
0023	<b>2024 Rosenbauer Panther 4x4</b> Hourly Rate, ONSITE CALL OUT Equipment Repair Services, on designated HOLIDAYS	1	PER HOUR	\$ _____ Per hour
0024	Original Equipment Manufacturer's Current Price List for Standard Replacement parts for <b>2024 Rosenbauer Panther 4x4</b>	1	<b>PRICE LIST USED &amp; DATE OF ISSUE</b> _____	_____% Percentage Discount
0025	<b>Low Attack Bumper Turret Assembly</b> Annual Equipment Inspection/Preventative Maintenance Service.	1	PER YEAR	\$ _____ Per year
0026	<b>Low Attack Bumper Turret Assembly</b> Hourly Rate. Equipment Repair Services identified during PM Inspection, Regular Work Hours	1	PER HOUR	\$ _____ Per hour
0027	<b>Low Attack Bumper Turret Assembly</b> Hourly Rate. ONSITE CALL OUT Equipment Repair Services, DURING specified Regular Work Hours	1	PER HOUR	\$ _____ Per hour
0028	<b>Low Attack Bumper Turret Assembly</b> Hourly Rate. ONSITE CALL OUT Equipment Repair Services, OUTSIDE specified Regular Work Hours	1	PER HOUR	\$ _____ Per hour

NOTE: All prices shall include all supplies listed under Specifications, fuel charge and any other fee (including travel) that may relate to the Services listed. A number (without decimal) from 0 to 100 must be entered (0% = 0, 10% =10, 25% =25, 33% = 33...100% = 100). All prices bid must be inclusive of all charges.

## Schedule of Bid Items

### A26-92939 Crash Fire Apparatus Equipment Maintenance and Repair Services for BR Metro Airport Police/ARFF Department

ITEM	DESCRIPTION	QTY	UNIT OF MEASURE	UNIT PRICE
0029	<b>Low Attack Bumper Turret Assembly</b> Hourly Rate, ONSITE CALL OUT Equipment Repair Services, on designated HOLIDAYS	1	PER HOUR	\$ _____ Per hour
0030	Percentage Discount off of Original Equipment Manufacturer's Current Price List for Standard Replacement parts for <b>Low Attack Bumper Turret Assembly</b>	1	<b>PRICE LIST USED &amp; DATE OF ISSUE</b> _____ _____	_____% Percentage Discount
0031	<b>Snozzle Mount Boom Assembly</b> Annual Equipment Inspection/Preventative Maintenance Service.	1	PER YEAR	\$ _____ Per year
0032	<b>Snozzle Mount Boom Assembly</b> Hourly Rate, Equipment Repair Services identified during PM Inspection, Regular Work Hours.	1	PER HOUR	\$ _____ Per hour
0033	<b>Snozzle Mount Boom Assembly</b> Hourly Rate, ONSITE CALL OUT Equipment Repair Services. DURING specified Regular Work Hours.	1	PER HOUR	\$ _____ Per hour
0034	<b>Snozzle Mount Boom Assembly</b> Hourly Rate, ONSITE CALL OUT Equipment Repair Services. OUTSIDE specified Regular Work Hours	1	PER HOUR	\$ _____ Per hour
0035	<b>Snozzle Mount Boom Assembly</b> Hourly Rate, ONSITE CALL OUT Equipment Repair Services, on designated HOLIDAYS	1	PER HOUR	\$ _____ Per hour
0036	Percentage Discount off of Original Equipment Manufacturer's Current Price List for Standard Replacement parts for <b>Snozzle Mount Boom Assembly.</b>	1	<b>PRICE LIST USED &amp; DATE OF ISSUE</b> _____ _____	_____% Percentage Discount

NOTE: All prices shall include all supplies listed under Specifications, fuel charge and any other fee (including travel) that may relate to the Services listed. A number (without decimal) from 0 to 100 must be entered (0% = 0, 10% =10, 25% =25, 33% = 33...100% = 100). All prices bid must be inclusive of all charges.

## Schedule of Bid Items

### A26-92939 Crash Fire Apparatus Equipment Maintenance and Repair Services for BR Metro Airport Police/ARFF Department

ITEM	DESCRIPTION	QTY	UNIT OF MEASURE	UNIT PRICE
0037	EMERGENCY EQUIPMENT REPAIR RESPONSE TIME. Specify Maximum number of hours to be ONSITE at Baton Rouge Metropolitan Airport. Maximum acceptable response time for this contract shall be eight (8) hours.	1	HOUR	HOUR
0038	FREIGHT CHARGES - This Item will be added to the awarded contract to cover any freight charges on expedited delivery of parts during the contract term.	1	EACH	NO PRICING IS BEING CAPTURED AT TIME OF BIDDING FOR THIS ITEM NO. 38

NOTE: All prices shall include all supplies listed under Specifications, fuel charge and any other fee (including travel) that may relate to the Services listed. A number (without decimal) from 0 to 100 must be entered (0% = 0, 10% =10, 25% =25, 33% = 33...100% = 100). All prices bid must be inclusive of all charges.

## **CONTRACTOR'S AND SUB CONTRACTOR'S INSURANCE**

Contractor and any subcontractor shall carry and maintain at least the minimum insurance as specified below until completion and acceptance of the work. Contractor shall not commence work under this contract until certificates of insurance have been approved by the City-Parish Purchasing Division. Insurance companies listed on certificates must have industry rating of A, Class VI or higher, according to Best's Key Rating Guide. Contractor is responsible for assuring that its subcontractors meet these insurance requirements.

### **A. General Liability Insurance**

General Liability insurance, endorsed to provide coverage for explosion, collapse and underground damage hazards to property of others; Contractual Liability, Products and Completed Operations (for a minimum of two year after acceptance of the Work), **Additional Insured and Waiver of Subrogation in favor of Contractor and Owner.**

	Limits
General Aggregate	\$2,000,000
Products/Completed Operations	\$1,000,000
Personal and Advertising Injury	\$1,000,000
Per Occurrence	\$1,000,000
Damage to Premises Rented to You	\$100,000
Medical Payments	\$5,000

### **B. Automobile Liability Insurance**

**Automobile Liability insurance which shall include coverage for all owned, non-owned and hired and shall be endorsed to include a Waiver of Subrogation and Additional Insured in favor of Contractor and Owner.**

Bodily Injury and Property Damage \$1,000,000 Combined Single Limit Each Occurrence (Minimum)

### **C. Worker Compensation and Employers Liability Insurance**

Subcontractor agrees to comply with Workers Compensation laws of the state where the Work is performed, and to maintain a Workers Compensation and Employers Liability policy. **The policy shall include a Waiver of Subrogation endorsement in favor of the Contractor and Owner. Full statutory liability for State of Louisiana with Employer's Liability Coverage.**

Workers Compensation	Statutory
Employer's Liability	\$1,000,000 Each Accident (Minimum)
	\$1,000,000 Disease Each Employee

### **D. Excess Umbrella Liability Coverage**

**Excess/Umbrella Liability insurance shall be follow form the primary coverages and shall be endorsed to include a Waiver of Subrogation and Additional Insured in favor of Contractor and Owner.**

Bodily Injury and  
Property Damage \$1,000,000 Combined Single Limit Each Occurrence (Minimum)

**E. The City of Baton Rouge and Parish of East Baton Rouge must be named as additional insured on all general liability policies described above.**

**F. Waiver of subrogation in favor of City of Baton Rouge and Parish of East Baton Rouge, is required from Workers Compensation Insurer.**

**G. Certificates must provide for thirty (30) days written notice to Certificate Holder prior to cancellation or change.**

**H. The Certificate Holder should be shown as:**

**City of Baton Rouge and Parish of East Baton Rouge  
Attn: Purchasing Division  
222 St. Louis Street  
8th Floor Room 826  
Baton Rouge, LA 70802**

**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: \_\_\_\_\_

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 \_\_\_\_\_, 20\_\_\_ 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, and Parish of East Baton Rouge.

**BE IT FURTHER RESOLVED**, that said authorization and appointment shall 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 Parish of East Baton Rouge, shall 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 \_\_\_\_\_, 20\_\_\_, as said resolution appears of record in the Official Minutes of the Board of Directors in my possession.

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_.

\_\_\_\_\_  
SECRETARY

**AGREEMENT (sample)**

THIS AGREEMENT, made and entered into at Baton Rouge, Louisiana, effective the \_\_\_\_\_ day of \_\_\_\_\_, 202\_, by and between the City of Baton Rouge and Parish of East Baton Rouge (herein after called "Owner") and \_\_\_\_\_ (herein after called "Contractor").

**The Contractor shall perform all work required by the Contract Documents for the following services:**

Annual Contract Number and Title

Contract Period

1. The following Contract Documents are all hereby made a part of this Agreement to the same extent as if incorporated herein in full:
  - A. Bid Documents complete with terms and conditions
  - B. The Contractor's Proposal with all attachments.
  - C. The Specifications
  - D. Federal Clauses & US Treasury Regulations, if applicable
  - E. The following enumerated addenda:
2. No amendment to this Contract shall be made except upon the written consent of the parties.
3. Insurance and Indemnity requirements shall conform to those stated in the specifications.
4. Contractor shall be paid an amount based on the attached Exhibit A:
5. Right to Audit/Records Retention. The Contractor shall permit the authorized representative of the City-Parish to periodically inspect and audit all data and records of the Contractor relating to his performance under this contract. Louisiana Revised Statute 44:36 Preservation of Records states that public records shall be preserved and maintained for a period of at least (3) three years from the date on which the public record was made.
6. Payment terms for services will be Net 30 days based on the monthly invoice. Agencies will be invoiced monthly in arrears by the contractor. Advanced payments shall not be made.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement effective as of the date first written above.

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

WITNESS:

\_\_\_\_\_

By \_\_\_\_\_  
Emile "Sid" Edwards, Mayor-President

WITNESS:

**CONTRACTOR**

\_\_\_\_\_

By \_\_\_\_\_

\_\_\_\_\_  
(Typed Name and Title)

Approved as to form:

\_\_\_\_\_  
Parish Attorney's Office

**STANDARD FEDERAL AWARD**  
**CONTRACTOR TERMS AND CONDITIONS**  
**COMPLIANCE WITH THE CODE OF FEDERAL REGULATIONS**  
(2 C.F.R. § Pt. 200, App. II)

**TO CONFIRM THAT NO U.S. TREASURY CORONAVIRUS LOCAL FISCAL RECOVERY FUNDS ARE  
BEING USED FOR THIS CONTRACT/PROFESSIONAL SERVICE AGREEMENT**

1. **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 CONTRACTOR to comply with the terms and conditions of this AGREEMENT, provided that the CITY-PARISH shall give contractor written notice specifying 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 thirty (30) days written notice to 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 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 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.

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

- a) 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;
- b) hire another subconsultant to perform the work and deduct any additional costs incurred by CITY-PARISH as a result of substituting the Proposer from any amounts due to the CONTRACTOR; or
- c) pursue and obtain any and all other available legal or equitable remedies.

3. **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:

- b) 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.
- c) 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.
- d) 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.
- e) 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.
- f) 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.
- g) 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.
- h) 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.
- i) 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.

4. **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.

5. **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.

6. **Rights to Inventions Made Under a Contract or Agreement.** If the Federal award meets the definition of "funding agreement" under 37 CFR § 401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

. **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 CITY-PARISH, 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.

8. **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-PARISH. 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-PARISH, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.

The 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 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.

9. **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.

10. **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 CONTRACTOR 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.

11. **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.

12. **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 sub awards 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.

**IN WITNESS WHEREOF**, the **Contractor/Vendor/Sub-Recipient** understands and agrees to the above Federal award provisions.

**CONTRACTOR**

\_\_\_\_\_

**BY:** \_\_\_\_\_  
*(Authorized Signature, printed name)*

**Date:** \_\_\_\_\_

**FAIR CHANCE ORDINANCE**

**Requires Fair Chance hiring standards for person, corporations, and entities in a contract, cooperative endeavor agreement, or grant with the City of Baton Rouge, Parish of East Baton Rouge by limiting the consideration of criminal history of an applicant, and to provide otherwise with respect hereto.**

**Section 1**

**A contractor shall not request from the applicant their criminal history before the contractor extends a conditional offer of employment.**

**Section 2**

**All contracts shall include a certification that the contractor has complied with the provisions of the fair chance ordinance.**

**Section 3**

**The applicant will acknowledge in writing that a background check will be performed before a final offer of employment.**

**Section 4**

**Section 1 does not apply if consideration of an applicant’s criminal history is required by law.**

**Section 5**

**The Purchasing department is the enforcing agency and shall establish a procedure for complaint.**

**Section 6**

**The Fair Chance ordinance shall not apply to the following City Parish departments: Human Resources, Police, Constable, Fire Department, Emergency Medical Services, Juvenile Services, and Metro Airport.**

**Section 7**

**The ordinance shall be effective May 5, 2023 following adoption and shall apply to contracts executed on or after the effective date EXCLUDING renewals to contracts awarded in response to an Request for Proposal (RFP), a Request for Qualifications (RFQ) or awarded by the Engineers or Architectural Selection Boards. The ordinance shall not apply to any agreements executed before the effective date of this ordinance.**

**The signature below certifies that the signer has carefully examined the above and is in full compliance with the terms listed.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Authorized Name (Printed)

## H2B WORKFORCE REQUIREMENTS

**H2B Workforce Requirements:** If Contractor uses H-2B workers, Contractor will provide services subject to the terms and conditions set forth below. In accordance with applicable laws,

- Contractor will provide each worker with a document explaining the terms and conditions of employment and the worker's rights, and a copy of any applicable H-2B work order by the time periods required by applicable law. A copy of Contractor's H-2B work order shall be provided to Company upon request.
- Contractor will display "Employee Rights Under the H-2B Program" poster, and all other notices and posters required by applicable federal, state and local law. Such notices must be provided to employees in English and in a language that each worker can understand.
- Contractor will pay employees at least once every two weeks, or as otherwise required by federal law or the disclosed payday in any applicable H-2B work order.
- Contractor will pay each employee not less than the highest minimum wage rate applicable to its employees, including minimum rates for H-2B laborers (as indicated in Contractor's Application for Temporary Employment Certification, which amount equals or exceeds the highest of the prevailing wage, the promised wage, and the federal, state and local minimum wage), and, if and when applicable, the highest overtime rate required by applicable law for all overtime hours worked by employees. Notwithstanding the foregoing, Contractor shall pay its employees in accordance with applicable H-2B regulations.
- In accordance with H-2B regulations, Contractor shall provide to its H-2B employees, and employees performing the same work, at least 35 hours of work per workweek, and a total number of work hours equal to at least 75% of the guaranteed hours as listed in the job order in each 12-week period (or each 6-week period), or must pay such employees the amount they would have earned had they worked for the guaranteed number of workdays.
- Contractor must pay its employees for their visa expenses and transportation and subsistence costs for travel to and from the worksite in accordance with H-2B regulations and Contractor's H-2B work order.
- Contractor must not seek or receive payments or other compensation from prospective workers, as prohibited by H-2B regulations.
- Contractor agrees to provide housing to its employees to the extent required by applicable H-2B regulations, the Federal Fair Labor Standards Act, and applicable federal, state, and local law.
- Contractor agrees to pay an arrival and return/subsistence and transportation fees for each worker at the beginning and end of each the job order period.
- Contractor must notify the U.S. Department of Labor if any H-2B or employee performing similar work separates from the job for any reason before the end of Contractor's work order. The notification must be made in writing and no later than two (2) days after the separation is discovered by Contractor. Contractor must also notify the U.S. Department of Homeland Security of any such separation of an H-2B worker.
- Contractor must not offer terms, wages, and working conditions to U.S. workers that are less favorable than what Contractor offers or provides to H-2B workers. Further, Contractor must not impose restrictions or obligations on U.S. workers that are not imposed on H-2B workers. Contractor must not lay off any similarly employed U.S. worker in the occupation and area of intended employment from 120 days before the start of Contractor's job order.
- Contractor using H-2B workforce must include a copy of their most recently submitted LOI, Letter of Intent. The U.S. Department of Labor requires this letter in the visa approval process. This letter must be signed and dated on company letterhead, with a description of work applicable to the scope, and indicate County/Parish and State where work will be performed: East Baton Rouge Parish, Louisiana.

## 2 CFR Requirement Small Minority and Women's Businesses

Subrecipients must include small, minority and women's owned business in their solicitations for procurement. Email the businesses below for every procurement transaction with federal funds and maintain a copy of the email in the project files.

Asian Chamber of Commerce Louisiana

Hispanic Chamber of Commerce Louisiana

Southern Region Minority Supplier Development Council

Strategic Action Council

Vietnamese Initiatives in Economic Training

Urban League of Louisiana

Women's Business and Enterprise Council

Louisiana Chamber of Commerce Foundation

National Association of Women Business Owners

Subrecipients must ensure that the clause below to take affirmative steps to include small, minority, and women's owned business is in their contracts with their prime contractors.

Contracting With Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area Firms.

- a) Any party to this Contract, when expending any Federal funds received under this Agreement, must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. These steps are required for the hiring of any subcontractors under this Contract.
- b) Affirmative steps must include:
  - 1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
  - 2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
  - 3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
  - 4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises; and
  - 5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.