

REQUEST FOR PROPOSAL

TO PROVIDE CHARTER BUS SERVICE FOR TEAM TRAVEL FOR JEFFERSON
PARISH ATHLETIC TEAMS AND OTHER RELATED NEEDS ON AN AS-NEEDED
BASIS



RFP No.: 0512

Proposal Receipt Date: 04/17/2026

Proposal Receipt Time: 3:30 p.m.

Jefferson Parish
Department of Purchasing
200 Derbigny Street, Suite 4400
Gretna, LA 70053

(504) 364-2678

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**REQUEST FOR PROPOSAL
FOR
TO PROVIDE CHARTER BUS SERVICE FOR TEAM TRAVEL FOR JEFFERSON
PARISH ATHLETIC TEAMS AND OTHER RELATED NEEDS ON AN AS-NEEDED
BASIS FOR A PERIOD OF THREE YEARS WITH AN OPTION OF ONE ADDITIONAL
YEAR**

PART I – ADMINISTRATIVE AND GENERAL INFORMATION

1.1 Background, Goals and Objectives

Each year (depending upon the success of several Jefferson Parish athletic teams), the Jefferson Parish Recreation Department supplies travel accommodations to athletic team(s) that have earned the right to participate in tournaments outside of Jefferson Parish. Charter bus services may also be used for other similar recreation-related activities. Included in these accommodations is the rental of a charter bus, and its driver, for each tournament that JPRD teams participate in for the period of that tournament. Primarily these tournaments take place in July and August, though bus services may also be used for other Jefferson Parish athletic teams and recreation-related activities in other months throughout the period of this agreement and must be available upon request during those months, as described in this request. Overnight accommodations are provided to the driver by Jefferson Parish during each stay. The buses are needed for travel to other parishes within Louisiana, states bordering Louisiana, and/or other states within the continental United States. Typically, tournaments last 4-8 days, though the amount of days of each trip is based upon the success of the team in its respective tournament. Locations and dates of the tournaments that Jefferson Parish participates in will not be known until 2-10 days prior to each tournament. These services will be required on an as-needed basis. Projections for 2026, 2027, 2028, and 2029 are difficult because of the difficulty to determine if our athletic teams will qualify for these tournaments.

1.2 Purpose

The purpose of this Request for Proposal (RFP) is to obtain competitive proposals as allowed by Jefferson Parish Code of Ordinances Section 2-895 et. seq. from bona fide, qualified proposers who are interested in providing Scope of Work as defined in Part II hereof. By submitting a proposal, proposer agrees to comply with all provisions of Louisiana law as well as compliance with the Jefferson Parish Code of Ordinances, Louisiana Code of Ethics, applicable Jefferson Parish ethical standards and Jefferson Parish (hereinafter sometimes referred to as the "Parish") standard terms and conditions as adopted by Jefferson Parish Council Resolution.

**1.3 Pre-proposal Conference
NOT REQUIRED FOR THIS RFP.**

**1.4 Proposal Guarantee
NOT REQUIRED FOR THIS RFP**

**1.5 Performance Bond
NOT REQUIRED FOR THIS RFP.**

**1.6 Fidelity Bond Requirements
NOT REQUIRED FOR THIS RFP**

1.7 Scope of Work/Services

The Jefferson Parish Recreation Department is requesting proposals for charter bus service for its athletic teams (& other recreation-related activities) for out-of-parish travel on an as-needed basis. The lengths of time for these trips vary. Departure dates and destinations are often not determined until very near the departure date. Primarily these tournaments take place in July and August, though bus services may also be used for other Jefferson Parish athletic teams and recreation-related activities in every month throughout the period of this agreement. Overnight accommodations are provided to the driver by Jefferson Parish during each stay. The buses are needed for travel to other parishes within Louisiana, states bordering Louisiana, and/or other states within the continental United States. Tournaments typically last 4-8 days, though the number of days of each trip is based upon the success of the team in its respective tournament. Locations and dates of the tournaments that Jefferson Parish participates in will not be known until 2-10 days prior to each tournament. These services will be required on an as-needed basis. Projections for 2026, 2027, 2028, and 2029 are difficult because of the difficulty to determine if our athletic teams will qualify for these tournaments.

1.8 Proposer Minimum Requirements

Firm must be experienced at providing services similar in nature and complexity to those outlined in this request for proposal; and meet the following criteria:

1. Vendor must be registered with the US Department of Transportation
2. Vendor must have Operating Authority from the Federal Motor Carrier Safety Administration
3. In addition to being fully Insured as required by the Louisiana Public Service Commission, the Vendor must show proof of meeting or exceeding Jefferson Parish insurance requirements.
4. Current Louisiana Public Service Commission License to operate
5. Provide a fully maintained and operating bus, no older than 2020
6. Full compliance with Department of Transportation regulations
7. Provide professionally trained and knowledgeable motor coach operators. Successful proposer shall be required to provide drivers who have been properly vetted by proposer, including pre-employment, criminal background checks searching national databases and evidencing that the driver has no felony convictions in accordance with the Louisiana Class A, B, C, D, or E Standards; pre-employment drug/alcohol screenings using certified laboratories in accordance with

uniform testing standards; and driving record checks. Parish reserves the right to inspect evidence of compliance with this provision at any time prior to or during the drivers' performance of the scope of services underlying this RFP. with complete background and drug/alcohol screening

8. Provide departure services 24 hours a day, 7 days per week, throughout all 12 months of the year, as needed; and accept reservations for each trip with, as little as, 24-hour notice
9. Must be able to accept a Purchase Order for each service with payment to follow upon receipt of invoice

Proposer shall be evaluated on their responsiveness and responsibility. Responsiveness refers to the proposer's adequacy of response to the requirements of this RFP. In the Parish's sole discretion, immaterial errors or omissions related to mandatory criteria may be resolved without leading to a finding of an unresponsive proposal. However, material errors or omissions related to Price, Quality, or Quantity shall not be allowed. Responsibility refers to the proposer's ability to perform the Scope of Work stated herein.

References:

Proposers must provide a minimum of three (3) references (governmental and/or private), for whom equal or larger scope of services are either currently being provided or have been provided in recent past (department to define recent past but not to exceed past two years). Contact person(s), addresses and telephone numbers for each reference shall be included.

1.9 Period of Agreement

The term of any contract shall be for three years commencing no earlier than July 7, 2026, with an option to extend for an additional one year, with Jefferson Parish Council approval.

1.10 Deliverables

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

- Departure dates and times available 24/7, and each month of the year, though the bulk of the needed services will take place in July and August.
- Proposer able to accommodate reservations being made with, as little as a 24-hour notification.
- A safe, air-conditioned, clean, well-maintained, fully operating, fully insured bus, able to seat a minimum of 25 passengers, with a manufacturer date no older than 2020 will be provided for all requests under this agreement.
- A certified driver passing all regulations for charter bus drivers set forth by the Louisiana Public Service Commission. Successful proposer shall be required to provide drivers who have been properly vetted by proposer, including pre-employment, criminal background checks searching national databases and evidencing that the driver has no felony convictions in accordance with the Louisiana Class A, B, C, D, or E Standards; pre-employment drug/alcohol

screenings using certified laboratories in accordance with uniform testing standards; and driving record checks. Parish reserves the right to inspect evidence of compliance with this provision at any time prior to or during the drivers' performance of the scope of services underlying this RFP.

- Driver able and willing to stay overnight in a Jefferson Parish-provided facility at Jefferson Parish expense for room and board.

1.11 Location

Departures for this service can be at any of Jefferson Parish Recreation Department's Eastbank or Westbank playground locations or either of its Main Business Offices.

1.12 Proposal Submittal

In accordance with JPCO Section 2-895, all proposals shall be received by the Jefferson Parish Purchasing Department **no later than date and time shown in the Schedule of Events in order to be considered responsive.**

Important – Clearly mark outside of electronic envelope, with the following information and format:

- Proposal Name: **Provide Charter Bus Service for Team Travel for Jefferson Parish Athletic Teams on an as needed basis for a period of Three (3) years with an option to extend one additional year**
- Proposal No. **0512**
- Proposal Receipt Date and Time: **April 17,2026 @ 3:30 PM**

Proposals will only be received online through the Jefferson Parish e-Procurement site, Central Bidding. Central Bidding can be accessed by visiting either <http://www.jeffparishbids.net> or www.centralbidding.com. Registration is required and free for Jefferson Parish Proposers by accessing the following link: www.centralauctionhouse.com/registration.php.

Proposer is solely responsible for the **timely submission** of its proposal. Late proposals will not be accepted.

Price Proposals and/or price schedules shall be submitted in a separate electronic sealed envelope as notated on the Central Bidding page as "**Pricing Attachments**". Price Proposals will remain sealed and shall not be read until the completion of the scoring of the Technical Proposal Evaluation during the RFP Evaluation Committee Meeting. Once read, the Price Proposals will be evaluated and scored in accordance with Part II. Price Proposals shall be worth twenty-five percent (25%) of the total scoring points assigned.

RFP Evaluation Committee Meetings are open to the public.

1.13 Proposal Response Format

Proposals submitted for consideration should follow the format and order of presentation described below:

Technical Proposals:

- A. **Cover Letter:** Containing summary of proposer's ability to perform the services described in the RFP and confirms that proposer is willing to perform those services and negotiate a contract with the Parish. The letter shall be signed by a person having authority to negotiate and to commit the proposer to a contract. If proposer is a sole-proprietorship, proposer must include a statement that the company is a sole-proprietorship signed by the owner. If proposer is an agency, corporation, partnership or other legal entity, the president, vice-president, secretary or treasurer, or an authorized agent shall sign the proposal, **and** satisfactory **Evidence of the Authority** of the person signing for the agency, corporation, partnership or other legal entity shall be attached to the proposal. A sample corporate resolution is attached hereto and may also be downloaded from the Purchasing Department webpage of the Jefferson Parish website.

Proposers should exhibit their understanding and approach to the project and address how each element will be accomplished. Proposers are advised that except as otherwise provided by law, all documents submitted to the Parish under this RFP are subject to the Louisiana Public Records Act, LSA-R.S. 44:1 et seq., and shall be released nine (9) working days from the date of the evaluation committee meeting when a public records request is made in accordance with the law. Any Confidential Information to which a Proposer wishes to remain confidential must be provided in a manner consistent with LRS 44:3.2, subject to review by the Parish as provided for in that statute.

- B. **Table of Contents:** Organized in the order cited in the format contained herein.
- C. **Technical Proposal Elements:** Illustrating and describing compliance with the RFP requirements defined in the Section 1.8 Proposer Minimum Requirements, Section 1.7 Scope of Work/Services, and any other applicable section.

Each Proposer shall address how the Proposer will achieve/meet the Scope of Work as stated in Section 1.7, including but not limited to, a detailed fleet listing of buses potentially used for this service.

- D. **Proposer Qualifications and Experience:** History and background of Proposer, including but not limited to status with related services to government entities existing customer satisfaction, demonstrated volume of merchants, etc.
1. Proposers shall provide a detailed statement of related services to government entities or private entities which identifies customer

satisfaction, demonstrated volume of merchants, etc. Proposer must provide a detailed description of customer service capabilities, including resumes of personnel assigned, total number of personnel and timeline of customer inquiries and complaints, as applicable.

2. In addition to proof of licenses and proof of association registration(s) listed in Section 1.8, Proposer shall provide resumes for account manager(s), designated customer service representative(s) and any and all key personnel anticipated to be assigned to this project, in addition to resumes of any and all subcontractors.

- E. **Financial Profile:** Proposers are requested to submit documentation from the past three (3) years demonstrating proposer's financial stability. Documentation may include audited financial statements including balance sheets, income statements, documentation regarding retained earnings, assets, liabilities, etc. Proposer must include information demonstrating the proposer's financial stability and ability to obtain and maintain bonding and insurance requirements in order to be eligible to be assigned a higher score. Proposals which lack the description of the proposer's financial status or the required certification of bonding and insurance requirements may be assigned a lower score. **Such information should be included in the technical portion of the proposal submission and MUST NOT be included with the Price Proposals and/or price schedules.**

Price Proposals:

- A. Proposer's fees and other costs shall be submitted on Attachment B **in a separate electronic envelope (named "Pricing Attachments")** separated from Technical Proposal submission.
- B. **DO NOT CHANGE THE POSITIONS OR METRICS LISTED ON THE PRICE PROPOSAL.** Positions listed on the Price Proposal are required positions. Metrics used are estimated for evaluation purposes. If a proposer wishes to propose additional positions please do so in the form of a resume and/or a **separate** rate sheet. These additional positions may be negotiated with the Selected Proposer if the Parish decides in its sole discretion that additional positions are necessary. **HOWEVER**, only those rates and positions listed on the Price Proposal will be used for evaluation purposes. Additional positions are not guaranteed and are subject to the Parish's discretion.
- C. All proposed pricing shall be inclusive of all additional costs and expenses, including shipment. Prices submitted shall remain firm for the term of the contract, unless otherwise negotiated.
- D. Price Proposals will remain sealed and shall not be read until the completion of the scoring of the Technical Proposal Evaluation during the RFP Evaluation Committee Meeting. Once read, the Price Proposals will be evaluated and scored in accordance with Section 1.31.

E. In accordance with JPCO Section 2-895, the Price Proposal shall be worth twenty-five percent (25%) of the total scoring points assigned. The maximum price proposal points shall be calculated by multiplying the number of price proposal points assigned to price in the evaluation criterion multiplied by the number of evaluators scoring the proposal. Evaluation of Price Proposal shall take place after Technical Proposal Evaluation has been completed.

1.14 Schedule of Events

	<u>Date</u>	<u>Time (CST)</u>
A. RFP posted online @ www.jeffparishbids.net	<u>03/11/2026</u>	
B. Pre-Proposal Conference (if required)	<u>N/A</u>	
C. Deadline to receive written inquiries	<u>04/01/2026</u>	4:30 P.M.
D. Proposal Receipt Date and Time	<u>04/17/2026</u>	3:30 P.M.
E. RFP Evaluation Committee Meeting		TBD

Proposers are encouraged to check the general information board in the General Government Building located at 200 Derbigny St., Gretna and the Joseph S. Yenni Building located at 1221 Elmwood Park Blvd., Jefferson. Additionally, proposers may check for meeting information posted on the Jefferson Parish website, www.jeffparish.gov.

F. Council Selection via resolution	To be scheduled
G. Contract Ratification via resolution	To be scheduled

NOTE: The Parish of Jefferson reserves the right to deviate from these dates.

PART II – EVALUATION CRITERIA

The proposed evaluation criteria shall be looked upon as standards which measure how well a Proposer's approach meets desired performance requirements, and which permit an evaluation of the differences between desired performance characteristics and what the Proposer proposes to do.

The proposed evaluation criteria shall measure how well a Proposer's approach meets desired minimum performance standards defined in the RFP, and shall allow for the quantification of the differences between those stated minimum standards and what the Proposer intends to do. In accordance with JPCO Section 2-895, a scoring system must

be devised and impartially applied to each proposal to assure objectivity and thoroughness in comparative analysis.

Price Proposal Evaluation shall constitute twenty-five percent (25%) of the total scoring points assigned. Price Proposal Evaluation shall take place after Technical Proposal Evaluation has been completed.

2.1 TECHNICAL PROPOSAL

(Maximum of 75 Points per Evaluator)

The following criteria shall measure the qualifications, technical capabilities and core competency of the proposers and their submissions:

1) TECHNICAL PROPOSAL (Maximum of 75 Points)

The following criteria shall measure the qualifications, technical capabilities and core competency of the proposers and their submissions:

A. Certified drivers passing all regulations for charter bus drivers set forth by the Louisiana Public Service Commission. All other licenses and proof of association membership listed in Section 1.8 were provided. (15) _____

B. Safe, air-conditioned, clean, well-maintained, fully-operating, fully insured buses, able to seat a minimum of 25 passengers with a manufacturer date no older than 2020 will be provided for all requests under this agreement. A fleet listing meeting these standards was provided. (10) _____

C. Departure dates and times available 24/7/365. This capability was addressed in either or both Section 1.7 and 1.13 C.1 (10) _____

D. Proposer able to accommodate reservations being made with, as little as a 24-hour notification. This capability was addressed in either or both Section 1.7 and 1.13 C.1 (10) _____

E. Driver able and willing to stay overnight in a Jefferson Parish-provided facility at Jefferson Parish expense for room and board. This capability was addressed in either or both Section 1.7 and 1.13 C.1 (10) _____

F. References from at least three firms (governmental and/or private) for whom equal or larger scope services are either currently being provided or in recent past not to exceed (10) _____

two (2) years. Contact person(s), addresses and telephone numbers for each reference provided shall be included.

G. Financial Profile of Company (5) _____

H. Responsiveness (5) _____

2.2 PRICE PROPOSAL

(Maximum of 25 Points per Evaluator)

The proposer with the lowest price shall receive the highest Price Proposal Evaluation score.

Other proposers will receive a cost score computed as follows:

$$CS = (LPC/PC * X)$$

Where:

CS = Computed cost score for Proposer

LPC = Lowest proposed cost submitted

PC = Proposer's cost

X = Maximum combined cost points available

TOTAL MAXIMUM POINTS FOR THIS RFP ARE 100 PER EVALUATOR.

PART III – RFP INSTRUCTIONS, AND TERMS AND CONDITIONS

3.1 Number of Response Copies

Each Proposer shall submit one (1) original **electronic** signed proposal. PDF files are preferred. Price Proposals **shall not** be included in the Technical Proposal of the proposal.

3.2 Legibility/Clarity

Proposals submitted in response to the requirements of this RFP in the formats requested are desirable with all questions answered in as much detail as practicable. The proposal shall demonstrate an understanding of the requirements. Proposals shall be prepared simply and economically, providing straightforward, concise descriptions of the Proposer's ability to meet the requirements of the RFP. Each Proposer is solely responsible for the accuracy and completeness of its proposal.

3.4 Written Inquiries

The Parish shall only consider written and timely communications from Prospective Proposers. No negotiations, decisions, or actions shall be binding as a result of any oral discussions with any Parish employee or Parish consultant. Answers to questions that materially change or substantially clarify the RFP shall be addressed by addendum and provided to all Prospective Proposers.

After the inquiry period, no further inquiries will be entertained.

3.5 Inquiry Periods

An initial inquiry period is hereby firmly set for all Prospective Proposers to perform a detailed review of the RFP 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-proposal conference) **and received by the close of business on the Inquiry Deadline date set forth in the Schedule of Events.** Inquiries shall not be entertained thereafter. All official responses to inquiries will be communicated in the form of an addendum.

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

A final 3-day inquiry period may be granted, if additional questions or requests for clarification are received as a result of an addendum. Questions relative to the addendum shall be submitted no later than 3:30 p.m., three (3) full business days from the date the addendum is posted. If necessary, another addendum will be issued to address any final questions received. Thereafter, all proposal documents, including but not limited to the specifications, terms, conditions, plans, etc., will stand as written and/or amended clarified by any addendum issued as a result of the final inquiry period.

Said written inquiries submitted by the Prospective Proposer shall clearly cross-reference the relevant RFP section. **The Parish shall only respond to those inquiries received by the established deadline.** Answers to questions that change or substantially clarify the solicitation shall be issued by addendum and provided to all Prospective Proposers.

Inquiries in accordance with this section may be delivered by e-mail or **posted on the Central Bidding site:**

Phone: **(504) 364-2691**

Buyer Email: Donna.evans@jeffparish.gov

Buyer Name: **Donna M. Evans** _____

3.6 Required Signed and Notarized Affidavits

Affidavits must be completed, signed, properly notarized and submitted in its original format prior to contract approval in accordance with JPCO Section 2-895. For the convenience of proposers, these affidavits have been combined into one form entitled, *Request for Proposal Affidavit*, see Attachment "F".

All Proposers who submit a proposal with Jefferson Parish or with any of its agencies, divisions or special districts must identify all subcontractors and persons, excluding full time employees of the Proposer, who would assist in providing services or materials under the

proposal or who would share in any fees, commissions or other remuneration under the proposal. Substitutions or subsequent addition of subcontractor(s) or other persons to this RFP and any ensuing contract must be requested in writing and approved by Council Resolution. Said written request shall provide the detailed justification of the compelling need for such additional substitution.

3.7 Proposal Validity

All proposals shall be irrevocable and considered valid from the date of receipt until such time as a contract is executed. However, those items, which by its nature, should survive beyond contract execution shall be included in the contract by reference.

The Proposal shall be properly signed with ink by the Proposer, unless submitted electronically. An electronic signature as defined in LSA-R.S. 9:2602(8) is acceptable. Signature must be a **secured digital signature**, and provide proof thereof. If a firm, partnership, or other legal entity is submitting the proposal, a copy of a corporate resolution or other signature authorization shall be required for submission of the proposal.

3.8 Revisions, Withdrawals, Protest Procedures

Changes or revisions may be made to submitted proposals, prior to the Proposal Receipt Date and Time, through the Jefferson Parish e-Procurement System. All addenda and changes must cross-reference the relevant RFP section.

Proposer(s) request(s) for withdrawal of proposal(s) to this RFP must be submitted in writing and received prior to the Proposal Receipt Date and Time as set forth in Section 1.14, Schedule of Events.

Any Proposer that submitted a proposal in response to this Requests for Proposals may protest in writing to the Director of Purchasing within 48 hours of the evaluation committee meeting. The Purchasing Director will review the complaint in conjunction with the Parish Attorney's Office who will then respond as soon as possible in writing to the Proposer.

3.9 Cost of Offer Preparation

All proposals submitted in response to this RFP shall be at the sole cost and expense of the Proposer and shall not be subject to reimbursement by the Parish of Jefferson.

3.10 Acceptance of Proposal Content

Proposer's submission to this RFP, as evidenced by its signature on the signature page, shall be construed as an acceptance to be bound by the terms and conditions stated herein, including the non-negotiable terms as set forth in Section 3.12. Any action in contradiction of this acceptance may result in rejection by the Council or may be grounds for a new selection upon failure of any selected proposer to execute their contract on such terms.

3.11 Written or Oral Discussions/Presentations

The Parish may conduct written or oral discussions with Proposer(s) to clarify and/or enhance the Parish's understanding of submitted material. Any commitments or representations made during these discussions, if conducted, may become formally recorded in the final contract. Conversely, the Parish may make awards based on initial offers. Neither negotiations nor changes to proposals will be allowed during these discussions.

3.12 Standard Terms and Conditions and Non-negotiable Contract Terms

- A. The standard general terms and conditions used by the Parish of Jefferson may be found in Resolution No. 136353. A copy may be obtained from the Parish Clerk's Office, 6th Floor, General Government Building, 200 Derbigny Street, Gretna, LA 70053, (504) 364-2626. A copy of the resolution may also be downloaded by viewing the Purchasing Department webpage of Jefferson Parish's website, www.jeffparish.gov/departments/purchasing/forms.
- B. Non-negotiable contract terms include but are not limited to taxes, assignment of contract, audit of records, EEOC and ADA compliance, record retention, content of contract/order of precedence, contract changes, force majeure, governing law, including ethics statements, claims or controversies, and termination based on contingency of appropriation of funds.
- C. **Inspector General:** It shall be the duty of every parish officer, employee, department, agency, special district, board, and commission and the duty of every contractor, subcontractor, and licensee of the parish, and the duty of every applicant for certification of eligibility for a parish contract or program, to cooperate with the inspector general in any investigation, audit, inspection, performance review, or hearing pursuant to JPCO 2-155.10(19). By signing this document, every corporation, partnership, or person contracting with PARISH, whether by cooperative endeavor, intergovernmental agreement, bid, proposal, application or solicitation for a parish contract, and every application for certification of eligibility for a parish contract or program, attests that it understands and will abide by all provisions of JPCO 2-155.10.
- D. In accordance with L.R.S. 38:2216.1, Jefferson Parish is prohibited from entering into a contract with a value of \$100,000 or more with a company for the purchase of goods or services unless the contract contains a written verification from the company of both of the following: 1) The company does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association based solely on the entity's or association's status as a firearm entity or firearm trade association. 2) The company will not discriminate against a firearm entity or firearm trade association during the term of the contract based solely on the entity's or association's status as a firearm entity or firearm trade association. As a result, the Selected Proposer will be required to verify the above in the ensuing contract.

3.13 Taxes

Jefferson Parish is exempt from paying sales taxes under Louisiana State Revised Statute 47:301(8)(c). All prices for purchases of supplies and materials by Jefferson Parish shall be quoted exclusive of State and Parish taxes.

3.14 Selected Proposer's Responsibilities

The Selected Proposer shall be required to provide all items and services offered in their proposal. The Selected Proposer shall be the sole point of contact for all contractual matters, including payment of any and all charges resulting under the contract.

3.15 Insurance Requirements

Selected Proposer shall furnish the Parish with certificates of insurance evidencing mandated coverage(s) pursuant to Resolution No. 136353, as amended, and Attachment "A" prior to contract execution. A copy of Resolution No. 136353 may be downloaded from the Purchasing Department webpage on the Jefferson Parish website, www.jeffparish.gov/departments/purchasing/forms.

3.16 Sub-Contractor Requirements

Sub-contractors are allowed to be used for this agreement. If the proposer intends to satisfy any of the Proposer Requirements and/or Scope of Work through the use of a subcontractor, the proposer shall include the name of the subcontractor and specific designations of the tasks to be performed or Vendor Requirements to be met by respective subcontractor(s) in their Technical Proposal. Upon request of Parish, the information requested of the proposer under the terms of this RFP shall also be supplied for each subcontractor used to satisfy any of the Proposer Requirements and/or Scope of Work included in the proposal. Please note that Subcontractors cannot be used to satisfy the license requirements of this RFP. Unless specifically permitted in the contract with the Parish of Jefferson, the successful proposer(s) shall not contract with any other party for furnishing any of the work herein requested in the Scope of Work without the ratification by Jefferson Parish Council Resolution.

The Selected Proposer shall include all subcontractors as named insured under its policies or shall furnish separate certificates for each subcontractor. All coverages for subcontractors shall be in conformity with Resolution No. 136353, as amended and Attachment "A". A copy of Resolution No. 136353 may be downloaded from the Purchasing Department webpage on the Jefferson Parish website, www.jeffparish.gov/departments/purchasing/forms.

3.17 No Guarantee of Quantities

The Parish of Jefferson does not guaranty quantity of services required in the Scope of Work defined in Part II. The Proposer shall provide all materials, labor, and equipment, whether specified or not, to provide a complete working system.

The quantities of items or extent of Scope of Work, including those listed in the Price Proposal by Parish are estimated values. In the event a greater or lesser quantity is required, the Parish reserves the right to increase or decrease said values in accordance with the Price Proposal. The quantities used in the Price Proposal are for evaluation purposes and are not a guarantee.

3.18 Contract Negotiations

The Parish administration shall negotiate the details of service delivery, the terms of the contract, and the contract price most advantageous to the Parish with the Proposer(s) selected by the Jefferson Parish Council (sometimes referred to throughout this document as the "Council") and submit the contract, in final form, to the Council for award. Contract negotiations are limited by Section 1.22(B) Non-negotiable Contract Terms in this RFP. In the event a contract cannot be successfully negotiated, the RFP Evaluation Committee shall seek authorization from the Council to negotiate a contract with another Proposer under this RFP.

3.19 Cancellation of RFP or Rejection of Proposals

In accordance with JPCO Section 2-895, the Parish through its Council may reject any or all proposals received in response to this RFP, or cancel this RFP prior to proposal Receipt Date and Time if in the best interest of the Parish.

3.20 Evaluation and Selection

In conformity with JPCO Section 2-895, all proposals will be evaluated by the RFP Evaluation Committee. Before beginning the evaluation process, the Evaluation Committee must review the RFP concerning not only the task of description, but also the qualifications and the evaluation criteria. The Evaluation Committee shall be comprised of representative from the requesting department(s), a representative from the Council Research and Budget Office, a representative from the Purchasing Department, a representative from the Finance Department and a representative from the Parish Attorney's Office, who will be a non-evaluating member and shall act as secretary of the Evaluation Committee. The secretary shall act as liaison between the evaluation committee and any proposer(s). Any correspondence from proposers shall be directed to the secretary of the evaluation committee. Also, if deemed necessary and duly authorized by Council Resolution, additional employees of Jefferson Parish may be appointed as members of the RFP Evaluation Committee. The maximum Technical Proposal points shall be calculated by multiplying the number of Technical Proposal points assigned to the technical criterion multiplied by the number of evaluators scoring the proposal. After completion and tallying of the Technical Proposal Evaluation scores, each RFP Evaluation Committee member shall sign and date his/her individual score sheet. After the secretary of the Evaluation Committee collects all individual technical score sheets, the Purchasing Department representative and the representative of the requesting department(s) shall tally the individual scores to obtain a total Technical Proposal evaluation score for each Proposer. Following the tabulation of Technical Proposal scores, the Purchasing Department representative shall open the sealed Price Proposals, and shall read the pertinent portions of those Price Proposals aloud. To the extent necessary, the Evaluation Committee may further review and analyze the

Price Proposals and/or request and receive clarification of the pricing information provided by the Proposers for submission to the Council. After discussion of all Price Proposals, the Finance Department representative shall calculate the price proposal evaluation portion of the scoring sheet, using the Price Proposals submitted by Proposers and the formula below. The Price Proposal evaluation shall constitute twenty-five percent (25%) of the total scoring points assigned. The maximum Price Proposal points shall be calculated by multiplying the number of cost points assigned to price in the evaluation criterion multiplied by the number of evaluators scoring the proposal. The Proposer with the lowest price shall receive the highest Price Proposal evaluation score.

Other Proposers will receive a cost evaluation score computed as follows:

$$CS = (LPC/PC * X)$$

Where:

CS = Computed cost score for Proposer

LPC = Lowest proposed cost submitted

PC = Proposer's cost

X = Maximum combined cost points available.

After the Finance Department representative completes the cost evaluation scores, the Purchasing Department representative and the requesting department representative shall each add the cost evaluation scores for each Proposer to the tabulated technical scores of each Proposer, totaling the final number of points assigned to each Proposer. The tabulated score sheet shall be signed and dated by the Purchasing Department representative, the Finance Department representative and the requesting department representative. The secretary of the Evaluation Committee shall collect all individual and tabulated score sheets and deliver them to the Council Clerk. The secretary of the Evaluation Committee shall prepare and forward to the Council a memorandum identifying the qualified Proposers and explaining their rationale. Attached to the memorandum shall be copies of the Price Proposals received in accordance with the RFP, along with any analysis or clarification completed regarding those Price Proposals. A list of names of the responsive and responsible Proposers shall be submitted to the Council along with a list of the non-responsive and non-responsible Proposers. Responsibility of a Proposer shall be determined in accordance with competitive sealed bids in the Revised Statutes of the State of Louisiana. Responsiveness shall be determined considering the materials that the Proposer has submitted as required under the RFP and the core requirements of the RFP. Proposers are invited to attend the Evaluation Committee Meeting(s) and are encouraged to check the Jefferson Parish website, www.jeffparish.gov, for meeting details.

Upon completion of its analysis, the Council may either (i) adopt the resolution selecting the Proposer(s) to supply the non-standard item(s) or perform the statement of work or scope of services; or (ii) reject all proposals. The Council shall select the proposal which received the highest cumulative score from the Evaluation Committee; except that the Council may select a Proposer or multiple Proposers other than the highest-ranked Proposer provided that Proposer selected has been given a cumulative score by the committee that received a total maximum score of at least eighty percent (80%). There are times when selection of multiple Proposers to provide the same services in in the best interest of the Parish. If

multiple Proposers are selected, the Parish administration is to negotiate favorable contract terms which are to include identical pricing for all Selected Proposers.

Award of the contract may be made without discussions after proposals are received and evaluated. Proposals should, therefore, be submitted on the most favorable terms which the Proposer can submit, from a technical standpoint; and from a price standpoint. If the Evaluation Committee determines that discussions are necessary, written submissions or oral discussions/presentations may be required from all Proposers.

3.21 Indemnification

Selected Proposer shall agree to indemnify and hold harmless the Parish of Jefferson, its departments, agencies, boards and commissions, officers, agents, servants and employees, including volunteers, against any and all claims, demands, suits, costs, liabilities or judgments for sums of money, and fines or penalties asserted by any party, firm or organization for loss of life or injury or damages to person or property, growing out of, resulting from, or by reason of any negligent acts, errors, and/or omissions by Selected Proposer, its agents, servants or employees, while engaged upon or in connection with the services required to be performed by Selected Proposer under this RFP.

Further, Selected Proposer shall agree to indemnify the Parish of Jefferson, its departments, agencies, boards and commissions, officers, agents, servants and employees, including volunteers for all reasonable expenses and attorney's fees incurred by or imposed in connection therewith for any loss, damage, injury or other casualty pursuant to the services required to be performed by Selected Proposer under this RFP. Selected Proposer additionally shall agree to pay all reasonable expenses and attorney's fees incurred by the Parish of Jefferson, its departments, agencies, boards and commissions, officers, agents, servants and employees, including volunteers in establishing the right to indemnity pursuant to the provisions stated herein.

3.22 Payment for Services

The proposer shall address and send the invoice to the Department of Parks and Recreation pursuant to the payment terms negotiated in the agreement. Payments will be made by the Department of Parks and Recreation no earlier than thirty (30) days after receipt of a properly executed invoice, and approval by the Department of Parks and Recreation. Invoices shall include the contract and order number, using department and product purchased. Invoices submitted without the referenced documentation will not be approved for payment until the required information is provided.

In accordance with JPCO Section 2-923, with each invoice submitted, the Selected Proposer holding said non-bid contract shall acknowledge that no subcontractors or other persons have been added to the contract without prior Council approval by resolution. Failure to comply with this section shall result in penalties imposed by JPCO Section 2-935.1.

3.23 Termination

The Proposer affirmatively acknowledges and agrees that the terms of any ensuing contract shall be binding upon the parties thereto until the work has been completed and accepted by the Parish; but said contract may be terminated under any or all of the following conditions:

- A. By mutual agreement and consent of the parties thereto.
- B. By the Parish as a consequence of the failure of Selected Proposer(s) to comply with the terms or quality of work in a satisfactory manner, proper allowance being made for circumstances beyond the control of Selected Proposer(s) provided the Parish will give Selected Proposer(s) written notice of any such failure and ten (10) days (or more if authorized in writing by the Parish) to cure any such failure.
- C. By either party upon failure of the other party to fulfill its obligation as set forth in the contract.
- D. By the Parish for convenience by issuing Selected Proposer(s) thirty (30) days written notice.
- E. By the Parish for any act of discrimination committed by the Proposer, or failure to comply with the statutory obligations, when applicable, of Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistant Act of 1974, Title IX of the Education Amendments of 1972, the Age Discrimination in Employment Act of 1972, and the Contracting Party agrees to abide by the requirements of the American with Disabilities Act of 1990.
- F. By PARISH, in accordance with its Appropriation Dependency. The continuance of the contract is contingent upon the appropriation of funds to fulfill the requirements of the contract by the Council. If the Council fails to appropriate sufficient monies to provide for the continuation of the contract, or if such appropriation is reduced by the veto of the Parish President to prevent the total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the contract, the contract shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.

3.24 Assignment

The Proposer affirmatively acknowledges and agrees that any ensuing contract shall be binding upon the successors and assigns for the parties thereto. The ensuing contract being for the personal services of the Selected Proposer(s) shall not be assigned or subcontracted in whole or in part by said Selected Proposer(s) as to the services to be performed hereunder without the written consent of the Parish by Council Resolution, in the Parish's sole discretion.

3.25 EEOC and ADA Compliance

The Proposer agrees to abide by the requirements of the following as applicable: Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistant Act of 1974, Title IX of the Education Amendments of 1972, the Age Discrimination in Employment Act of 1972, and the Contracting Party agrees to abide by the requirements of the American with Disabilities Act of 1990.

The Proposer shall keep informed of and comply with all federal, state and local laws, ordinances and regulations which affect their employees or prospective employees.

Any act of discrimination committed by the Proposer, or failure to comply with these statutory obligations, when applicable, shall be grounds for termination of the contract.

3.26 Records

- A. **Right to Audit.** Proposer(s) affirmatively acknowledges and agrees that pursuant to any ensuing contract, Selected Proposer shall maintain adequate books of account with respect to its services, in accordance with generally accepted accounting principles (GAAP) in a form and method acceptable to the Parish. Selected Proposer(s) shall permit Parish and Parish's agents from time-to-time within forty-eight (48) hours written notice, to inspect, copy and audit during Selected Proposer(s) normal business office hours, the books and records pertaining to the services provided under the contract. Parish's right to audit, inspect, and make copies of Selected Proposer's records shall be at the sole expense of Parish.
- B. **Periodic and/or Annual Reports.** At any time, the Parish may request that the Selected Proposer(s) with the minimum of thirty (30) days written notice, prepare and/or produce a report of the results of operations, as it pertains to any ensuing contract, in the previous fiscal year prepared in accordance with generally accepted accounting principles (GAAP). The report must be prepared and certified by an independent certified public accounting firm. (For purposes of said contract, each "fiscal year" begins on January 1 and ends on December 31 of the same year.)
- C. **Record Retention.** The Selected Proposer shall maintain all records in relation to the proposed contract at its location for a period of at least five (5) years upon expiration or earlier termination of the contract or for a period stipulated by the governing State and Federal regulations, whichever is longer.
- D. **Record Ownership.** The Proposer acknowledges and agrees that all records, reports, documents, or other material(s) developed or resulting from this RFP shall be the sole property of the Parish of Jefferson, and shall be returned to the Parish by Proposer upon request at expiration or earlier termination of a contract.

3.27 Content of Contract/Order of Precedence

In the event of a conflict among documents, the order of precedence which shall govern is as follows: 1) the final contract; and, 2) the Request for Proposal (RFP) and addenda (if any); and, 3) Resolution No. 136353; and, 4) the Proposer's proposal and any amendments thereto.

3.28 Contract Changes

Upon negotiation of a bona-fide contract between the parties, no additional changes, amendments, or modifications may be completed without the prior ratification of the Council.

3.29 Substitution of Personnel

Substitution of personnel shall be approved by the Council, prior to any replacements. In addition to the foregoing, if during the term of the contract, the Selected Proposer cannot provide the personnel or subcontractor as stated in its proposal, Selected Proposer shall submit a written request for substitution supported by resume of qualifications and written certification that said substitution shall meet or exceed the requirements stated herein. Said substitution shall be at the Parish's sole discretion.

3.30 Force Majeure

The Selected Proposer or Parish of Jefferson shall be exempted from performance under the terms and conditions of the negotiated contract if the Selected Proposer or Parish is prevented from performing any services in whole or in part as a result of any act of God, strike, war, civil disturbance, or court order; provided the Selected Proposer or Parish of Jefferson has prudently and promptly acted to undertake any and all corrective steps that the respective parties can perform. Subject to this provision, such nonperformance shall not be construed as cause or grounds for early termination of the contract.

3.31 Governing Law

All activities associated with this RFP process shall be interpreted under the laws of the State of Louisiana. All proposal submissions shall be governed in accordance with provisions of Louisiana State laws and Jefferson Parish Code of Ordinances; standard terms and conditions; Resolution No. 136353.

3.32 Claims or Controversies

See Section 3.8 re Protest Procedure.

Proposer, as evidenced by his/her signature on the signature page, agrees that the ensuing contract shall be made in accordance with the laws of the State of Louisiana. The Proposer hereby agrees as evidenced by his/her signature on the signature page, to the exclusive jurisdiction and venue of the 24th Judicial District Court for the Parish of Jefferson, State of Louisiana.

3.33 Cybersecurity Training

Pursuant to La. R.S. 42:1267, any contractor who has access to state or local government information technology assets is required to complete cybersecurity training during the term of the contract and during any renewal period. As a Parish contractor, you are responsible for taking the cyber training, whether from the State or another source. After completion of said training please forward proof to your contract monitor/Parish contact.

PART IV – FEDERAL CONTRACT PROVISIONS

NOT APPLICABLE

PART V – PERFORMANCE STANDARDS

5.1 Performance Requirements

Note: To be defined by the department. Indicate when reports, schedules, and specific tasks are to be performed if applicable. Some examples include but are not limited to the following:

- Proposer's submission of accurate and itemized invoices
- Proposer's provided bus services as required in RFP specifications
- Proposer's ability to provide drivers meeting all certified requirements

5.2 Performance Measurement/Evaluation

Note: To be defined by the department. Do not request information that will not be evaluated. Some examples include but are not limited to the following:

- Did the proposer respond to Parish correspondence in a timely manner?
- Were complaints/problems resolved in a reasonable and cooperative manner?
- Was the proposer reasonable and responsive to Parish needs?

PART VI - APPENDICES

ATTACHMENT "A"

INSURANCE REQUIREMENTS

All insurance requirements shall conform to Jefferson Parish Resolution No. 136353, stated in pertinent part below. The proposer shall not commence work under this contract until it has obtained all insurance and complied with the insurance requirements of the specifications and Resolution No. 136353.

Proposers must provide with proposal submission a current (valid) insurance certificate evidencing required coverages. The current insurance certificate will be used for proof of insurance at time of evaluation. Thereafter, and prior to contract execution, the selected proposer will be required to provide final insurance certificates to the Parish which shall name **the Parish of Jefferson, its Districts Departments and Agencies under the direction of the Parish President and the Parish Council** as additional insured on the Commercial General Liability, and the Comprehensive Automobile Liability policies to protect against negligence by the contractor as provided by contract. Additionally, said certificates should reflect the name of the Parish Department receiving goods and services and reference the respective Jefferson Parish RFP solicitation number

WORKER'S COMPENSATION INSURANCE

As required by Worker's Compensation Law of the State of the Contractor's headquarters. Employer's Liability is included, with minimum limits of \$500,000 per occurrence, except it shall be \$1,000,000 per occurrence when Work is to be over water and involves maritime exposures to cover all employees not covered under the State Worker's Compensation Act

Waiver of Subrogation endorsement in favor of The Parish of Jefferson, its Districts, Departments, Agencies and Employees under the direction of the Parish President and the Parish Council, and any other entities who may require waivers by specific contract is required.

Note: If your company is not required by law to carry worker's compensation insurance, i.e. sole employee of the company, then proposers must request and submit a worker's compensation insurance declaration affidavit prior to the proposal submission date.

COMMERCIAL GENERAL LIABILITY

Commercial General Liability Form CG 00 01, or pre-approved equivalent; Minimal acceptable limits: \$1,000,000 per occurrence; \$1,000,000 personal & advertising injury; \$2,000,000 general aggregate; and \$2,000,000 products/completed operations aggregate.

Waiver of Transfer of Rights of Recovery Against Others to Us endorsement in favor of The Parish of Jefferson, its Districts, Departments, Agencies and Employees under the direction of the Parish President and the Parish Council.

BUSINESS AUTOMOBILE LIABILITY

Minimal acceptable limit for bodily injury and property damage liability: \$2,000,000 Combined Single Limit.

Liability coverage to be provided for Any Auto OR for ALL Owned Autos and Hired and Non-owned Autos. **If contractor owns no vehicles, then a Hired and Non-owned Auto Liability policy is required.**

Waiver of Transfer of Rights of Recovery Against Others to Us endorsement in favor of The Parish of Jefferson, its Districts, Departments, Agencies and Employees under the direction of the Parish President and the Parish Council.

DEDUCTIBLES

The Parish Attorney with concurrence of the Director of Risk Management have waived the deductible section of the Terms and Conditions, until further notice.

UMBRELLA LIABILITY COVERAGE

An umbrella policy or excess may be used to meet minimum requirements. If you are purporting to use an umbrella policy or excess to meet minimum requirements, then you must provide the Umbrella Schedule of Underlying Policies with the Certificate of Insurance evidencing which policies the Umbrella sits over.

ADDITIONAL COVERAGE REQUIREMENTS APPLICABLE TO THIS RFP:

**Departments are to await instructions from GAB as to whether any additional coverages below are required or can be deleted.

PROFESSIONAL LIABILITY

Professional Liability Insurance with minimal acceptable limits of \$1,000,000.00 per claim and \$2,000,000.00 annual aggregate.

CYBER LIABILITY

Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by Contractor in this Agreement and shall include, but not be limited to the following:

- Minimal acceptable aggregate limit: \$3,000,000 policy aggregate
- Minimal acceptable limit for Data and Network Liability: \$3,000,000 each claim;
- Minimal acceptable limit for Media Liability: \$3,000,000 each claim;
- Minimal acceptable limit for Payment Card Liabilities & Costs: \$3,000,000 each claim;
- Minimal acceptable limit for Regulatory Defense & Penalties: \$3,000,000 each claim;
- Minimal acceptable limit for Cyber Extortion: \$3,000,000 each incident; and

- Minimal acceptable limit for Breach Response coverage: \$3,000,000 or 1,000,000 Notified Individuals each incident.

Any retrospective date applicable to coverage will be maintained or an extended discovery period will be exercised for a period of three (3) years beginning when the Work is completed. This insurance shall provide primary coverage for claims and/or suits which may arise out of or result from the Contractor's Scope of Work as described in the Contract and its amendments.

SEXUAL ABUSE AND MOLESTATION

Limits not less than \$500,000 each Wrongful Act/\$300,000 annual aggregate.

ATTACHMENT "B"
Price Proposal

Firm Name: _____

The undersigned having carefully read and considered the terms and conditions of the RFP Documents to provide the aforementioned services, does hereby offer to perform such services on behalf of the Parish, of the type and quality and conditions set forth in the RFP Documents at the rates (expressed in words and figures) hereinafter set forth:

Prices proposed shall be firm throughout the agreement period.

- Rate per day for travel within Louisiana \$ _____
(your rate per day must include any daily fuel surcharge amount, if applicable.)
- Rate per day for travel to a state bordering Louisiana \$ _____
(your rate per day must include any daily fuel surcharge amount, if applicable.)
- Rate per day for travel within continental US \$ _____
(your rate per day must include any daily fuel surcharge amount, if applicable.)
- Cancellation fee if a reservation is cancelled within 24 hours of departure date/time. If there is no charge, vendors must write "\$0.00". \$ _____
- Transportation Regulations require Driver Relief. In the event that any of JPRD's trips are ones that would require Driver Relief please provide the per mile rate that will be charged. If there is no charge, vendors must write "\$0.00". \$ _____

GRAND TOTAL \$ _____

No other costs, fees, or surcharges included within an invoice by a vendor will be considered by JPRD, whatsoever. Any and all charges should be figured into the rates per day for daily travel in the above referenced categories.

ATTACHMENT "C"

Request for Proposals # 0512

To Provide Charter Bus Service for Team Travel for Jefferson Parish Athletic Teams on an as Needed Basis for a Period of Three (3) Years with an option to extend one Additional year

SIGNATURE PAGE

The Jefferson Parish Department of Purchasing is soliciting Request for Proposals (RFP'S) from qualified proposers who are interested in providing charter bus services for the for the Jefferson Parish Recreation Department.

Request for Proposals will be received until 3:30 p.m. Local Time on: April 17, 2026.

Acknowledge Receipt of Addenda: Number: _____
Number: _____
Number: _____
Number: _____
Number: _____
Number: _____

Name of Proposer: _____

Address: _____

Phone Number: _____

Signature of Person Authorized to Sign: _____

Type Name of Person Authorized to Sign: _____

Title of Person Authorized to Sign: _____

Email Address of Person Authorized to Sign: _____

Date: _____

This RFP signature page must be signed by an authorized Representative of the Company/Firm for proposal to be valid in accordance with Section(s) 1.12 and 3.7. Failure to sign will result in your submission being deemed un-responsive. Signing indicates you have read and comply with the Instructions and the Terms and Conditions of this RFP including but not limited to those discussed in Part III.

ATTACHMENT "D"

Evidence of Authority Instructions

Only an authorized Agent shall sign this proposal. Each Proposer is required to provide satisfactory evidence of the authority of the person signing for the agency, corporation, partnership or other legal entity, which shall be attached to the proposal.

The following page is a sample Corporate Resolution. This sample is supplied as a courtesy to Proposers, but it is the responsibility of the Proposer to insure the evidence of authority they submit to Jefferson Parish complies, in both form and content, with federal, state and Parish laws. Additionally, a sample Sole Proprietorship Certification may be found at <https://www.jeffparish.gov/466/Document-Library>

Instruction sheet may be omitted when submitting.

CORPORATE RESOLUTION

Excerpt from minutes of meeting of the Board of Directors of

At the meeting of directors of _____ duly noticed and held on

_____. A quorum being there present, on motion duly made and seconded.

It was: Resolved that _____, be and is hereby appointed, constituted and designated as Agent and Attorney-In-Fact of the corporation with full power and authority to act on behalf of this corporation in all negotiations, bidding, concerns and transactions with the Parish of Jefferson or any of its agencies, departments, employees or agents, including but not limited to, the execution of all proposals, papers, documents, affidavits, bonds, sureties, contracts and acts and to receive all purchase orders and notices issued pursuant to the provisions of any such proposal or contract, this corporation hereby ratifying, approving, confirming, and accepting each and every such act performed by said Agent and Attorney-In-Fact.

I hereby certify the foregoing to be a true and correct copy of an excerpt of the minutes of the above dated meeting of the Board of Directors of said Corporation, and the same has not been revoked or rescinded.

Secretary-Treasurer

Date

ATTACHMENT “E”

Request for Proposal Affidavit Instructions

This affidavit is supplied as a courtesy to Affiant. It is the responsibility of the affiant to insure the affidavit submitted to Jefferson Parish complies, in both form and content, with federal, state and parish laws. It is the responsibility of the Affiant to submit a new affidavit if any additional campaign contributions are made after the affidavit is executed but prior to the time the council acts on the matter.

The Affidavit MUST comply with the following requirements to be accepted.

- Must be signed by an authorized representative of the entity.
- Must be notarized by a notary with proper jurisdiction who must sign and print name, and include bar/notary number.
- Location where the notarization is taking place should be filled in at the top of the affidavit – not the location of the contract services.
- MUST select either Choice A or B when required.
- If choice A is selected, it must include an attachment.

Affidavits with the following WILL NOT be accepted.

- If both choice A and B are selected, the affidavit will not be accepted.
- An affidavit marked N/A will not be accepted.
- An affidavit missing attachment(s) when required will not be accepted.
- An affidavit that is notarized by a notary who does not have jurisdiction in the place where notarized or is not active will not be accepted.
- Affidavits that are older than six (6) months from the date of the bid opening will not be accepted.

Instruction sheet may be omitted when submitting the affidavit.

Request for Proposal

AFFIDAVIT

STATE OF _____

PARISH/COUNTY OF _____

BEFORE ME, the undersigned authority, personally came and appeared: _____

_____, (Affiant) who after being duly sworn by me, deposed and said that he/she is the fully authorized _____ of _____ (Entity), who submitted a proposal to the Parish of Jefferson in response to RFP Number _____.
Affiant further said:

Campaign Contribution Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A _____ Attached hereto is a list of all campaign contributions, including the date and amount of each contribution, made to current or former elected officials of the Parish of Jefferson by Entity, Affiant, and/or officers, directors and owners, including employees, owning 25% or more of the Entity during the current term of the elected official. Further, Entity, Affiant, and/or Entity Owners have not made any contributions to or in support of current or former members of the Jefferson Parish Council or the Jefferson Parish President through or in the name of another person or legal entity, either directly or indirectly.

Choice B _____ There are **NO** campaign contributions made which would require disclosure under Choice A of this section.

Affiant further said:

Debt Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A ___ Attached hereto is a list of all debts owed by the affiant to any elected or appointed official of the Parish of Jefferson, and any and all debts owed by any elected or appointed official of the Parish to the Affiant.

Choice B ___ There are NO debts which would require disclosure under Choice A of this section.

Affiant further said:

Solicitation of Campaign Contribution Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A ___ Attached hereto is a list of all elected officials of the Parish of Jefferson, whether still holding office at the time of the affidavit or not, where the elected official, individually, either by **telephone or by personal contact**, solicited a campaign contribution or other monetary consideration from the Entity, including the Entity's officers, directors and owners, and employees owning twenty-five percent (25%) or more of the Entity, during the two-year period immediately preceding the date the affidavit is signed. Further, if known to the Affiant, the date of any such solicitation shall be included on the attached list.

Choice B ___ There are NO solicitations for campaign contributions which would require disclosure under Choice A of this section.

Affiant further said:

Subcontractor Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A ___ Affiant further said that attached is a listing of all subcontractors, excluding full time employees, who may assist in providing professional services for the aforementioned RFP.

Choice B ___ There are NO subcontractors which would require disclosure under Choice A of this section.

Affiant further said:

That Affiant has employed no person, corporation, firm, association, or other organization, either directly or indirectly, to secure the public contract under which he received payment, other than persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project or in securing the public contract were in the regular course of their duties for Affiant; and

That no part of the contract price received by Affiant was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project were in the regular course of their duties for Affiant.

Signature of Affiant

Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE
ME ON THE ____ DAY OF _____,
20__.

Notary Public

Printed Name of Notary

Notary/Bar Roll Number

My commission expires _____.