



MARRERO, COUVILLON AND ASSOCIATES, LLC

2644 S. Sherwood Forest Blvd., Suite 200, Baton Rouge, Louisiana 70816
Ph: (225) 408-8249 Fax: (225) 408-8244

Edward Hynes Elementary School Mechanical Replacement

Orleans Parish Schools Project # ITB26-FAC-0072

MCA Project Number OPS 23031.801

July 24, 2026

Addendum No. 1

This Addendum, applicable to work designated herein below shall be understood to be an Addendum and as such shall be included in the "Contract Documents".

Following are the changes, amendments, deletions or additions to components of the "Request for Contractor Services" as now written or drawn. All provisions of General Conditions of the Contract for Construction, Supplementary Conditions, and other pertinent portions of the Specifications and Drawings shall apply to this Addendum.

GENERAL:

1. Add the attached Pre-Bid Meeting Agenda and Sign-In sheet dated July 23, 2026 to the project manual.
2. Add the Bidding Contractor Log dated July 24, 2026 to the project manual.
3. Add the attached NOLA Public Schools Post-Bid Document Checklist to the project manual.
 - a. NOTE: The documents following the Post-Bid Document Checklist are included with the Specifications and issued here for reference.

SPECIFICATIONS:

1. No changes as part of this addendum.

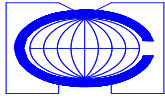
PLANS:

1. No changes as part of this addendum

PRIOR APPROVALS:

1. No prior approvals have been submitted to date.

END OF ADDENDUM



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Pre-Bid Meeting Agenda

New Edward Hynes Elementary School Mechanical Replacement
Orleans Parish Schools Project # ITB 26-FAC-0072, MCA Project Number OPS 26034.801
July 23, 2026

<u>Engineer Architect</u>	<u>Owner</u>
Marrero Couvillon & Associates 2644 S. Sherwood Forest Blvd Suite 200 Baton Rouge, LA 70816 Project Manager Chad Blanchard	Orleans Parish Schools 2401 Westbend Parkway New Orleans, LA 70114 Owner Representative Greg Narlock

ATTENDEES:

Please sign in on provided sign in sheet.

Project Status:

Current Phase – Bidding

Bid Opening August 6, 2026, 2:00 pm CDT at Orleans Parish School Board Procurement Department, Room 5055, 2401 Westbend Parkway, New Orleans, Louisiana 70114.

Agenda:

1. Bid date was announced.
2. All questions to be submitted no later than 2:00 PM CST on July 27, 2026, (10 days prior to bid opening) to be addressed via addendum in accordance with Section 4.2.2 in the Instruction to Bidders.
3. All requests for substitutions shall be submitted no later than 2:00 pm CST on July 28, 2026, to be considered. (7 working days prior to bid date)
4. Addenda will be issued no later than 72 Hours Prior to the Bid Opening.
5. Angela Zarders with OPS to discuss Post-Bid Documents.
6. Site Walk to view scope of the project and work area.
7. Work for this project shall be coordinated with OPS to take place outside of normal school operation hours.
8. Any questions that are posed on site should be followed up in writing prior to the deadline to receive a written response via addendum. Undocumented verbal questions will not be responded to in writing via addendum.
9. Adjourn.



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Pre-Bid Sign In Sheet

New Edward Hynes Elementary School Mechanical Replacement
Orleans Parish Schools Project # ITB26-FAC-0072, MCA Project Number OPS26034.801
July 23, 2026

<u>Designer</u>	<u>Owner</u>
Marrero Couvillon & Associates 2644 S. Sherwood Forest Blvd Suite 200 Baton Rouge, LA 70816 Project Manager Chad Blanchard	Orleans Parish Schools 2401 Westbend Parkway New Orleans, LA 70114 Owner Representative Greg Narlock

Name	Organization	Email	Phone
JUSTIN ALTARAN	MCA, LLC	jaltaran@mca-llc.com	225 408-8249
Brady falcon	Engulf Waste LLC	brady@engulfwaste.com	504-407-7774
Ram Louca	OPSB/Atlas	RAM.LAUGA@ONEATLAS.COM	504 3908731
DEBBIE M. JAMES	NOLA PS	djames@nolapublicschools.com	504.65.2032
Angela Zarden	NOLA PS	mzarders@nolapublicschools.com	(504) 478-0654
MIKE TOWNSEND	Hynes	mike.townsend@hynesschool.com	304 800-8883

Edward Hynes Elementary School Mechanical Replacement		
Bidding Contractor Log		
OPS Project No.	ITB26-FAC-0072	Date: 7/24/2026
MCA Project No.	OPS26034.801	

Contractor	Contact	Phone #	Email Address
Arc Mechancial	Bridget Sabathe	(985) 661-9191	admin@arcmechanical.net
Synergy Building Solutions	Harrison Gordon	(504) 722-9504	harrison.gordon@synergybldgsolutions.com
Dove Group	Brett Dove	(225) 450-9701	brett@dovegroupmep.com
Pontchartrain MEP	Cody Boos	(504) 738-3061	cboos@pontmep.com
BGSN Mechanical	James Thompson	(504) 841-9775	jthompson@bgsnmechanical.com
Duke McGinnis Consulting	Camillia Hester	-	hestercamillia@gmail.com
EnGulf Waste	Brady Falcon	(504) 407-7774	brady@engulfwaste.com

NOLA Public Schools Post-Bid Document Checklist

Project Information

Project: ITB No. 26-FAC-0072 – Mechanical Replacement at Edward Hynes School

Bid Opening Date: Thursday, August 6, 2026 @ 2:00 PM CDT

Pre-Bid Conference Date: Thursday, July 23, 2026, 10:00 AM CDT, at Edward Hynes School, 990 Harrison Ave, New Orleans, LA 70124

All documents are due within 10 calendar days after Notice of Intent to Award.

Submission Rules

- Post-Bid Documents cannot be emailed.
- Hand delivery, U.S. Mail, or Express Mail only.
- NOLA-PS is not responsible for delivery delays or lost mail; late submissions will be deemed non-responsive.

Required Post-Bid Documents

- ☐ Non-Collusion Affidavit
- ☐ Attestation Clause
- ☐ DBE Responsiveness Form 1
- ☐ DBE Responsiveness Form 2
- ☐ DBE Certification Checklist (Notarized)
- ☐ Verification of DBE Certification
(Provide a completed Verification of DBE Certification Form for any DBE firms being claimed.)
- ☐ EDGAR Form

Delivery Address (Hand Delivery or Mail)

Mr. Jonathan Temple
Office of Business Partnerships
NOLA Public Schools
2401 Westbend Parkway, Suite 5055
New Orleans, LA 70114

STATE OF LOUISIANA
PARISH OF _____

PROJECT NO. _____
NAME: _____
LOCATION: _____

AFFIDAVIT

Before me, the undersigned authority, duly commissioned and qualified within and for the State and Parish aforesaid, personally came and appeared _____ (hereinafter "Affiant"), the _____ duly authorized and lawful representative of _____, who, being by me first duly sworn deposed, testified under oath that he has read this Affidavit and does hereby agree to comply with all provisions herein, and affirms under oath as follows:

PART I

Louisiana Revised Statutes, Title 38, Section 2224:

(1) That Affiant employed no person, corporation, firm, association, or other organization, either directly or indirectly, to secure the public Contract between _____ and the Orleans Parish School Board, under which Affiant has or will receive 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

(2) 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.

PART II

Louisiana Revised Statutes, Title 38, Section 2190:

That Affiant, if an architect or engineer, or representative thereof, does not own a substantial financial interest, either directly or indirectly, in any corporation, firm, partnership, or other organization which supplies materials for the construction of a public work when the architect or engineer has performed architectural or engineering services, either directly or indirectly, in connection with the public work for which the materials are being supplied.

For the purposes of this section, a "substantial financial interest" shall exclude any interest in stock being traded on the American Stock Exchange or the New York Stock Exchange.

That Affiant, if subject to the provisions of this section, does hereby agree to be subject to the penalties involved for the violation of this section.

SWORN TO AND SUBSCRIBED BEFORE ME
THIS _____ DAY OF _____, 20____.

AFFIANT

NOTARY

Name of Project

Project No.

ATTESTATIONS

Appearer, as a Bidder on the above-entitled Public Works Project, does hereby attest that:

LA. R.S. 38:2227 PAST CRIMINAL CONVICTIONS OF BIDDERS

- A. No sole proprietor or individual partner, incorporator, director, manager, officer, organizer, or member who has a minimum of a ten percent (10%) ownership in the bidding entity named below has been convicted of, or has entered a plea of guilty or nolo contendere to any of the following state crimes or equivalent federal crimes:

- (a) Public bribery (R.S. 14:118)
(b) Corrupt influencing (R.S. 14:120)

- (c) Extortion (R.S. 14:66)
(d) Money laundering (R.S. 14:230)

- B. Within the past five years from the project bid date, no sole proprietor or individual partner, incorporator, director, manager, officer, organizer, or member who has a minimum of a ten percent (10%) ownership in the bidding entity named below has been convicted of, or has entered a plea of guilty or nolo contendere to any of the following state crimes or equivalent federal crimes, during the solicitation or execution of a contract or bid awarded pursuant to the provisions of Chapter 10 of Title 38 of the Louisiana Revised Statutes:

- (a) Theft (R.S. 14:67)
(b) Identity Theft (R.S. 14:67.16)
(c) Theft of a business record
(R.S.14:67.20)
(d) False accounting (R.S. 14:70)
(e) Issuing worthless checks
(R.S. 14:71)

- (f) Bank fraud (R.S. 14:71.1)
(g) Forgery (R.S. 14:72)
(h) Contractors; misapplication of
payments (R.S. 14:202)
(i) Malfeasance in office (R.S. 14:134)

LA. R.S. 38:2212.10 Verification of Employees

- A. At the time of bidding, Appearer is registered and participates in a status verification system to verify that all new hires in the state of Louisiana are legal citizens of the United States or are legal aliens.
- B. If awarded the contract, Appearer shall continue, during the term of the contract, to utilize a status verification system to verify the legal status of all new employees in the state of Louisiana.
- C. If awarded the contract, Appearer shall require all subcontractors to submit to it a sworn affidavit verifying compliance with Paragraphs (A) and (B) of this Subsection.

NAME OF BIDDER

NAME OF AUTHORIZED SIGNATORY OF BIDDER

DATE

TITLE OF AUTHORIZED SIGNATORY OF BIDDER

**SIGNATURE OF AUTHORIZED
SIGNATORY OF BIDDER**



Orleans Parish School Board Disadvantaged Business Enterprise Program (DBE)

DBE RESPONSIVENESS FORM 1

RFP/RFQ/Bid/Solicitation/Other # _____ Bidder/Proposer: _____

Project Name & Description: _____

FOR BIDS: THIS COMPLETED FORM SHOULD BE FURNISHED TO THE OFFICE OF PROCUREMENT BY THE LOWEST PROPOSER WITHIN TEN (10) DAYS OF THE BID OPENING. FAILURE TO COMPLETE THIS FORM PROPERLY MAY CONSTITUTE THE BID/OFFER AS BEING NON-RESPONSIVE AND SUFFICIENT CAUSE FOR REJECTION.

FOR RFPS/RFQS: THIS COMPLETED FORM SHOULD BE FURNISHED TO THE OPSB-DBE OFFICE THROUGH THE OFFICE OF PROCUREMENT WITH YOUR PROPOSAL. FAILURE TO COMPLETE THIS FORM PROPERLY MAY CONSTITUTE THE PROPOSAL/OFFER AS BEING NON-RESPONSIVE AND SUFFICIENT CAUSE FOR REJECTION.

The undersigned Bidder/Proposer has satisfied the requirements of the bid/proposal specifications for the above-referenced Orleans Parish School Board project in the following manner.

Please check the appropriate space:

☐ The Bidder/Proposer is **committed to achieving and/or exceeding** the DBE target goal of **35** % DBE utilization on this contract, and will require all Subcontractors to assist the Prime Contractor to maintain 35% DBE participation before this project is substantially complete.

☐ The Bidder/Proposer is **unable to meet** the DBE target goal, but is committing to a minimum of _____ % DBE utilization by pre-construction phase or notice-to-proceed, and will require all Subcontractors to assist in achieving 35% DBE participation, before this project is substantially complete.

Name of Bidder's/Proposer's Firm: _____

Telephone: _____ Fax: _____ E-Mail: _____

By: _____ / /
(Authorized Signature) (Title) (Date)

THE BIDDER/PROPOSER IS COMMITTED TO UTILIZING DBE PARTICIPATION ON THE PROJECT IN THE FOLLOWING MANNER:

COMPLETED BY PROPOSER:

The Bidder/Proposer is committed to utilizing the **DBE FIRM NAMED BELOW** for the *Scope(s) of Work* as described below. The estimated dollar value of the scope of work is \$ _____ and _____ % of the total dollar value of the contract.

Copy this form, if you are utilizing more than one (1) DBE firm to achieve the DBE participation percentage on the project.

Name of DBE Firm: _____

DBE Firm Owner or Contact: _____

Telephone: _____ Fax: _____ E-Mail: _____

DBE TYPE: ☐ SLDBE CERTIFIED ☐ LAUCP DBE CERTIFIED

☐ Copy of Verification of DBE Certification form is attached

COMPLETED BY DBE FIRM (below):

DBE AFFIRMATION. The above-named DBE firm affirms that it will perform the scope(s) of work on this contract for the estimated dollar value and contract percentage as stated above.

By: _____ / /
(Authorized Signature) (Title) (Date)

Note: If the Bidder/Proposer does not receive award of the prime contract, then any and all representations in this form shall be null and void.



DBE RESPONSIVENESS FORM 2

SUBCONTRACTING STRATEGY FOR DBE PARTICIPATION

Business Name: _____ Project Name/Number: _____

Business Contact Information: _____
(Phone, Fax, E-Mail and Address:) _____

Provide a strategy to identify specific subcontracts that will be awarded to DBEs and anticipated DBE participation for project. This Plan shall incorporate actions to be taken by the Bidder's/Proposer's proposed DBE Subcontractors/Consultants/Suppliers.

Bidders: Must submit form within 10 days after Bid-Date. Provide attachments if necessary.

DBE Vendor	Scope of Work Construction Division(s) Materials	Contract Value	Percent of Prime Contract

NOTE: If the Bidder/Proposer does not receive award of the prime contract, then all representations in this form shall be null and void.

Representative's Name: _____ Title: _____ Date: _____

Signature: _____

(Authorized Signature)



Orleans Parish School Board Disadvantaged Business Enterprise Program (DBE)

VERIFICATION OF DBE CERTIFICATION

Solicitation #: _____

Title of Solicitation: _____

Bidder/Proposer: _____

DBE Firm: _____

INSTRUCTIONS: The Office of Business Partnerships request verification of DBE Certification status related to this specific solicitation. The Bidder/Proposer is responsible for obtaining this information, from the identified DBE firm(s), and shall submit according to the instructions of the solicitation. If the status of the DBE firm submitted cannot be verified by a DBE Certification Agency, the bid shall be rejected for just cause. Also, failure to complete this form properly shall result in the bid/proposal being deemed non-responsive, and cause of rejection.

Name of DBE Firm: _____

DBE Firm Owner or Contact: _____

Telephone: _____

E-Mail: _____

Scope of service(s): _____

NAICS Code(s): _____

Name of DBE Certification Agency: _____

COMPLETED BY DBE FIRM (below):

AFFIRMATION. By signing below, the named DBE firm authorizes OPSB – Office of Business Partnerships to contact the certifying agency identified above to verify current DBE certification status, related eligibility information (including active/inactive status, approved NAICS Codes and work categories). The DBE attests that the information provided on this form is true and accurate. The DBE firm acknowledges and is in agreement that if OPSB cannot verify DBE Certification status by contacting the certifying agency, the bid/proposal shall be rejected for just cause.

By: _____ / /
(Authorized Signature) (Title) (Date)

Email Address: _____

Contact Number: _____

OPSB VERIFICATION (INTERNAL):

- ☐ DBE Certification Status verified as ACTIVE for this procurement
☐ DBE Certification Status could not be confirmed; bid/proposal is rejected for just cause.

OPSB Officer: _____

Title: _____

Signature: _____

Date: _____



ORLEANS PARISH SCHOOL BOARD

Month of: _____
Year: 20_____
Correlates with Bid # _____

DBE POST-BID | PRE-CONSTRUCTION COMPLIANCE CERTIFICATION CHECKLIST

(Note: Form must be submitted with one or more of the supporting documents identified and initialed below. Failure to submit completed certification constitutes non-responsiveness and cause for ejection.)

Business Name: _____

Bidder's Name & No.: _____

If Subcontractor, Name of Business Performing Work Under: _____

Business Principal Contact Information: _____

(Print Name, Phone, E-Mail, and Physical Address)

I _____ hereby certify that,
(Print Name & Title of Company Representative)
_____ has complied with all Disadvantaged Business
(Print Business Name)

Enterprise, Equal Employment Opportunity, and Affirmative Action Front End Provisions set forth in the OSPB DBE Policy and with all of the provisions of Federal Executive Order 11246, as amended, including implementing and related rules, regulations and relevant orders of the U.S. Secretary of Labor. I also certify that all information contained in *Supporting Documents is true and correct.

Signature: _____ Date: _____
(Authorized Signature)

*Supporting Documents Attached:

- ☐ DBE Responsiveness Form 1 _____ (Initial)
- ☐ DBE Responsiveness Form 2 _____ (Initial)
- ☐ DBE Pre-Construction Report 1 _____ (Initial)
- ☐ DBE Pre-Construction Report 2 _____ (Initial)
- ☐ DBE Pre-Construction Report 3 _____ (initial)
- ☐ Verification of DBE Certification _____ (initial)

STATE OF LOUISIANA, ORLEANS PARISH IN WITNESS

WHEREOF, I have hereunto set my hand and official seal

this _____ Day of _____, 20 _____.

Notary Public, State of Louisiana

My Commission Expires _____

Orleans Parish School Board Federal Compliance Provisions

In accordance with §200.0 – 200.521 of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (sometimes referred to as the new “EDGAR”), this Addendum ("Addendum") is proof of the vendor's willingness and ability to comply with certain requirements which may be applicable to specific OPSB purchases using federal grant funds. It amends and is hereby incorporated into an existing agreement between the parties. Vendor agrees to comply with all federal, state, and local laws, rules, regulations and ordinances, as applicable. It is further acknowledged that vendor certifies compliance with all provisions, laws, acts, regulations, etc. as specifically noted above.

Name and Title of Authorized Representative: _____

Signature of Authorized Representative: _____

Email Address: Date: _____

Company Name: _____

Address, City, State, and Zip Code: _____

Phone Number: _____ Fax Number: _____