

## ADVERTISEMENT FOR BIDS

Notice is hereby given that the Terrebonne Parish School Board will receive sealed bids at its Purchasing Department office located at 340 St. Charles Street, Building #3, Houma, Louisiana until the hour of Two o'clock (2:00 P.M. CST) on the afternoon of Thursday, January 11, 2018 for Kitchen Equipment.

Bids will be opened and publicly acknowledged at the hour of 2:30 P.M. CST on the afternoon of Thursday, January 11, 2018, in the Purchasing Office, 340 St. Charles Street, Building #3, Houma, Louisiana 70360.

Specifications, terms, and conditions for bids may be obtained from Child Nutrition Program, Terrebonne Parish School Board, 340 St. Charles Street, Building #3, Houma, Louisiana 70360 or phone (985) 876-7407.

Pursuant to House R.S. 38:2212(E), the Terrebonne Parish School Board has partnered with BidSync LLC and Vendor Registry to distribute bid solicitations. Registration with Vendor Registry is completed at their web site [www.vendorregistry.com](http://www.vendorregistry.com) or the school district's website, [www.tpsd.org](http://www.tpsd.org) under the Purchasing Department tab. Electronic bid submissions will be accepted through BidSync only. Bidders are able to register with BidSync at [www.bidsync.com](http://www.bidsync.com) or call Vendor Support at 801-765-9245. There is a \$100.00 fee to register, receive e-mail, fax notifications of bids, and respond electronically to bids. An electronic signature must be provided to submit a bid electronically. The referenced signature is not included in the \$100.00 fee and is available from third party companies.

Terrebonne Parish School District accepts no responsibility for technical difficulties which may occur during submittal of the bid.

Bidders are cautioned to allow ample time for transmittal of bids/proposals by mail or otherwise. Bidders are urged to secure information relative to the probable time of arrival and distribution of mail at the place where bids are to be opened. Failure of the U.S. Mail or any carrier of delivery service to deliver the bid/proposal in a timely manner shall not be considered due cause for the scheduled time of the bid opening to be extended.

**The Terrebonne Parish School Board accepts no responsibility for contacting any vendor, failure to contact a vendor, or a vendor not receiving information regarding this bid. This bid has been properly advertised, and it is the sole responsibility of any and all Vendors to request and submit bids as advertised.**

The Terrebonne Parish School Board reserves the right to reject any and all bids for just cause.

Mr. Roger Dale DeHart, Board President  
TERREBONNE PARISH SCHOOL BOARD

Publication Date:                      Wednesday, December 6, 2017  
   Thursday, December 14, 2017

**TERREBONNE PARISH SCHOOL BOARD  
CHILD NUTRITION PROGRAM  
340 ST. CHARLES STREET, BUILDING #3  
HOUMA, LA 70360**

**GENERAL CONDITIONS FOR KITCHEN EQUIPMENT**

**INSTRUCTIONS:** Notice is hereby given that Terrebonne Parish School Board will receive sealed bids at its Purchasing Department, 340 St. Charles Street, Building #3, Houma, Louisiana until the hour of 2:00 pm (CST) on the afternoon of Thursday, January 11, 2018 for Kitchen Equipment listed on the enclosed form.

Specifications for this Bid consist of all requirements within the packet inclusive of but not limited to the Advertisement for Bids, Instructions to Vendors, Bid Checklist, Standard Terms and Conditions, Specifications, Bid Form(s) and various federal forms. Vendors should carefully read all Bid documents and submit their Bid in accordance to ALL the requirements therein.

Vendors are encouraged to contact the Child Nutrition Program for clarification if there is a question regarding any aspect of the Bid. **PLEASE DO NOT MAKE ASSUMPTIONS. DO NOT HAVE YOUR BID REJECTED DUE TO A CARELESS ERROR OR FAILURE TO MEET ALL SPECIFICATIONS.**

It is the responsibility of the vendor to check their Bid before submittal to assure that ALL specifications have been met and all documents requiring a signature, etc. have been properly completed. Failure of a vendor to comply with ALL specifications will be just cause for the Terrebonne Parish School Board to reject the submitted Bid.

**BID SUBMISSION:** Sealed Bids will ONLY be accepted from one of the following options:

1. Electronic Submission via BidSync.com
2. Hand Delivery – 340 St. Charles Street, Building #3, Houma, LA 70360
3. Mail – 340 St. Charles Street, Building #3, Houma, LA 70360

Sealed bids will be received by the Purchasing Department, Terrebonne Parish School Board, 340 St. Charles Street, Building #3, Houma, LA 70360 not later than **2:00 P.M. on Thursday, January 11, 2018.** Bids will be opened and publicly acknowledged at **2:30 P.M. on Thursday, January 11, 2018,** in the Purchasing office at 340 St. Charles Street, Building #3, Houma, LA 70360. The public is invited.

The envelope containing the bid must be marked **KITCHEN EQUIPMENT.** Do not abbreviate. Envelopes should be marked exactly as stated. The name and address of the firm should appear on the envelope in the upper left hand corner. (See Attachment A) If you use an outer envelope, the same information is required on the outer envelope.



Name or Firm  
Physical or Mailing Address  
City, State Zip

Purchasing Department  
Terrebonne Parish School Board  
340 St. Charles Street, Building #3  
Houma, LA 70360

Kitchen Equipment

Bids must be submitted on the official attached bid form or via BidSync. Bidders need to register with BidSync, LLC at [www.bidsync.com](http://www.bidsync.com) to obtain a user name and password or call vendor support at 1-801-765-9245. There is no fee to register and receive e-mail or fax notifications of bids. However, Bidsync does charge an annual \$100.00 fee to process electronic bid responses. In addition, bidders participating in electronic submission must also provide an electronic signature and where applicable an electronic bid bond. The referenced signature and bond are not included in the \$100.00 fee and are available from third party companies. Any bid submitted that is not on either of these forms will be declared irregular and rejected. All listed requirements apply equally to bids submitted on paper or electronically through BidSync.

The Terrebonne Parish School Board does not accept responsibility for bids not received via BidSync due to technical difficulties.

Standard Terms and Conditions are part of the bid specifications. Please read and be familiar with all terms and attachments.

It is our preference that **EACH and EVERY FORM is signed and returned in the bid submittal** to the Purchasing Department at 2:00 P.M. on **Thursday, January 11, 2018**, located at 340 St. Charles Street, Bldg. #3, Houma, LA 70360. The following forms: Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transactions form, Certification Regarding Lobbying form, Disclosure of Lobbying Activities form, Certificate of Independent Price Determination form, Buy America Provision form, Owner Disclosure Certificate, and Cuts and Descriptive Literature should be returned with the bid, but no later than 3:00 P.M. on Monday, January 15, 2018. Forms not signed and/or received bid, shall be signed, scanned, and e-mailed or faxed within 48 hours of bid opening. The original shall be sent by USPS or hand delivered within ten (10) days of the bid opening. Failure to comply shall result in your bid being rejected.

Terrebonne Parish School Board encourages small business, minority owned business, and women owned businesses to participate in the bid process.

**BUY AMERICAN PROVISION:** The District participates in the National School Lunch Program and School Breakfast Program and is required to use the nonprofit food service funds, to the maximum extent practical, to buy domestic commodities or products for program meals. A "domestic commodity or product" is defined as one that is either produced in the U.S. or is processed in the U.S. substantially using agricultural commodities that are produced in the U.S. as provided in 7 CFR Part 210.21 (d).

The use of exceptions to the Buy American provision will be at the Child Nutrition Program representative's discretion. To be considered for an alternative or exception a written request must be



submitted in writing with this bid. All items to be considered must have the price of domestic food alternative substitute and the availability of the domestic alternative substitute in relation to the quantity ordered.

By submitting and signing this bid, the bidder acknowledges and certifies that his/her company complies with the Buy America provision that the food delivered is of domestic origin or the product is substantially produced in the United States. For these purposes substantially means over 51 percent of the processed food is from American-produced products. If the bidder is unable to certify compliance with the Buy American provision, the bidder shall state this in his/her response and provide an explanation as to why it cannot certify compliance.

CLEAN AIR ACT (42 U.S.C. 7401-7971q.) AND THE FEDERAL WATER POLLUTION CONTROL ACT (33 U.S.C. 1251-1387): Vendor agrees 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 the Environmental Protection Agency (EPA) Appendix II of 2 CFR Part 200(G).

DEVIATIONS FROM ITEM SPECIFICATION OR GENERAL TERMS AND CONDITIONS: Any and all limitations, expectations, qualifications, special conditions, or deviations from these General Terms and Conditions or any of the item specifications, including the offering of any alternate to the "approved brand and/or model" (where identified) must be clearly noted in detail by the offeror at the time of submission of the bid. The absence of such limitations, exceptions, qualifications, special conditions, or deviations being submitted in writing with the offeror's response will hold the offeror accountable to the Terrebonne Parish School Board to perform in strict accordance with all the General Terms and Conditions and all the item specifications as written, including any such limitations, exceptions, qualifications, special conditions, or deviations with the bid response may place the offeror at a competitive disadvantage or otherwise prevent the Terrebonne Parish School Board from considering the affected item(s).

Any deviation from any of the item specification, including the delivery of any product other than the specific brand of the product awarded, will be grounds for rejection of the product(s) when delivered, and will expose the vendor to the remedies identified in this Standard Terms and Conditions document paragraph 40 and 41 and jeopardize future business from the Terrebonne Parish School Board.

Any vendor wishing to submit an alternate for consideration must supply the specifications to the Child Nutrition program by, 4:00 pm, December 12, 2017.

GENERAL REQUIREMENTS:

1. All prices on this bid are held firm for the period of 60 days from bid opening. This bid will be awarded as a line item bid.
2. Prices shall be held firm for the entire bid period.
3. No sliding scale prices will be accepted. State law forbids cost-plus buying.
4. Errors and corrections to bid price or in preparation of bid must be initialed by the bidder in ink. Failure to do so shall make the item ineligible for award.
5. Terrebonne Parish School Board would prefer contractors who maintain a permanent service department. Bidders who maintain a service department should indicate the number and classification of personnel under his/her employment on the company letterhead and include this with the bid form.
6. The awarded vendor will receive a purchase order as an acknowledgment of award which will be placed in the mail delivered to the address provided in the Bid.



7. The awarded bidder will be the primary contact for all repairs while the awarded product is under warranty, and will immediately upon notification implement action to have the warranty work done. Further, upon request the apparent successful bidder prior to award will provide contact information regarding warranty work and the manufacturer of each item under consideration. Failure to provide requested information may be just cause to reconsider bid award.

**EQUAL LOW BIDS:** Contracts shall be awarded in the following order of priority when two or more low bids are equal in all respects:

- a) Small business concerns that are also labor surplus area concerns.
- b) Other small business concerns. (as defined by the United States Small Business Administration).
- c) Other business concerns.

If two or more bidders still remain equally eligible after application of paragraph (a) above, award shall be made by a drawing by lot limited to those bidders. If time permits, the bidders involved shall be given an opportunity to attend the drawing. The drawing shall be witnessed by at least three persons, and the contract file shall contain the names and addresses of the witnesses and the person supervising the drawing.

**DELIVERY:** A delivery ticket must accompany the delivery of goods. All items must be delivered FOB to the specific school address listed with the exception of the items indicated to the warehouse. Delivery must be completed within 90 days after bids are awarded. All items must be delivered, installed, and invoiced prior to June 30, 2017. **Arrangements for delivery and installation** are to be made with Ms. Monica Walther, MS, RD, LDN, Supervisor of the Child Nutrition Department, phone (985) 876-7407, ext. 258.

**SUCCESSFUL VENDORS MUST BE ABLE TO ASSURE THE SCHOOL DISTRICT THAT THEY HAVE SUFFICIENT TRUCKS AND EQUIPMENT TO MAKE SATISFACTORY DELIVERY.**

An unsatisfactory delivery will be just cause for the school district to disregard future bids from the vendor until such time that they can guarantee satisfactory delivery.

Each firm that is awarded any item or group of items will receive orders on that item or group of items.

**INSPECTION:** Upon delivery of each item to the Terrebonne Parish School Board, inspection of each item will be made by the Manager, or a representative at the point of delivery. Acceptance of the item or items will be made after inspection determines that all requirements of the specifications and bid are met.

**DEFAULT TO DELIVER AND PRICE CORRECTION:** The Child Nutrition Program reserves the right to cancel that portion of the order which the vendor has failed to deliver at the specified time. The vendor is responsible for issuing a credit memo or corrected invoice.

**DISQUALIFICATION:** Failure to deliver products which meet specifications will result in the re-awarding of the line item to the second lowest bidder.

**INVOICES:** Invoices must contain complete product information (i.e. brand name, packaging information, and country of origin). All illegible or incorrect invoices will be returned for re-working without penalty to the Terrebonne Parish Child Nutrition Program. Legible invoices for the items delivered and accepted shall be submitted by the vendor, in duplicate, to the place of delivery. The merchandise will be checked for quantities, prices and specification compliance. If discrepancies



occur, they will be noted on this invoice and vendors must send a corrected invoice to the Child Nutrition Program. Invoices shall be submitted to the Terrebonne Parish Child Nutrition Program, P.O. Box 5097, Houma LA 70361, ATTN: Ms. Harriet Lewis, Accounting Clerk II.

**STATEMENTS:** Statements shall be submitted to the Terrebonne Parish Child Nutrition Program, P.O. Box 5097, Houma LA 70361, ATTN: Ms. Harriet Lewis, Accounting Clerk II.

**RETURN OF DISCOUNTS, CREDITS, AND REBATES TO TERREBONNE PARISH SCHOOL BOARD:** Allowable cost will be paid from the non-profit school food service account to the offeror/contractor net of all discounts, rebates and other applicable credits accruing to or received by the contractor or any assignee under this contract, to the extent those credits are allocable to the allowable portion of cost billed to the Terrebonne Parish School Board. The offeror agrees to fully disclose all discounts, rebates, allowances, and incentives received by the company from its suppliers. If the offeror/contractor receives a discount, rebate, allowance, or incentive from a supplier; the offeror/contractor must disclose and return to Terrebonne Parish School Board the full amount of the discount, rebate, or applicable credit that is received based on purchases made on behalf of Terrebonne Parish Child Nutrition Program. All discounts, rebates, allowances, and incentives must be returned to the Child Nutrition Program during a mutually agreed upon time frame that is beneficial to the School District.

"Cost Plus" bids will not be accepted.

**EXCLUSION/REJECTION OF BIDS:** The School Board, after the opening of bids, shall require each bidder or bidding entity to attest or submit an attestation that the sole proprietor, partner, incorporator, director, manager, officer, or other like individual who owns at least ten percent (10%) of the bidding entity, has not been convicted of, or has not entered a plea of guilty or nolo contendere (no contest) to any of the crimes or equivalent federal crimes listed in La. Rev. Sta. Ann. §38:2227.

In awarding bids or contracts, the School Board shall be authorized to reject the lowest bid from a business in which any individual with ownership interest of five percent (5%) or more has been convicted of, or pled guilty or nolo contendere to any state felony crime or equivalent federal crime committed in the solicitation or execution of a contract or bid under the state laws governing public contracts; professional, personal, consulting, and social services procurement; or the Louisiana Procurement Code.

Any contract between the School Board and a person or entity entered into as a result of fraud, bribery, corruption, or other criminal acts, for which a final conviction has been obtained, shall be null and void.

Any person whose conviction causes the nullity of a contract shall be responsible for payment of all costs, attorney fees, and damages incurred in the rebidding of the contract.

**INSURANCE:** Successful vendor(s) must provide Terrebonne Parish School Board with a certificate of insurance meeting all requirements. Certificate of Insurance shall remain in effect for entire duration of the bid award. A current certificate may be included at the time of bid submittal. (See Attachment B)

**INQUIRIES:** Further information regarding this bid may be obtained from Ms. Monica Walther, MS, RD, LDN, Supervisor of Child Nutrition. Phone: (985) 876-7407 ext. 258 between 7:30 a.m. and 3:30 p.m. The question and answer period closes, Thursday, January 4, 2018 at 12:00 noon (CST).



The Terrebonne Parish School Board accepts no responsibility for contacting any vendor, failure to contact a vendor or a vendor not receiving information regarding this bid. This bid has been properly advertised and it is the sole responsibility of any and all Vendors to request and submit bids as advertised.

The Terrebonne Parish School District, Child Nutrition Program is funded 89% with federal funds for a total of approximately \$7,065,000.00 per year.

**PROTEST AWARDS:** To initiate a protest of an award recommendation, a business must follow these steps:

- The protest must be received in writing within 5 business days of the recommendation of the Building, Food Service, and Transportation Committee.
- The written protest should include the bid number and should clearly identify the facts believed to constitute an error in the award recommendation and the desired remedy.
- The protesting bidder should focus on identifying the following in their letter of protest:
  - Any specific Louisiana/Federal statute that was violated (such as the application of a required preference)
  - Any specific purchasing policy of the Terrebonne Parish School District that was not applied (such as conflict of interest, fraud, or ethics violation)
  - Any specific solicitation instruction that was not followed (such as the evaluation and award instructions)
- Only the information provided within the protest period will be considered in arriving at a decision. The Purchasing Agent is not required to take into consideration any material filed by any party after the protest deadline.
- The Purchasing Agent or their designee will investigate and provide a written response to the protesting party. This decision is final.
- Until issuing a final decision on a timely protest, the Purchasing Agent will not finalize an award of a contract or purchase order pursuant to a disputed solicitation. However, if there is a threat to public health, safety, or welfare, or danger of immediate and substantial harm to state property from delay in making an award, the Purchasing Agent may proceed with an award and document the justification for such action.
- A revised award recommendation, based on a protest review, does not assure that there will be a new protest period.

The Freedom of Information Act (FOIA) process is not related to the protest process and is not a reason for a protest period extension.

**RECORD RETENTION:** The successful bidder agrees to retain all books, records, and other documents relative to this agreement for three (3) years after the final payment for audit purposes and to make said records available upon request.

**EQUAL EMPLOYMENT OPPORTUNITY:** Except as otherwise provided under 41 CFR Part 60, all contracts that met the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

**CONTRACT WORK HOURS AND SAFETY STANDARD ACT (40 U.S.C. 3701-3708):** Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 372 and



3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required 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 a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. 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 unsanitary, hazardous or dangerous. These requirements do not apply to the purchase of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

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 sub recipient 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 sub recipient 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.

BYRD ANTI-LOBBYING AMENDMENT (31 U.S.C. 1352): Contractors that apply or bid for an award exceeding \$100,000 must 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. 132. Each tier must 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 non-Federal award.

REMEDIES FOR VIOLATION OF CONTRACT TERMS AND TERMINATION FOR CAUSE AND CONVENIENCE: Contract provisions required by 2 CFR Parts 3016.35(i), as applicable.

- i. Administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as may be appropriate. (Contracts more than the simplified acquisition threshold)
- ii. Termination for cause and for convenience by the grantee or subgrantee including the manner by which it will be effected and the basis for settlement. (All contracts in excess of \$10,000)
- iii. Notice of awarding agency requirements and regulations pertaining to reporting.
- iv. Notice of awarding agency requirements and regulations pertaining to patent rights with respect to any discovery or invention which arises or is developed in the course of or under such contract.
- v. Awarding agency requirements and regulations pertaining to copyrights and rights in data.
- vi. Access by the grantee, the subgrantee, the Federal grantor agency, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers, and records of the contractor which are directly pertinent to that specific contract for the purpose of making audit, examination, excerpts, and transcriptions.

CIVIL RIGHTS STATEMENT: *In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.*



Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992.

Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

Mr. Roger Dale DeHart, President  
Terrebonne Parish School Board



## STANDARD TERMS AND CONDITIONS

### SCOPE

These Standard Terms and Conditions are part of each Bid, Quote, or Request for Proposal (RFP), and each contract, and apply in like force to contracts for the purchase of personal property and contractual services.

All Bids, Quotes, or Requests for Proposals issued by the Terrebonne Parish School Board will bind the bidder to the terms and conditions set forth herein, except as specifically qualified in a special Bid, Quote, or Request for Proposal and contract terms and conditions issued in connection with an individual Bid, Quote, or Proposal.

### DEFINITIONS

As used herein, as well as in all specifications, Bids, Quotes, or Request for Proposals, awards or contracts issued by the Terrebonne Parish School Board, the following definitions shall apply, unless otherwise indicated:

Agent - Purchasing Agent of the Terrebonne Parish School Board

Bid - The document comprised of an invitation, instructions, and specifications to submit a Bid, Quote, or Request for Proposal for commodities or services.

Bidder - Any individual, firm, or corporation submitting a Bid, Quote, or Proposal

Contract - The acceptance by the Terrebonne Parish School Board of an offer by a bidder to furnish commodities or services

Contractor - Any individual, firm, or corporation to whom a contract is awarded as the result of a Bid, Quote, or Proposal submitted and accepted

Electronic Bid - A Bid, Quote, or Proposal submitted through a uniform and secure electronic interactive bidding system

Bid or Proposal - The offer of a bidder to furnish commodities or services in response to a Bid, Quote, or Request for Proposal (RFP)

School Board - The Terrebonne Parish School Board/Public School System and Sub-Agency of the State Government of Louisiana

Any alleged oral agreement or arrangement made by a bidder or contractor with any employee of the Terrebonne Parish School Board prior to the official award of this Bid, Quote, or Proposal will be disregarded.



## SUBMISSION OF BID/PROPOSAL

1. Bids, Quotes, or Proposals must be submitted on, and in accordance with, all specifications and form(s) supplied in the Bid, Quote, or Request for Proposal package. Pursuant to House Bill No. 610 (Act No. 590) passed in Louisiana's Legislative Regular Session in 2008, the Terrebonne Parish School Board has partnered with BidSync, LLC and Vendor Registry to distribute bid solicitations, collect responses, and allow contractors and vendors the ability to respond through a uniform and secure electronic interactive bidding system. Terrebonne Parish School Board accepts no responsibility for any technical failures via BidSync or Vendor Registry for bid/quote/proposal(s) at any time during the bid process. Electronic responses placed on www.bidsync.com or the www.vendorregistry.com will be accepted as specified in each bid/quote/proposal. Bidders participating with the Vendor Registry option, through the TPSB website may register, inquire, and/or submit only a quote or proposal, at no additional cost to the bidder. Bidders participating in the Bidsync option need to register with BidSync to obtain a user name and password or call Vendor Support at (801) 765-9245. There is a \$100.00 fee to register and receive e-mail or fax notification of bids and includes the ability to respond electronically to Terrebonne Parish School Board bid solicitations through the BidSync website. In addition, an electronic signature must be provided to complete the electronic bid. Where applicable, and in all construction projects, an electronic bid bond is also required and must be furnished. The referenced signature and bond are not included in the \$100.00 fee and are available from third party companies.
2. Telegraphic or facsimile Bids, Quotes, or Request for Proposals will not be accepted unless specifically stated in the instructions to bidders. When acceptance is so stated in the instructions, the Bid, Quote, or Proposal is to be completed on the form(s) supplied or a copy thereof, completely executed and returned, and received by the Purchasing Agent, no later than the time and date specified for receipt of the Bid, Quote, or Request for Proposal. Forms must have original signatures except when telegraphic, facsimile, or electronic digital signatures are specifically stated as acceptable. Bids must be completed on the original bid form(s) or a copy thereof, signed in ink, and/or where applicable, have a digital signature. Do not send a fax copy of the bid form(s) as the original. The form(s) submitted must have the original signature(s) or an electronic digital signature.
3. The time and date the Bids, Quotes, or Proposals are to be opened is given in each Bid, Quote, or Proposal issued. All of the Bids, Quotes, or Proposals shall be submitted electronically, or in a sealed envelope, addressed to the **Purchasing Department, Terrebonne Parish School Board, 340 Saint Charles Street, Building #3, Houma, Louisiana 70360, with the envelope plainly marked, "Kitchen Equipment". Failure to properly mark Bid, Quote, or Proposal properly may subject submittal to rejection and returned unopened.** The name and complete



address, including street, city, and state, of the bidder **shall appear** in the upper left hand corner of the envelope. If the Bid, Quote, or Proposal requires a licensed contractor, the Louisiana Contractor's License number shall appear on the front of the envelope. A copy of same may be included with the Bid, Quote, or Proposal. The referenced information should also be included on any outer envelope used for mailing.

4. Bidders are cautioned to verify their Bid, Quote, or Proposal before submission. Amendments to a received Bid, Quote, or Proposal submitted prior to the specified time for opening by the Purchasing Agent will not be considered. This applies to all Bids, Quotes, or Proposals sent by mail, delivered in person, submitted electronically, as well as telegraphic, and facsimile Bids, Quotes, or Proposals. Bids, Quotes, or Proposals received prior to the time and date of the scheduled bid opening will be securely kept unopened. No Bid, Quote, or Proposal received after the scheduled time for opening will be considered. Bidders are cautioned to allow ample time for transmittal of Bids, Quotes, or Proposals by mail or otherwise. Bidders are urged to secure information relative to the probable time of arrival and distribution of mail at the place where bids are to be opened. Failure of the U.S. Mail or any carrier of delivery service to deliver the bids timely shall not be considered due cause for the scheduled time of the bid opening to be extended.
5. All information requested in the Bid, Quote, or Proposal form with regard to each item against which a Bid, Quote, or Proposal is submitted shall be given to constitute a regular Bid, Quote, or Proposal.
6. The Terrebonne Parish School Board reserves the right to select any part of the Bid, Quote, or Proposal or the whole Bid, Quote, or Proposal as well as reject any and all Bids, Quotes, or Proposals in whole or part and to award Bids, Quotes, or Proposals in whole or part as indicated in the Bid, Quote, or Proposal document. Further, the Terrebonne Parish School Board reserves the right to use State or Government contract pricing when it is lower than Bid, Quote, or Proposal prices received.
7. Bids, Quotes, or Proposals may be submitted for all or part of total quantities or for any or all agency requirements listed in the Bid, Quote, or Proposal, **unless otherwise specified** in the Bid, Quote, or Proposal.
8. Alternate Bids, Quotes, or Proposals may be considered, unless specifically indicated otherwise in the Bid, Quote, or Proposal document (See paragraph 62 of this document).



9. Unless qualified by the provision "No Substitute," the use of a specification, manufacturer, brand, make, or catalog designation in specifying an item does not restrict bidder to that manufacturer, brand, make, or catalog designation identification. This is used simply to indicate the character, quality, and/or performance equivalence for the commodity desired, but the commodity on which Bid, Quote, or Proposal is submitted must be of such character, quality, and/or performance equivalence that it will serve the purpose for which it is to be used equally well as that specified. In submitting a Bid, Quote, or Proposal on a commodity other than as specified, the bidder shall furnish complete data and identification with respect to the alternative commodity proposed. Consideration will be given to Bids, Quotes, or Proposals submitted on alternative commodities to the extent that such action is deemed to serve best the interest of the Terrebonne Parish School Board. If the bidder does not indicate that the commodity proposed is an alternative commodity, it will be construed to mean that the bidder proposed to furnish the exact commodity described.
10. If the bidder proposes to furnish any item of a foreign make or product, the word "foreign", together with the name of the originating country must be written opposite of such item on the Bid, Quote, or Proposal. All items not so designated will be considered to be of domestic origin.
11. Prices must be extended in decimals, not fractions; to be net, and shall have transportation and delivery charges fully prepaid by the contractor to the destination specified in the Bid, Quote, or Proposal, and subject to only cash discounts.
12. Terrebonne Parish School Board is not subject to State or Terrebonne Parish Sales Tax. All applicable taxes including ad valorem taxes shall be the responsibility of the bidder and are to be added in to the offer. This responsibility shall be inclusive of, but not limited to, all levies, impost, duties, charges or withholding whatsoever, all applicable sales, use, personal property, franchise (howsoever calculated), and other tax whatsoever (together with any penalties and fines thereon) whether assessed, levied, or imposed by any governmental or taxing authority (whether foreign, federal, state, or local) against or upon the bidder or otherwise, with respect to any item(s) or the purchase, acquisition, ownership, delivery, leasing, possession, use, operation, control, or other disposition thereof, of the rents, receipts, or earnings arising therefrom, with respect to any resultant lease or purchase of this Bid, Quote, or Proposal.
13. If there is a discrepancy between the unit price and extension, the unit price shall prevail.



14. All bidders declare that the Bid, Quote, or Proposal is not made in connection with any other bidder submitting a Bid, Quote, or Proposal for the same commodity or commodities, and is in all respects fair, and without collusion or fraud.
15. All Bids, Quotes, or Proposals will be opened, publicly acknowledged, read aloud, and are subject to public inspection. Bidders may be present or represented at all openings. Abstracts of Bids, Quotes, or Proposals received are not prepared for distribution by the Purchasing Department.

### SAMPLES

16. All specifications are minimum standards and the acceptable Bid, Quote, or Proposal samples do not supersede specifications for the quality unless the Bid, Quote, or Proposal sample is judged superior, in which case deliveries must have the same identity and quality as the accepted Bids, Quotes, or Proposal sample. Unless specifically requested in the Bid, Quote, or Proposal, samples are not required. These items are preapproved; however, **all bid specifications / requirements must be met** such as – packaging, cutouts, literature, composite analysis, forms, etc.
17. Samples, when required, must be submitted strictly in accordance with instructions included within each Bid/Quote/Proposal. If samples are not required, but determined to be needed, they shall be delivered within seven (7) days following the written request. Samples must be furnished free of charge and may be accompanied by a descriptive memorandum indicating if the bidder desires a return, provided they have not been used or made useless by tests. Award samples may be held for comparison with deliveries. Samples may be returned upon request at the bidder's risk subject to their expense.
18. When the Bid, Quote, or Proposal indicates that an item to be purchased is to be equivalent to a specified brand, make or model, the alternate item offered must be truly equal in quality, character, and performance to that specified. The Terrebonne Parish School Board's agent shall be the sole judge as to whether an alternate offered item is equal to the item(s) specified.

### EXCLUSION/REJECTION OF BIDS

19. The Terrebonne Parish School Board, after the opening of bids, shall require each bidder or bidding entity to attest or submit an attestation that the sole proprietor, partner, incorporator, director, manager, officer, or other like individual who owns at least ten percent (10%) of the bidding entity, has not been convicted of, or has not entered a plea of guilty or nolo contendere (not contest) to any of the crimes or equivalent federal crimes listed in LA R. S. Ann. 38:2227.



20. In awarding bids or contracts, the Terrebonne Parish School Board shall be authorized to reject the lowest bid from a business in which any individual with ownership interest of five percent (5%) or more has been convicted of, pled guilty or nolo contendere to any state felony crime or equivalent federal crime committed in the solicitation or execution of a contract or bid under the state laws governing public contracts; professional, personal, consulting, and social services procurement; or the Louisiana Procurement Code.
21. Any contract between the Terrebonne Parish School Board and a person or entity entered into as a result, of fraud, bribery, corruption, or other criminal acts, for which a final conviction has been obtained, shall be null and void.
22. Any person whose conviction causes the nullity of a contract shall be responsible for payment of all costs, attorney fees, and damages incurred in the rebidding of the contract.

#### AWARD

23. Bid, Quote, or Proposal Awards will be to the lowest responsible and responsive qualified bidder, with consideration given to the quality of the articles to be supplied, conformity with specifications, suitability to the requirement of the Terrebonne Parish School Board, and the delivery terms.
24. The Terrebonne Parish School Board reserves the right to award by item, part thereof, groups of items, or parts thereof, or all items of the Bid, Quote, or Proposal, and to award contracts to one or more bidders submitting identical Bids, Quotes, or Proposals as to price; to reject any and all Bids, Quotes, or Proposals in whole or in part for just cause; to waive technical defects, irregularities and omissions, such reservations shall comply with governing laws and shall be in the best interest of the Terrebonne Parish School Board.
25. The Terrebonne Parish School Board reserves the right to make awards within forty-five (45) calendar days from the date Bids, Quote, or Proposals are opened, unless otherwise specified in the Bids, Quotes, or Proposals. During this period, Bids, Quotes, or Proposals shall be withdrawn unless the bidder distinctly states in his/her Bid, Quote, or Proposal that acceptance thereof must be made within a shorter specified time. Should an award, in whole or in part, be delayed beyond the period of forty-five (45) calendar days or an earlier date specified by the bidder in the bid/quote/proposal, such award shall be conditioned on an agreement by the successful bidder to extend the Bid, Quote, or Proposal award for one or more thirty (30) calendar day periods.
26. The bidder, if requested, must be prepared to present evidence of experience, ability, service facilities, and financial standing necessary to meet satisfactorily the requirements set forth or implied in the Bid, Quote, or Proposal.



27. The quantities listed in the Bid, Quote, or Proposal schedule may be increased or decreased by the Purchasing Agent to meet new or amended requirements of the Terrebonne Parish School Board between the time the Bid, Quote, or Proposal is issued and the time the award is made, subject to the bidder's acceptance.
28. Preference will be given to commodities produced, assembled, or manufactured in the State of Louisiana in accordance with state statutes. It shall be the responsibility of the bidder to declare any preference eligibility for any item(s) submitted with a Bid, Quote, or Proposal. Bids, Quotes, or Proposals being equal, preference will be given to resident bidders of Terrebonne Parish.
29. Cash discounts may be offered by bidder for prompt payment of bills, but such cash discounts will not be taken into consideration in determining the low bidder except in the case of tie Bids, Quotes, or Proposals and then, only provided such discount is based on payment of invoice not less than thirty (30) days after satisfactory delivery and/or receipt of invoice, whichever is later.
30. The Terrebonne Parish School Board reserves the right to reject the Bid, Quote, or Proposal of any bidder in default of any prior contract or guilty of misrepresentation, or of any company having as its sales agent or representative, or member of the firm, any individual in default or guilty of misrepresentation.
31. The apparent low bidder shall furnish the certificate of insurance and any other information or documentation no later than ten (10) days after notification by Terrebonne Parish School Board of such. If the apparent low bidder does not submit the proper information or documentation as required within the ten-day period, such bidder shall be declared non-responsive, and Terrebonne Parish School Board may award the bid to the next lowest bidder, and afford the next lowest bidder ten (10) days from the date the apparent low bidder is declared non-responsive to submit the proper information and documentation as required by the bidding documents, and may continue such process until Terrebonne Parish School Board either determines the low bidder or rejects all bids.

### CONTRACT

32. Each Bid, Quote, or Proposal will be received with the understanding that the **ACCEPTANCE** in writing by the school board agent of the offer to furnish any or all of the commodities or services described therein shall constitute a contract between the bidder and the Terrebonne Parish School Board, which shall bind the bidder to furnish and deliver the commodities or services at the prices given and in accordance with conditions of said accepted bid/proposal, specifications, standard bid/proposal contract terms and conditions, and the Terrebonne Parish School Board, on its part to order from such contractors, except for causes beyond



reasonable control, subject to the availability of appropriate funds, and to pay for at the contract prices, all commodities or services ordered and delivered. The school board reserves the right to order up to ten (10) percent more or less, than the quantity listed in the bid/proposal or as amended in the award. The right of order percentage may exceed the reserved right of the ten percent upon agreement by the bidder.

The above referenced *ACCEPTANCE* is not an order to shop. By acceptance of a purchase order, the awarded vendor agrees to defend and hold harmless the Terrebonne Parish School Board from any or all claims made in connection with the completion of the goods and/or services listed on the purchase order. The vendor further agrees to waive any right of recovery for expenses incurred in defending and/or payment of any judgment imposed on the vendor.

33. Quantities are subject to order against contractors by school agencies not specifically mentioned, or to transfer between agencies subject to adjustment in the transportation cost, providing such transportation cost is based on separately determined delivery cost to individual agencies or as defined by law.
34. No alterations or variations of the terms of contract shall be valid or binding upon the Terrebonne Parish School Board unless made in writing and signed by their agent.
35. Contracts will remain in force for the full period specified and until all articles ordered before date of termination shall have been satisfactorily delivered and/or accepted (and thereafter until all terms and conditions have been met), unless:
  - A. Terminated prior to expiration by satisfactory delivery against orders of entire quantities contracted for.
  - B. Extended from written authorization of the agent and accepted by contractor to permit ordering of unordered balances or additional quantities at contracted price and in accordance with contract terms.
36. Contract quantities will be determined to have been ordered at expiration period according to contract terms. Contractor shall furnish the agent with a statement of all unordered balances at least ten (10) days prior to termination of contract.
37. It is mutually understood and agreed that the contractor shall not assign, transfer, convey, sublet, or otherwise dispose of his/her contract or his/her right, title, or interest therein, or his/her power to execute such contract to any other person, firm or corporation, without the prior written consent of the agent.
38. The placing in the mail to the address given in the Bid, Quote, or Proposal or



delivery of a notice of award to a bidder will constitute notice of acceptance of contract; validity shall be contingent upon insurance compliance, as per bid specifications. (Reference 44. H.) When so requested, by the Agent, the contractor shall execute a formal contract with the Terrebonne Parish School Board for the complete performance specified therein.

39. **The contract may be cancelled or annulled by the Agent** if the Terrebonne Parish School Board, due to budget constraints, does not appropriate funding for the contract or upon nonperformance of contract terms. Any unfulfilled deliveries against such contract may be purchased from other sources at the contractor's expense.
40. Failure of a contractor to deliver within the time specified or within reasonable time as interpreted by the agent, or failure to make replacement of rejected commodities when so requested (immediately or as directed by the Agent) will constitute authority for the Agent to purchase rejected on undelivered commodities in the open market. The Agent reserves the right to authorize immediate purchase in the open market against rejections or excess overdue deliveries on any contract when necessary. On all such purchases, the contractor agrees promptly to reimburse the Terrebonne Parish School Board for excess costs associated by such purchases. However, should public necessity demand it, the Terrebonne Parish School Board reserves the right to use or consume commodities delivered which are substandard in quality, subject to an adjustment in price to be determined by the Purchasing Agent.
41. When commodities are rejected, they must be removed by the contractor from the premises of the school board within forty-eight (48) hours after notification, unless public health and safety require immediate destruction or other disposal of such rejected delivery. Rejected items left longer than forty-eight (48) hours will be considered abandoned, and the Terrebonne Parish School Board shall have the right to dispose of them as its own property.
42. Orders with contractors will be placed by agencies directly with the contractor. All orders shall be in writing and shall bear the contract number and/or purchase order number, and approval of the Terrebonne Parish School Board's Agent. Contractors making a delivery without a formal written order does so at his/her own risk.
43. The Agent reserves the right to remove from the mailing list for an intermediate period for future Bids, Quote, or Proposals the name of any bidder/contractor for failure to accept the contract and/or for unsatisfactory performance of the contract.



44. Contractor/Bidder hereby guarantees to:

- A. Perform the contract in accordance with the Bid, Quote, or Proposal specifications and vendor's Bid, Quote, or Proposal under which the contract was awarded.
- B. Save the Terrebonne Parish School Board, it's agent, or employees harmless from liability of any claim, action, loss, damage, injury, liability, cost or expense of whatsoever kind or nature, including costs and expenses for the use of any copyrighted or not copyrighted composition, secret process, patented or unpatented invention, article or appliance furnished or used in the performance of the contract of which the contractor is not the patentee, assignee, or licensee, but not by way of limitation, attorney's fees, and court costs arising out of bodily injury to persons, including death or damage to tangible property, arising out of or incidental to the performance of this Bid, Quote, or Proposal (including goods and services provided thereto) by or on behalf of the successful bidder, whether or not due to or caused in part by the negligence or other culpability of the indemnitee excluding only the sole negligence or culpability of the indemnitee. The following shall be deemed the indemnitee: The Terrebonne Parish School Board, its board members, agents, and employees.
- C. Guarantee his/her products against defective material or workmanship, and to repair, or replace any damage or marring occasioned in transit.
- D. Guarantee that the items offered are the manufacturer's standard design in construction, and that no changes or substitutions have been made in the items listed in this contract.
- E. Furnish adequate protection from damage for all work and to repair damages of any kind, for which he/she or his/her employees are responsible, to the premises or equipment, to his/her own work or to the work of other contractors.
- F. Pay for all permits, licenses, and fees, and to give all notices and comply with all laws, ordinances, rules, and regulations of the city, town, and parish in which the installation is to be made, and of the State of Louisiana.
- G. At bidder's own expense, carry proper insurance to protect the Terrebonne Parish School Board from loss. All insurance policies shall be issued by companies that have insurance licenses and authority to do business in the State of Louisiana and held in good standing by the latest information available to Louisiana Insurance Regulators or other Louisiana agencies, if any, performing such services.
- H. Upon request, provide Terrebonne Parish School Board's insurance agent with



a certificate(s) to verify insurance coverage as required (See Attached Insurance Requirements). Such certificate must be presented before any contract acceptance by the Terrebonne Parish School Board shall be valid. Neither approval nor failure to disapprove the insurance furnished by the successful bidder to the Terrebonne Parish School Board shall relieve the successful bidder of the responsibility to provide insurance as required in this Bid, Quote, or Proposal.

- I. The General Contractor shall be responsible, daily, for assuring that all of the Contractors' staff and employees, and any subcontractors' staff and employees, are legally documented to work in the United States of America and the State of Louisiana while working on Terrebonne Parish School Board projects and/or properties. The General Contractor shall be responsible for assuring that there is an English speaking Supervisor on site while working on Terrebonne Parish School Board projects and/or properties.

### DELIVERY

45. It shall be understood and agreed that any or all commodities or services furnished comply fully with all applicable federal and state laws and regulations.
46. Any equipment delivered must be standard new equipment and latest model, except as otherwise stated in the specifications. Where any, part, or normal appurtenances of equipment is not described, it shall be understood that all the equipment and appurtenances which are usually provided in the manufacturer's stock model shall be furnished.
47. Equipment, materials, and supplies delivered must be new and unused items, except as otherwise specifically state in Bid, Quote, or Proposal.
48. Delivery must be made as ordered and in accordance with Bid, Quote, or Proposal. If no delivery instructions appear on the order, it will be interpreted to mean prompt delivery and **if shipped by freight shall be FOB tailgate delivery, unless otherwise specified.** The decision of the Agent as to reasonable compliance with delivery terms shall be final. Burden of proof of delay in receipt of order shall rest with the contractor.
49. Any request for extension of time of delivery from that specified must be approved by the Agent, such extension applying only to the particular item or shipment.
50. Commodities shall be securely and properly packed for shipment according to accepted standard commercial practice, without extra charge for packing cases, bailing, sacks, or pallets. Shipping containers are to remain the property of the school board unless otherwise stated in the Bid, Quote, or Proposal.



51. Contractor should maintain an adequate supply of items in order to meet specified delivery.

### INSPECTION AND TESTING

52. The inspection of all commodities and the making of chemical and physical tests of samples submitted with Bids, Quotes, or Proposals, and samples of deliveries to determine, whether or not the specifications are being complied with shall be made in the manner prescribed by the Agent.
53. Any item which fails, in any way, to meet the terms of the contract is subject to rejection or to be paid for at an adjusted price basis. The decision of the Agent shall be final.

### INVOICES

54. Invoices will be submitted by the contractor to the Terrebonne Parish School Board and the invoice shall refer to the delivery ticket number, delivery date, purchase order, and/or release number, quantity, unit price, and delivery point. A separate invoice for each order delivered and accepted shall be submitted by the contractor in triplicate directly to the accounting department of the using agency. If applicable, invoices shall show the amount of state tax, parish tax, the cash discount; and shall be submitted on the contractor's own invoice.

### PAYMENT

55. Payment is normally made 15-30 days from receipt of an approved and correct invoice.
56. Where there is a question of non-performance involved, payment in whole or in part against which to charge back any adjustment required will be withheld. In the event a cash discount is involved, the withholding of payment as provided herein shall not deprive the Terrebonne Parish School Board from taking such discount.
57. Payment will be made only after presentation of an approved invoice to the finance department. All invoices shall be sent directly to the Terrebonne Parish School Board and inquiries regarding the status of unpaid invoices shall be likewise directed to the finance department.
58. All charges against a contractor shall be deducted from current obligations that are due or may become due. In the event that collection is not made in this manner, the contractors shall pay the Terrebonne Parish School Board, on demand, the amount of such charges. All remittances shall be made payable to the Terrebonne Parish School Board.
59. Payment for the unused portion of an inferior delivery will be made by the Terrebonne Parish School Board on an adjusted price basis determined by the agent.



### SAVING CLAUSE

60. It is understood and agreed that the contractor shall not be held liable for any loss resulting if the fulfillment of the terms of the contract, shall be delayed or prevented by wars, acts of public enemies, strikes, fire, floods, acts of God, or any other acts not within the control of the contractor and which by exercise or reasonable diligence.
61. Should the performance of any contract be delayed or prevented as set forth in the previous paragraph, the contractor agrees to give immediate written notice and explanations of the cause and probable duration of any such delay.
62. It shall be a requirement of the Terrebonne Parish School Board that any contracted vendor currently employing a person convicted of a sex offense as defined in Louisiana R.S. 15:541 when the victim is under the age of thirteen years shall not permit same employee to enter any Terrebonne Parish School Board property for the purpose of fulfilling work order or delivery of active contract. Violation of this provision shall be cause for immediate termination and/or cancelation of any contract or agreement with contracted vendor.

### DEVIATION/ALTERNATIVE BID/PROPOSAL CLAUSE

63. Any deviation from the specifications listed in the Bid, Quote, or Proposal must be noted in detail and submitted in writing as specified or on a separate document with the Bid, Quote, or Proposal. It must include specific reasons as to why the deviation(s) will render equivalent or better performance and reliability. The deviation(s) must meet or exceed the details of the respective specifications(s). The absence of this specification deviation information will hold the bidder strictly accountable to the specifications as written. Failure to submit documentation of specification deviation shall be grounds for rejection of the item(s) when offered for delivery. A Terrebonne Parish School Board evaluation committee will review all deviations or alternates and reserves the right to be the sole authority for acceptance or rejection of deviations and/or alternate Bid, Quote, or Proposal.

### BID/PROPOSAL FORM COMPLETION

64. Only paper Bids, Quotes, or Proposals written in ink or typed, and properly signed by a member of the firm or duly authorized representative will be accepted. Pencil figures, signatures, or photo copies of signatures on the Bid, Quote, or Proposal form submitted will disqualify the bidder. Do not submit a photo copy as an original Bid, Quote, or Proposal unless otherwise specified. Electronic digital signatures will be accepted only if specified.

### ERASURES



65. The Bid, Quote, or Proposal submitted must not contain any erasures or corrections unless each correction is initialed by the person or persons signing the Bid, Quote, or Proposal in the margin immediately opposite the correction.

#### WARRANTIES

66. If specific warranties on equipment, vehicles, supplies, and materials specified are not required, they are to be standard manufactures and/or dealer's warranties. If full warranty is specified, it shall include parts, labor, and all other associated cost. Warranty shall be for all components of the related item, i.e. warranty on computer system shall include all components including, but not limited to, base processing unit, keyboard, mouse, monitor, speakers, drives, etc. With regard to a lease, to the extent permitted by law and contract, the successful bidder will assign and pass through without representation to Terrebonne Parish School Board the benefits of warranties, if any, of the supplier of the items for the duration of any lease in effect and there exist with no event of default thereof.

#### BID/QUOTE/PROPOSAL RESPONSE

67. In the event you cannot submit a response on the requirements, please return the request for Bid, Quote, or Proposal form with an explanation as to why you are unable to submit an offer. Also, please state whether you would like to receive future Bid, Quote, or Proposal bid packets, and include the correct address that will receive the Bid, Quote, or Proposal bid packet.

#### VENUE AND JURISDICTION FOR LITIGATION

68. Bidders and the Terrebonne Parish School Board do consent to and accept the venue and jurisdiction of the 32nd Judicial District, Parish of Terrebonne, State of Louisiana in the event of any dispute or lawsuit arising as a result of this request for bids or proposals and any contract entered into or between bidder and Terrebonne Parish School Board as a result thereof.

#### INELIGIBILITY NOTIFICATION

69. Bidders must advise the agent if he/she or his/her principles is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in any transactions resulting from the award of this Bid, Quote, or Proposal by any federal department or agency.

#### INQUIRIES

70. Questions regarding these standard terms and conditions should be addressed to the Terrebonne Parish School Board's Purchasing Agent at P.O. Box 5097, Houma, LA, 70361.



TERREBONNE PARISH SCHOOL BOARD  
CHILD NUTRITION PROGRAM  
340 ST. CHARLES STREET  
P.O. BOX 5097  
HOUMA, LA 70361

December 6, 2017

TO: Bidders – Kitchen Equipment

FROM: Mrs. Monica Walther, MS, RD, LDN  
Supervisor, Child Nutrition Program

If you are **not bidding** on the current bid but would like to remain on our bid list, please complete and return this form. Failure to return this form will result in your name being removed from our bid list.

Company name: \_\_\_\_\_  
(Please print)

Address: \_\_\_\_\_  
(Street/P.O. Box)

\_\_\_\_\_  
(City) (State) (Zip)

Representative: \_\_\_\_\_  
(Please print)



## BID CHECK LIST

Items that should be returned with your bid:

- \_\_\_\_\_ Original Bid Form w/ Signature Sheet; Signed (shall be returned with Bid)
- \_\_\_\_\_ Buy America Provision
- \_\_\_\_\_ Certification Regarding Debarment
- \_\_\_\_\_ Certification Regarding Lobbying
- \_\_\_\_\_ Disclosure of Lobbying Activities
- \_\_\_\_\_ Certificate of Independent Price Determination
- \_\_\_\_\_ Cuts and descriptive literature (where applicable)
- \_\_\_\_\_ Vendor Insurance Certificate (Required if you are the successful vendor)
- \_\_\_\_\_ Owner Disclosure Certificate

It is our preference that all of the above forms must be completed (where applicable), signed by the vendor and returned with your bid. If a form is not applicable, write N/A where not applicable, **sign the form and return it**. Failure to complete, return and/or sign any of the forms will be cause to reject your bid.

Deadline for bid is Thursday, January 11, 2018 at 2:00pm CST.

The Certification Regarding Debarment, Certification Regarding Lobbying, Disclosure of Lobbying Activities, Certificate of Independent Price Determination, and Cuts and Descriptive Literature should be returned with bid, but if not, no later than 48 hours after bid date.

**Terrebonne Parish School District**  
**BID FORM**

Bid # 011118

Prices on this bid are for the  
period of 60 days from bid  
opening. Return by:  
January 11, 2018 @ 2:00pm

| Item | Description   | Quantity | Unit Price | Extended Price |
|------|---|----------|------------|----------------|
| 1    | <b>Reach in Refrigerator, Single Door</b>   | 1        |            |                |
|      | <p>Solid door reach in refrigerator. Narrow Width. <u>Exterior</u>: 20 gauge stainless steel #4 finish to the doors, front, and sides. Exterior cabinet top, back and bottom are constructed of heavy gauge aluminized steel. Door full length with lock, magnetic gaskets, self-closing door hinges, and door handle mounted in recess on door. Door gasket material Santoprene to increase gasket life. Condensate heaters are located behind door. <u>Interior</u>: stainless steel with #1 type tray slides to accommodate sheet pans that are 18 inches x 27 inches, adjustable to 2 inches O.C. <u>Refrigeration system</u>: shall be mounted to the top of unit to use R-134a refrigerant. System has the capability of maintaining between 33 and 38 degrees F in heavy use food service operation. To be supplied with a 9 foot cord with plug attached. 115v/60/1, 9.5 amps, NEMA 5-15P, standard. Easy read digital thermometer with visual high/low temp alarms. Three year parts and labor warranty. Five year compressor warranty. To be mounted on four (4) 6 inch casters. Options to include: Tray slides, four- 6 inch casters To be Traulsen RHT132NUT-FHS or equivalent.</p>  |          |            |                |
|      | Delivered to: Acadian Elementary School, 1020 Saadi Street, Houma LA 70363  |          |            |                |
|      |   |          |            |                |
| 2    | <b>Reach-in Refrigerator, 2 Door</b>  | 12       |            |                |
|      | <p>Solid 2 Door Reach-in Refrigerator. Narrow width. <u>Exterior</u>: 20 gauge stainless steel #4 finish to the doors, front, and sides. Doors full length with lock, magnetic gaskets, self-closing, external cam lift door hinges, and recessed door handles. To be mounted on four (4) 6 inch casters. <u>Interior</u>: stainless steel with 3 adjustable wire shelves on one section supported on shelf pins (Shelves, rated at 225 lb. load capacity each) and other section shall have Universal type tray slides to accommodate either (1) 18 inch x 26 inch sheet pans or (2) 14 inch x 18 inch pans or (2) 12 inch x 20 inch pans (installed at the factory). Anti condensate heaters are located behind each door opening. <u>Refrigeration system</u>: shall be mounted to the top of unit to use R-134a refrigerant. System has the capability of maintaining between 33 and 38 degrees F in heavy use food service operation. To be supplied with a 9 foot cord with plug attached. 115v/60/1, 9.5 amps, NEMA 5-15P, standard. Easy read digital thermometer with visual high/low temp alarms. Left door hinged on left, Right door hinged on right. Three (3) year parts &amp; labor warranty, five (5) compressor warranty.</p> <p>INCLUDING THE FOLLOWING OPTIONS:<br/>To be mounted on four (4) 6 inch casters.<br/>To include universal tray slides on right side of box.<br/>To be Traulsen RHT232NUT-FHS or equivalent.</p> |          |            |                |
|      | <b>Delivered to the following sites:</b>  |          |            |                |
| a.   | <b>Broadmoor Elementary.</b> 1010 Broadmoor Avenue, Houma LA 70364. Price includes trade in of Raytone, AR40S-D626574 reach in cooler.  |          |            |                |
| b.   | <b>Caldwell Middle.</b> 445 Highway 311, Schriever LA 70395   |          |            |                |
| c.   | <b>Coteau-Bayou Blue.</b> 2550 Coteau Road, Houma LA 70364  |          |            |                |
|      |   |          |            |                |



**Terrebonne Parish School District  
BID FORM**

Bid # 011118

Prices on this bid are for the  
period of 60 days from bid  
opening. Return by:  
January 11, 2018 @ 2:00pm

| Item     | Description  | Quantity | Unit Price | Extended Price |
|----------|--|----------|------------|----------------|
|          | <b>Reach-in Refrigerator, 2 Door (Continued)</b>   |          |            |                |
|          | <b>Delivered to the following sites (continued):</b>   |          |            |                |
| d.       | Dularge Elementary. 621 Dularge Road, Houma LA 70363. Price includes trade in of 2 door reach in refrigerator--McCall's Serial #M-720917   |          |            |                |
| e.       | Elysian Fields. 700 Hibernia Place, Houma LA 70363   |          |            |                |
| f.       | Ellender Memorial High. 3012 Patriot Drive, Houma LA 70363. Price includes trade in of Reach in Cooler 2 door--Victory. (Asset tag #4000000290)  |          |            |                |
| g.       | Gibson Elementary. 5357 South Bayou Black Drive, Gibson LA 70356   |          |            |                |
| h.       | Lacache Middle. 5266 Highway 56, Chauvin LA 70344  |          |            |                |
| i.       | Legion Park Elementary. 710 Williams Avenue, Houma LA 70363  |          |            |                |
| j.       | Oaklawn Jr. High. 2215 Acadian Drive, Houma LA 70362. Price included trade in of pass through Hobart 2 door reach in refrigerator.   |          |            |                |
| k.       | Oakshire Elementary. 5459 Vicari Street, Houma LA 70364.   |          |            |                |
| l.       | Point-Aux-Chenes Elementary. 1236 Highway 665, Montegut LA 70377   |          |            |                |
| <b>3</b> | <b>MILK BOX, CHEST TYPE</b>  | <b>2</b> |            |                |
|          | Forced air with open front, designed to cover the milk with a cold-air blanket which keeps the milk between 33 and 38 degrees F during a 2 hour serving period. Single side access, with lid, door, adjustable hinges, and door latches made from 300 series stainless steel. Interior shall be 300 series stainless steel. Exterior is white finish on steel. Interior to be stainless steel 300 series. Floors are heavily reinforced. Heavy duty, epoxy coated steel wire floor racks are provided for added floor protection. Digital thermometer, cylinder lock, bottom drain, and swivel casters (2 with locks). Insulation foamed-in-place CFC polyurethane, 2 inches thick. Refrigerant to be in full compliance to all environmental concerns. Service cord is provided at rear for electrical plug in. To hold 12 crates of Milk. To be Beverage-Air Model #SMF 49 with above options or equivalent. |          |            |                |
|          | Deliver to: 340 Saint Charles Street, Building #3, Houma LA 70360  |          |            |                |

1) Price includes: making a site visit prior to bid date to inspect all utilities, hook-ups, and access for delivery. Ascertain that all door and entrance dimensions are adequate for equipment to be set in place.

2) Awarded bidder will schedule date of delivery with school board for all equipment within 60 days of award.

3) The awarded bidder will be the primary contact for all repairs while the product is under warranty. (Provide primary contact information for all warranty work.)

4) NO DROP SHIPMENTS WILL BE ALLOWED. ALL ITEMS SHALL BE SHIPPED F.O.B. TO DESTINATION.

\_\_\_\_\_ Printed Name

\_\_\_\_\_ Date

\_\_\_\_\_ Signature

\_\_\_\_\_ Phone number

\_\_\_\_\_ e-mail

## Signature Page

### **Bid: Kitchen Equipment**

Bidder acknowledges receipt of Addenda by checking the box(es) as applicable: 1 ☐ 2 ☐ 3 ☐ 4 ☐ Not Applicable ☐

PLEASE NOTE: A CN label, nutritional analysis (nutrition facts), and ingredient list must be submitted at the time of bidding for each product *indicated*.

It is very important that this information be provided. The manufacturer or broker may submit one set for all vendors.

All prices on this bid are held firm for the period of 60 days from bid opening.

Your bid must be signed and dated:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Telephone: \_\_\_\_\_



Terrebonne Parish School Board  
Child Nutrition Program  
Buy American Certification

This certification is to be utilized from each vendor to indicate the items they are supplying are in compliance with the Buy American provisions of Section 104(d) of the William F. Goodling Child Nutrition Reauthorization Act of 1998 (Public Law 105-336), Section 12(n) to the NSLA (42 USC 1760(n)), requiring all school food authorities (SFAs) to purchase, to the maximum extent practicable, domestic commodity or product. The awarded vendor will supply the country of origin on each item on the invoice.

I hereby certify that all the commodities or products supplied or provided by me or my company for use at the SFA is in compliance with the Buy American Provision.

\_\_\_\_\_ I am requesting a waiver on the following products which are not produced in sufficient and reasonably available quantities in the United States.

| Item | Country of Origin | Substitute Available & Cost |
|------|-------------------|-----------------------------|
|      |                   |                             |
|      |                   |                             |
|      |                   |                             |
|      |                   |                             |
|      |                   |                             |
|      |                   |                             |
|      |                   |                             |
|      |                   |                             |

\_\_\_\_\_  
Vendor Name (Print)

\_\_\_\_\_  
Company Name & Address

\_\_\_\_\_  
Vendor Signature

\_\_\_\_\_  
Date

---

## Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

---

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7 CFR Part 3017, Section 3017, subpart c- Responsibilities of Participants. The regulations were published in the November 26, 2003, Federal Register (pages 66534-66566). Copies of the regulations may be obtained by contacting the Department of Agriculture.

**(BEFORE COMPLETING CERTIFICATION, READ ATTACHED NSTRUCTIONS)**

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
  
- (2) Where the prospective lower tier participant is unable to certify any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

---

Organization Name

PR/Award Number or Project Name

---

Name and Title of Authorized Representative

---

Signature

Date



**INSTRUCTIONS TO BIDDERS FOR COMPLETING CERTIFICATION FORM**

**NOTE:** Each responsive bidder must include this certification statement with its bid on each contract equaling or exceeding \$25,000 or any contract for audit services regardless of amount.

1. By signing and submitting this form, the prospective lower tier participant is providing the certification set out on the reverse side in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms *covered transaction*, *debarred*, *suspended*, *ineligible*, *lower tier covered transaction*, *participant*, *person*, *primary covered transaction*, *principal*, *proposal*, and *voluntarily excluded*, as used in this clause, have the meanings set out in the Definitions and Coverage sections of the U. S. Department of Agriculture regulations 7 CFR 3017 implementing Executive Order 12 549. (Contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.)
5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction" without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification that a prospective participant in a lower tier covered transaction has not been debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless the participant knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under Paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.



**CERTIFICATION REGARDING LOBBYING**

**CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS  
EXCEEDING \$100,000 IN FEDERAL FUNDS**

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards (exceeding \$100,000 in Federal funds) at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

NAME/ADDRESS of VENDOR

TITLE/TITLE of SUBMITTING OFFICIAL

SIGNATURE

DATE

**Non-Discrimination Statement:** The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or rental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (TDD/voice).

USDA is an equal opportunity provider and employer.



## Disclosure of Lobbying Activities

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352  
(See attached for public burden disclosure)

|   |  |  |
|---|--|--|
| <b>1. Type of Federal Action:</b><br>(enter letter of choice)<br><input type="checkbox"/> a. contract<br><input type="checkbox"/> b. grant<br><input type="checkbox"/> c. cooperative agreement<br><input type="checkbox"/> d. loan<br><input type="checkbox"/> e. loan guarantee<br><input type="checkbox"/> f. loan insurance   | <b>2. Status of Federal Action:</b><br>(enter letter of choice)<br><input type="checkbox"/> a. bid/offer/application<br><input type="checkbox"/> b. initial award<br><input type="checkbox"/> c. post-award  | <b>3. Report Type:</b><br><input type="checkbox"/> a. initial filing<br><input type="checkbox"/> b. material change<br><b>For material change only:</b><br>Year _____ quarter _____<br>Date of last report _____ |
| <b>4. Name and Address of Reporting Entity:</b><br><br>Prime                  Subawardee<br>Tier____, if known:<br><br>Congressional District, if known:  | <b>5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:</b><br><br>Congressional District, if known:  |  |
| <b>6. Federal Department/Agency:</b>  | <b>6. Federal Program Name/Description:</b><br><br>CFDA Number, if applicable:   |  |
| <b>8. Federal Action Number, if known:</b>  | <b>9. Award Amount, if known:</b><br>\$ _____  |  |
| <b>10. a. Name and Address of Lobbying Registrant</b><br><i>(if individual, last name, first name, MI):</i>   | <b>b. Individuals Performing Services</b> <i>(including address if different from No. 10a)</i><br><i>(last name, first name, MI):</i>  |  |
| <b>11. Amount of Payment</b> <i>(check all that apply):</i><br><br>\$ _____ <input type="checkbox"/> actual <input type="checkbox"/> planned  | <b>13. Type of Payment</b> <i>(check all that apply):</i><br><br><input type="checkbox"/> a. retainer <input type="checkbox"/> b. one-time fee<br><input type="checkbox"/> c. commission <input type="checkbox"/> d. contingent fee<br><input type="checkbox"/> e. deferred<br><input type="checkbox"/> f. other, specify: _____ |  |
| <b>12. Form of Payment</b> <i>(check all that apply):</i><br><br><input type="checkbox"/> a. cash<br><input type="checkbox"/> b. in-kind; specify: nature _____<br>value _____  |  |  |
| <b>14. Brief Description of Services Performed or to be Performed and Date(s) of Service, including officer(s), employee(s), or Member(s) contacted, for Payment Indicated in Item 11:</b><br><br><div style="text-align: right;"><i>(Attach Continuation Sheet(s) SF-LLL-A, if necessary)</i></div>  |  |  |
| <b>15. Continuation Sheet(s) SF-LLL-A attached:</b> Yes     No  |  |  |
| <b>16. Information requested through this form is authorized by Title 31 U.S.C. Section 1352. This Disclosure of Lobbying Activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.</b> | <b>Signature:</b> _____<br><br><b>Print Name:</b> _____<br><br><b>Title:</b> _____<br><br><b>Telephone No.:</b> _____ <b>Date:</b> _____   |  |
| <b>Federal Use Only</b>   | <b>Authorized for Local Reproduction</b><br><b>Standard Form - LLL (Rev. 7-97)</b>   |  |

Office of Chief Financial Officer, USDA

Pt. 3018, App. B

**DISCLOSURE OF LOBBYING ACTIVITIES**  
**CONTINUATION SHEET**

Approved by OMB  
0348-0046

Reporting Entity: \_\_\_\_\_ Page \_\_\_\_\_ of \_\_\_\_\_

Authorized for Local Reproduction  
Standard Form – LLL-A



## INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitations for Bid (IFB) number; grant announcement number; contract, grant, or loan award number; application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.  
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).
11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check the appropriate box(es). Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
13. Check the appropriate box(es). Check all boxes that apply. If other, specify nature.
14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.
15. Check whether or not a SF-LLL-A Continuation Sheet(s) is attached.
16. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

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Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503



## Certificate of Independent Price Determination

Both the school food authority and the Vendor (offeror) shall execute this Certificate of Independent Price Determination.

\_\_\_\_\_  
(Name of Vendor)

Terrebonne Parish School District  
(Name of School Food Authority)

- (A) By submission of this offer, the offeror certifies and in the case of a joint offer, each party thereto certifies as to its own organization, that in connection with this procurement:
- (1) The prices in this offer have been arrived at independently, without consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other offeror or with any competitor;
  - (2) Unless otherwise required by law, the prices which have been quoted in this offer have not been knowingly disclosed by the offeror and will not knowingly be disclosed by the offeror prior to opening in the case of an advertised procurement, or prior to award in the case of a negotiated procurement, directly or indirectly to any other offeror or to any competitor; and
  - (3) No attempt has been made or will be made by the offeror to induce any person or firm to submit or not to submit, an offer for the purpose of restricting competition.
- (B) Each person signing this offer on behalf of the Vendor certifies that:
- (1) He or she is the person in the offeror's organization responsible within the organization for the decision as to the prices being offered herein and has not participated, and will not participate, in any action contrary to (A)(1) through (A)(3) above; or
  - (2) He or she is not the person in the offeror's organization responsible within the organization for the decision as to the prices being offered herein, but that he or she has been authorized in writing to act as agent for the persons responsible for such decision in certifying that such persons have not participated and will not participate, in any action contrary to (A)(1) through (A)(3) above, and as their agent does hereby so certify; and he or she has not participated, and will not participate, in any action contrary to (A)(1) through (A)(3) above.

To the best of my knowledge, this Vendor, its affiliates, subsidiaries, officers, directors and employees are not currently under investigation by any governmental agency and have not in the last three years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

\_\_\_\_\_  
Signature of Vendor's  
Authorized Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

In accepting this offer, the SFA certifies that no representative of the SFA has taken any action which may have jeopardized the independence of the offer referred to above.

Monica Walther  
Signature of School Food Authority's  
Authorized Representative

Supervisor, Child Nutrition Program  
Title

12/6/17  
Date

**Note: Accepting a bidder's offer does not constitute award of the contract.**



# Terrebonne Parish School Board

Bid Name: Canned and Dry Goods

## OWNER DISCLOSURE CERTIFICATE

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

TELEPHONE: \_\_\_\_\_

FED. TAX ID#: \_\_\_\_\_

The company bidding is:

A. \_\_\_\_\_ Manufacturer \_\_\_\_\_ Dealer \_\_\_\_\_ Representative

B. \_\_\_\_\_ Corporation \_\_\_\_\_ Partnership \_\_\_\_\_ Sole Owner

List below any sole proprietor, partner, incorporator, director, manager, officer, or other like individual who owns at least ten percent (10%) of the bidding entity:

1. \_\_\_\_\_ 2. \_\_\_\_\_  
3. \_\_\_\_\_ 4. \_\_\_\_\_  
5. \_\_\_\_\_ 6. \_\_\_\_\_

List below any individual with ownership interest of five percent (5%) or more:

1. \_\_\_\_\_ 2. \_\_\_\_\_  
3. \_\_\_\_\_ 4. \_\_\_\_\_  
5. \_\_\_\_\_ 6. \_\_\_\_\_

Total number of employees: \_\_\_\_\_

## **Attachment "A"**

### **Bid Submittal Presentation:**

The envelope containing your bid submittal may be hand delivered or mailed to the Terrebonne Parish School Board, Purchasing Department, 340 St. Charles Street, Building #3, Houma, LA 70360 no later than the due date and time of 2:00 P.M. on Thursday, January 11, 2018.

The submittal envelope for any properly completed bid must be labeled as shown below. Any outside envelope which the bid is placed within shall also be labeled as shown below.

Any bid received after the specified date and time will not be accepted and will be returned unopened. Bids must be submitted on the official bid form. Bids not submitted on the official bid form may be declared irregular and rejected.

Caution should be taken to assure your bid submittal is properly addressed and mailed as per bid specifications; any bid not properly addressed for submittal may be declared non-responsive and subject to rejection.

**The bid shall be addressed following the example below:**

Name or Firm  
Physical or Mailing Address  
City, State Zip

Purchasing Department  
Terrebonne Parish School Board  
340 St. Charles Street, Building #3  
Houma, LA 70360

Kitchen Equipment



## Attachment "B"

### ***INSURANCE REQUIREMENTS FOR VENDORS, SERVICE CONTRACTORS, OR PROFESSIONAL SERVICES***

The required insurance shall be approved by the Terrebonne Parish School Board before any site work may commence.

#### **I. Workers Compensation**

- A. Limit of Liability
  - 1. Coverage A - Statutory requirements
  - 2. Coverage B - \$ 500,000 Employer's liability
- B. Endorsements
  - 1. USL&H
  - 2. Waiver of Subrogation in favor of the Terrebonne Parish School Board
  - 3. 30 day notice of cancellation

#### **II. Comprehensive General Liability**

- A. Limits of Liability
  - 1. Premises / Operations  
\$ 1,000,000 per occurrence ( BI & PD )
  - 2. Products / Completed Operations  
\$ 1,000,000 per Occurrence ( BI & PD )
  - 3. General Policy Aggregate ( if applicable )  
\$ 2,000,000
  - 4. Personal Injury  
\$ 1,000,000 per occurrence
- B. Endorsements
  - 1. Explosion, collapse and underground ( if applicable )
  - 2. Contractual
  - 3. Independent contractors
  - 4. Medical payments
  - 5. Broad from CGL Endorsement
  - 6. Terrebonne Parish School Board named as "Additional Insured"
  - 7. Waiver of Subrogation in favor of the Terrebonne Parish School Board
  - 8. Pollution exclusion removed for "Sudden & Accidental"  
( Fuel, oil, lube, and chemical vendors )
  - 9. 30 day Notice of Cancellation

#### **III. Automobile Liability**

- A. Limit of Liability
  - 1. Combined single limit - \$1,000,000 each accident
- B. Endorsements
  - 1. Hired automobile liability
  - 2. Non-ownership liability
  - 3. Terrebonne Parish School Board named as "Additional Insured"
  - 4. Waiver of Subrogation in favor of the Terrebonne Parish School Board
  - 5. 30 day notice of cancellation

#### **IV. Other Requirements**

- A. Suitable coverage may be required if special conditions or exposure exist.  
( i.e., Marine coverage, Property exposures )
- B. Current insurance certificate shall be on file with the Terrebonne Parish School Board and accepted by the Risk Manager.
- C. All policies are required to be on occurrence form basis, except those generally written ONLY on claims-made forms. ( i.e., Professional, Errors & Omissions, etc. )