

LEGAL NOTICE

ADVERTISEMENT FOR BIDS

Sealed bids will be received by the Lafourche Parish School Board until 10:00 a.m. on Monday, January 10, 2022 , at its office located at 701 East Seventh Street, Thibodaux, Louisiana, at which time bids will be publicly opened and read aloud for Emergency Environmental Services.

Bidding documents and detailed specifications may be obtained from the office of the Lafourche Parish School Board.

Bid prices shall specifically EXCLUDE any and all taxes whatsoever. Act 1029 of 1991 exempt local governments from state and local tax effective September 1, 1991. Bid prices shall include any shipping charges, if applicable.

All bids, in duplicate copies, shall be submitted in a sealed envelope and clearly marked: BID RFP NO. 0101022-2022. EMERGENCY ENVIRONMENTAL SERVICES , TO BE DUE Monday, JANUARY 10, 2022 AT 2:00 P.M., and addressed to the Purchasing Agent, Lafourche

Parish School Board, P. O. Box 879, Thibodaux, Louisiana 70302. The name and address of the company submitting the RFP should appear on the top left corner of the envelope containing the bid document.

Additionally, bids are available for download from the School Board Purchasing Department Website at www.mylpsd.com. Official bid documents can be downloaded from Central Bidding at www.centralbidding.com. Electronic bids and/or reverse auction bids can be submitted at www.centralbidding.com. For any questions relating to the electronic bidding process, please call Central Bidding at 225-810-4814. Proposals submitted via fax or email will not be accepted.

It is the responsibility of the bidder to see that his bid, in duplicate, is delivered to the office of the Lafourche Parish School Board located at 701 East Seventh Street, Thibodaux, Louisiana, before the time of opening. In order for your company to be provided proof of delivery time, bids should be hand delivered or sent by registered or certified mail only. The bidder may designate UPS, Federal Express, or other delivery service as his agent for delivery. Timely delivery is solely the responsibility of the bidder.

Any bid received after the scheduled closing time will be returned unopened.

Evidence of authority to submit the bid shall be required in accordance with R.S. 38:2212(A)(1)(C).

The Lafourche Parish School Board reserves the right to select any part of the bid or the whole bid as well as to reject any

and all bids whenever such selection, rejection or waiver is in its interest.

LAFOURCHE PARISH SCHOOL BOARD

Ray Bernard, President

Jarod Martin, Superintendent

ADVERTISEMENTS:

First December 27 2021

Second January 3, 2022

Request for Proposal

To Provide Indoor Air Quality Consulting and Testing Services for Various Lafourche Parish School District Properties and Facilities

**Lafourche
Parish School
District**

RFP No.:

Proposal Receipt Date: January 10, 2022

Proposal Receipt Time: 2:00 PM
CST

POINT OF RECEIPT:

Lafourche Parish School District
Department of Purchasing

ATTN: Jennifer Tobias
701 E. 7th St,
Thibodaux, LA 70301

Request for Proposal

For

Request for Proposal to Provide Indoor Air Quality Consulting and Testing Services for Various Lafourche Parish School District Properties and Facilities

Background

The Lafourche Parish School District (LPSD) solicits proposals to provide emergency environmental consulting and testing services under the guidance of a LPSD representative(s) for various Facilities. The work shall consist of but not limited to the following: provide all labor, materials and equipment necessary to provide environmental assessments/inspections, sample collection and analysis, remediation scope development, remediation oversight, project management, air quality testing, and consulting for LPSD owned buildings and/or related structures as needed by various LPSD agencies upon direction by the Director of Maintenance for a period of two (2) years beginning with the date in the "Notice to Proceed" for various LPSD facilities.

Purpose

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

Goals and Objectives

The LPSD desires to receive professional and comprehensive environmental consulting services to allow for facilities damaged by water intrusion, having reported damages or air quality concerns to be evaluated, remediation scope and protocols development, remediation management and coordination of contractors, perform air quality testing, and clearance of buildings to a state that is safe for occupancy. Serving the building tenants and maintaining services shall be our number one priority.

Proposer Minimum Requirements

Proposer Qualifications: Firm must be experienced at providing labor, materials, etc. similar in nature and complexity to the project outlined in this request for proposal; and meet the following criteria:

- a) Firm shall have personnel certified by LDEQ to perform the following: management planning, project design, and asbestos and lead-based paint inspections.
- b) Firm shall have personnel certified as an industrial hygienist with the American Industrial Hygiene Association.
- c) Maintain a fully staffed and equipped service facility.

References:

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

Proposal Submittal

All proposals shall be received by the Lafourche Parish School District Department of Purchasing, ATTN: Jennifer Tobias, 701 E. 7th St, Thibodaux, LA 70301

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

- Proposal Name: Provide Indoor Air Quality Consulting and Testing Services for Various Lafourche Parish School District Properties and Facilities.
- Proposal No.011022-2022
- Proposal Receipt Date and Time: January 10, 2022 2:00 PM CST

Proposals may also be received online through Central Bidding. Central Bidding can be accessed by visiting either www.centralbidding.com.

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

PROPOSALS SHALL NOT BE OPENED PUBLICLY. Cost proposals and/or price schedules shall be submitted in separate, sealed online envelopes as notated on the Central Bidding page as Pricing Attachments and will remain sealed until the RFP Evaluation Committee meeting has completed scoring the technical portion of the submission. **COST PROPOSALS/PRICES SHALL NOT BE READ UNTIL THE COMPLETION OF THE TECHNICAL EVALUATION.** Cost proposals/prices shall be worth twenty-five percent (25%) of the total points assigned. Evaluation of cost proposals/price schedules shall take place after technical evaluation has been completed.

Proposal Response Format

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

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

Proposers should exhibit their understanding and approach to the project and address how each element will be accomplished. Proposers are advised that except as otherwise provided by law, all documents submitted to the Lafourche Parish School District under this RFP are subject to the Louisiana Public Records Act, LSA-R.S. 44:1 et seq. and may be released when a public records request is made in accordance with the law.

- B. Table of Contents: Organized in the order cited in the format contained herein.
- C. Technical Proposal: Illustrating and describing compliance with the RFP requirements defined in the Scope of Work/Services (Part II) and Proposer Qualifications
- D. Proposer Qualifications and Experience: History and background of Proposer, including but not limited to status with related services to government entities existing customer satisfaction, demonstrated volume of merchants, etc.
- E. Innovative Concepts: Present innovative concepts, if any, not discussed above for consideration.
- F. Financial Profile: Proposers are requested to submit documentation from the past three (3) years demonstrating proposer's financial stability. Documentation may include audited financial statements including balance sheets, income statements, documentation regarding retained earnings, assets, liabilities, etc. Such information should be included in the technical portion of the proposal submission and MUST NOT be included with the cost proposals and/or price schedules.
- G. Cost Proposal: Proposer's fees and other costs shall be submitted in a separate envelope (Named Price Attachments) with proposal submission. This cost proposal shall include any and all costs the proposer wishes to have considered

in the proposed contractual arrangement with the Lafourche Parish School District. The cost proposal shall be worth FIFTEEN PERCENT (15%) of the total points assigned. Evaluation of cost proposal shall take place after technical evaluation has been completed.

Number of Response Copies

Each proposer shall submit ONE (1) signed original proposal, and THREE (3 Copies) including mandatory affidavits (signed and properly notarized) in original form, or ONE (1) original with (1) usb flash drive containing all documents. PDF files are preferred for online submissions. Cost proposals should not be included in the technical portion of your submission.

Legibility/Clarity

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

Written Inquiries

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

Inquiry Periods

An initial inquiry period is hereby firmly set for all interested proposers to perform a detailed review of the RFP documents and to submit any written questions relative thereto. Without exception, all questions MUST be in writing (even if an answer has already been given to an oral question during the Pre-proposal conference) and received by the close of business on the Inquiry Deadline date set forth as seven calendar days from the first date of advertisement, excluding holidays. Initial inquiries shall not be entertained thereafter. All official responses to inquiries will be communicated in the form of an addendum.

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

A final 3-day inquiry period may be granted, if additional questions or requests for clarification are received as a result of an addendum. Questions relative to the addendum shall be submitted no later than 3:30P.M., three (3) full business days from the date the addendum is

posted. If necessary, another addendum will be issued to address any final questions received. Thereafter, all proposal documents, including but not limited to the specifications, terms, conditions, plans, etc., will stand as written and/or amended clarified by any addendum issued as a result of the final inquiry period. Said written inquiries submitted by the proposer shall clearly cross-reference the relevant RFP section. The Lafourche Parish School District shall only respond to those inquiries received by the established deadline. Answers to questions that change or substantially clarify the solicitation shall be issued by addendum and provided to all prospective proposers.

Inquiries in accordance with this section must be delivered by e-mail to the Lafourche Parish School District, Jennifer Tobias.

Phone: (985) 435-4659
Purchasing Agent Email: jtobias@mylpsd.com
Purchasing Agent Name: Jennifer Tobias

Proposal Validity

All proposals shall be irrevocable and considered valid from the receipt date for acceptance until such time a contract is executed.

Revisions, Withdrawals, Protest Procedures

If the proposer needs to submit changes or revisions, proposers shall submit these in writing, signed by an authorized representative of the proposer. All addenda and changes must cross-reference the relevant RFP section. Said changes or revisions shall be delivered prior to the RFP Proposal Receipt Date and Time and submitted in a sealed envelope to be opened contemporaneously with the proposal submission. Proposer(s) request(s) for withdrawal of proposal(s) to this RFP must be submitted in writing and received prior to the RFP Proposal Receipt Date and Time as set forth in Section 1.5, Schedule of Events.

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

Cost of Offer Preparation

All proposals submitted in response to this RFP shall be at the sole cost and expense of the proposer and shall not be subject to reimbursement by the Lafourche Parish School District.

Acceptance of Proposal Content

Proposer's submission to this RFP shall be construed as an acceptance to be bound by the terms and conditions stated herein. Any action in contradiction of this acceptance may result in rejection.

Selected Proposer's Responsibilities

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

Sub-Contractor Requirements

If the proposer intends to subcontract portions of the work or to satisfy any of the Proposer Requirements and/or Scope of Work through the use of a subcontractor, the proposer shall include the name of the subcontractor and specific designations of the tasks to be performed or Vendor Requirements to be met by respective subcontractor(s). The information requested of the proposer under the terms of this RFP shall also be supplied for each subcontractor and shall be included in the proposal; however, an RFP affidavit is only required to be submitted by the proposer. Unless specifically permitted in the contract with the Lafourche Parish School District, the successful proposer(s) shall not contract with any other party for furnishing of any of the work herein requested in the Scope of Work without the approval of the LPSD.

Part 1 – Requirements for Work/Services

1.10 Requirements for Work/Services

Insurance Requirements

Proposer shall furnish the Lafourche Parish School District with certificates of insurance evidencing mandated coverage(s) pursuant to LPSD requirements

Subcontractor Insurance

The proposer shall include all subcontractors as named insured under its policies or shall furnish separate certificates for each subcontractor.

No Guarantee of Quantities

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

The quantities of items or extent of Scope of Work are estimated values. In the event a greater or lesser quantity is required, the LPSD reserves the right to increase or decrease said values in accordance with the cost proposal.

Contract Negotiations

The LPSD administration shall negotiate the details of service delivery, the terms of the contract, and the contract price most advantageous to the LPSD with the proposer(s) selected. In the event a contract cannot be successfully negotiated, the RFP Evaluation Committee shall negotiate a contract with another proposer under this RFP.

Cancellation of RFP or Rejection of Proposals

The LPSD may reject any or all proposals received in response to this RFP or cancel this RFP prior to proposal Receipt Date and Time if in the best interest of the LPSD.

Evaluation and Selection

The following criteria listed will be used to evaluate each firm submitting a Statement of Qualifications:

- Qualifications of the Firm /Relevant Project Experience – 25%
- Key Personnel Qualifications and Experience – 25%
- Understanding of Project/ Technical Approach -25%
- Current Workload – 10%
- Costs – 15%

Indemnification

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

Further, proposer shall agree to indemnify the Lafourche Parish School District, its departments, agencies, Districts and commissions, officers, agents, servants and employees, including volunteers for all reasonable expenses and attorney's fees incurred by or imposed in connection therewith for any loss, damage, injury or other casualty. Pursuant to this RFP. Proposer additionally shall agree to pay all reasonable expenses and attorney's fees incurred by the Lafourche Parish School District, its departments, agencies, boards and commissions, officers, agents, servants and employees, including volunteers in establishing the right to indemnity pursuant to the provisions stated herein.

EEOC and ADA Compliance

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

by the requirements of the American with Disabilities Act of 1990.

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

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

Record Ownership

The proposer acknowledges and agrees that all records, reports, documents, or other material(s) developed or resulting from this RFP shall be the sole property of the Lafourche Parish School District, and shall be returned to the LPSD by proposer upon request at expiration or earlier termination of a contract.

PART II- SCOPE OF WORK/SERVICES

2.1 Scope of Work/Services

Provide information detailing the ability to provide scope development, develop protocols, and provide as needed consulting and management of projects including water extraction, drying services, structure and contents cleaning, temporary power, documentation restoration, mold remediation, contamination containment, temporary heat or air conditioning, debris removal, temporary board-up, interior tear out, dehumidification, deodorizing, etc. All air quality and material testing shall be followed up by a report from the vendor detailing perimeters and a summary of the quality of the air or material tested.

Proposer shall provide protocols to remediation companies, who will provide remediation services under a separate contract.

The scope of work/services described below shall include, but not be limited to the following:

- A. Work and services may include all or be limited on an as needed basis for comprehensive environmental consulting services under the guidance of Lafourche Parish School District staff for various Lafourche Parish School District Departments consisting of providing all labor, materials, and equipment necessary to provide environmental consulting and testing services including scope and protocol development, environmental testing, remediation oversight and management, post-remediation inspections and sampling in relation to water intrusion events or other building damages or reports of environmental/air quality concerns in Lafourche Parish School District owned buildings.
- B. Respond within two (2) hour of request to evaluate conditions

- C. Evaluate condition of facility and provide a detailed scope of work and protocol to properly remediate within EIGHT (8) hours of receiving request.
- D. Meetings and coordination with LPSD and Remediation Contractor(s) to discuss the scope of work, protocol, project schedule, and schedule of values.
- E. Review all pricing procedures with a LPSD representative for approval of remediation work within EIGHT (8) hours of receiving request.
- F. All work shall be approved by a LPSD representative before any work can start.
- G. Provide project management and remediation oversight during projects and provide reports of status to LPSD representative.
- H. Schedule and coordination of all remediation work and remediation procedures as previously discussed within 10 hours of receiving request.
- I. Provide a pre-inspection of the facility to determine existing damage to walls, floors, doors, etc., photographic documentation of damaged materials, moisture mapping to delineate areas of damage and quantities of building materials that will require remediation.
- J. Ensure contractors provide proper protection of non-damaged floors, walls, corners, doors, elevators, and any other items that could be damaged by remediation personnel or equipment.
- K. Proper evaluation of remediated areas with a LPSD representative.
- L. Ensure contractor is providing adequate staff, supervision, equipment, materials, and supplies to perform the proper remediation.
- M. Daily remediation oversight services to ensure contractor is in compliance with scope, protocol, and any applicable environmental regulations. Documentation including daily reports and photographs of remediation progress.
- N. Post remediation inspection of facility, photographs of work at completion, air quality testing as necessary, prepare punch list for contractor and ensure 100% completion of remediation per scope and protocol.
- O. Advise and coordinate final inspections with LPSD representative and contractor.
- P. A LPSD representative shall approve all remediation work before declaring the job completed.
- Q. Vendor shall provide protocols to remediation companies, who will provide remediation services under a separate contract.
- R. Inspection, Protocol and Scope of Work Development

- S. Toxicological Testing: bacteria, fungal, biological and chemicals
- T. Moisture Mapping
- U. This work shall include testing for materials suspected to be Asbestos- Containing Material (ACM) and for Lead-Based Paint (LBP) and shall be for any Phase Contrast Microscopy (PCM) or for Transmission Electron Microscopy (TEM) testing.

Period of Agreement

The term of any resulting contract shall be for two (2) years commencing on the date indicated in the Notice to Proceed and shall expire at midnight on the day immediately preceding the second anniversary thereof.

LPSD reserves the right to extend this agreement for an additional year, if agreed upon by the proposer and LPSD

Cost Proposal (Price Schedule)

All proposed pricing shall be inclusive of all additional costs and expenses, including shipment. Prices submitted shall remain firm for the term of the contract, unless otherwise negotiated.

Deliverables

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

Location

The location where service is to be performed is at various LPSD facilities.

Proposal Elements

A. Technical

1. Each proposer shall address how the proposer will achieve/meet the scope of work as stated in Section 2.1. Technical approach shall detail the following: Plans and/or schedule of implementation, orientation, and/or installation, etc. (whichever is relevant to the RFP requirements).
2. Plans for necessary training, where applicable. Information demonstrating an affirmative statement shall be required that the proposer has reviewed the scope of work, understands the nature thereof and is willing and capable of providing the

services thereof.

3. Proposer shall likewise include any information concerning any innovative concepts pursuant to this RFP and terms and conditions that the proposer desires consideration by the LPSD.

B. Qualifications and Experience

1. Proposers shall provide a detailed statement of related services to government entities or private entities which identifies customer satisfaction, demonstrated volume of merchants, etc. Proposer must provide a detailed description of customer service capabilities, including resumes of personnel assigned, total number of personnel and timeline of customer inquiries and complaints, as applicable.
2. Proposer shall provide resumes for account manager(s), designated customer service representative(s) and any and all key personnel anticipated to be assigned to this project, in addition to resumes of any and all subcontractors.

PART IV- EVALUATION

4.1 Evaluation Criteria

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

The proposed evaluation criteria shall measure how well a proposer's approach meets desired minimum performance standards defined in the RFP.

THE PRINCIPALS OF THE COMPANY ARE:

Name: _____

Title: _____

Name: _____

Title: _____

Name: _____

Title: _____

PROPOSER: _____

SIGNATURE: _____

NAME: _____
(PRINT OR TYPE)

ADDRESS: _____

CITY, STATE, ZIP CODE: _____

AREA CODE & PHONE: _____

EMAIL ADDRESS: _____

COST PROPOSAL

1) Senior Environmental Consultant	\$_____/hr
2) Certified Industrial Hygienists (CIH)	\$_____/hr
3) LDEQ Certified Asbestos Contractor/Supervisor	\$_____/hr
4) LDEQ Certified Asbestos Inspector	\$_____/hr
5) LDEQ Certified Lead-based Paint Inspector	\$_____/hr
6) Mold Inspector	\$_____/hr
7) Polarized Light Microscopy (PLM) - 24 hr TAT	\$_____/ea
8) Polarized Light Microscopy (PLM) - 6 hr TAT	\$_____/ea
9) Polarized Light Microscopy (PLM) Method 400 Point Count - 24 hr TAT	\$_____/ea
10) Phase Contrast Microscopy (PCM) - 24 hr TAT	\$_____/ea
11) Phase Contrast Microscopy (PCM) - 6 hr TAT	\$_____/ea
12) Transmission Electron Microscopy (TEM) - 24 hr TAT	\$_____/ea
13) Transmission Electron Microscopy (TEM) - 6 hr TAT	\$_____/ea
14) Direct Read Mold Spore Analysis - 48 hr TAT	\$_____/ea
15) Direct Read Mold Spore Analysis - 6 hr TAT	\$_____/ea
16) Culturable Fungi w/Speciation - 10 to 12 day TAT	\$_____/ea
17) Atomic Absorption Spectroscopy (AAS) - 24 hr TAT	\$_____/ea
18) Atomic Absorption Spectroscopy (AAS) - 6 hr TAT	\$_____/ea
19) Toxicity Characteristic Leaching Procedure for Lead - 48 hr TAT	\$_____/ea
20) XRF Instrumentation	\$_____/day
21) Thermal Camera	\$_____/day
22) TSI IAQ-Calc (CO, CO ₂ , Temp, RH)	\$_____/day
23) CADD Services	\$_____/hr
24) Administrative/Clerical	\$_____/hr
25) Mileage	\$_____/mi