

TERREBONNE PARISH RECREATION DISTRICT NO 11



REQUEST FOR PROPOSALS

Service Contract Mowing and Maintenance for Parks and Grounds

September 2022

Invitation to Proposers

Sealed proposals will be received at the Terrebonne Parish Consolidated Government, Purchasing Division, Conference Room for Terrebonne Parish Recreation District No 11, 301 Plant Road, Houma, Louisiana, 70363 at **2:00 pm** as shown on the Purchasing Division Conference Room Clock on **January 18, 2023**, for the following:

Request for Proposal: Service Contract Mowing and Maintenance for Parks and Grounds (Recreation No 11)

Each proposal shall be either hand delivered by the Proposer or his agent in which instance the deliverer shall be handed a written receipt, or such proposal shall be sent by United States Postal Service registered or certified mail with a return receipt requested. Proposals shall not be accepted or taken, including receiving any hand delivered proposals, on days which recognized as holidays by the United States Postal Service.

Proposal forms, information and specifications may be obtained by contacting Sharon Ellis at (985) 873 6821 or sellis@tpcg.org. The Request for Proposal is available in electronic form at the Terrebonne Parish Consolidated Government website <http://www.tpcg.org/bids>. Proposal documents are also posted on www.centralauctionhouse.com. To view these, download, and receive proposal notices by email, you have to register with Central Auction House (CAH). Any questions about this process, contact Ted Fleming with Central Auction House at 1-225-810-4814.

No proposals will be received after the date and hour specified. The Terrebonne Parish Recreation District No 11 reserves the right to reject any and all proposals and to waive any informalities.

/s/ Ronald Rainey
Ronald Rainey, Chairman
Terrebonne Parish Rec No 11

Advertise:
January 4, 2023
January 11, 2023

**REQUEST FOR PROPOSAL
FOR
SERVICE CONTRACT MOWING AND MAINTENANCE
FOR PARKS AND GROUNDS**

PART I: ADMINISTRATIVE AND GENERAL INFORMATION

1.1 Purpose

The Terrebonne Parish Recreation District No 11 (TPRD 11) is seeking quotations from qualified contractors to provide mowing / maintenance services for parks and grounds in Terrebonne Parish.

1.2 Scope

The two (2) most important requirements of this contract are supervision and qualifications to perform a contract of such volume. Services shall include, but not limited to, mowing, edging, as well as cleanup of sites for trash removal. It is the desire of the TPRD 11 to contract with a Contractor to perform all the duties and services needing to be performed. The award decision will be based on the “best value” to the TPRD 11. Contractor must submit a proposal (cost) on all of the properties listed on the enclosed Price Proposal Page.

1.3 Term of Contract

The effective date of this Contract is the date of execution of this contract by all parties. The initial contract term shall be for a one (1) year period. Subject to the availability of funds appropriated the contract may be extended, at TPRD 11’s option, for two (2) additional one (1) year terms in accordance with the terms, conditions, prices and specifications contained in this RFP. Such extension may be granted if Contractor has adequately performed during the initial contract term.

1.4 Schedule of Events

	<u>DATE</u>	<u>TIME</u>
1. RFP advertised and posted to sites	1/04/2023	8:30am
2. Deadline to receive written inquiries	1/10/2023	11:00am
3. Deadline to answer written inquiries	1/11/2023	1:00pm
4. Deadline to receive Proposals (All proposals shall remain sealed until the date and time listed)	1/18/2023	2:00pm
5. Presentations & Discussions, if applicable	TBD	
6. Notice of Intent to Award announcement	TBD	
7. Contract Initiation	TBD	

NOTE: The TPRD 11 reserves the right to revise this schedule. Revisions before the Proposal Submission Deadline will be formalized by the issuance of an addendum to the RFP.

1.5 Proposal Submittal

Contractors who are interested in providing services under this RFP must submit a proposal containing the mandatory information specified in this section. The proposal must be received in hard copy (printed) version on or before the date and time specified in the Schedule of Events. Fax, electronic, or email submissions shall not be accepted. Proposers mailing their proposals should allow sufficient mail delivery time to ensure receipt of their proposal by the time specified.

It is the Proposer's responsibility to check the TPCG's website frequently for any possible addenda that may be issued. The TPRD 11 is not responsible for a Proposer's failure to download any addenda documents required to complete a Request for Proposal. All proposals shall be received in hard copy (printed) form **no later than the date and time shown in the Invitation to Proposers.**

Each proposal shall be either hand delivered by the Proposer or his agent in which instance the deliverer shall be handed a written receipt, or such proposal shall be sent by United States Postal Service registered or certified mail with a return receipt requested. Proposals shall not be accepted or taken, including receiving any hand delivered proposals, on days which recognized as holidays by the United States Postal Service.

Proposals may be mailed through the U. S Postal Service to our physical location at:

Terrebonne Parish Consolidated Government for
Terrebonne Parish Recreation District No 11
Purchasing Division
301 Plant Road
Houma, Louisiana 70363

Important -- Clearly mark outside of envelope, box or package with the following information and format:

- Proposal Name: **Service Contract Mowing and Maintenance for Parks and grounds**
- Proposal Opening Date and Time: **January 18, 2023, 2:00 pm**

The responsibility solely lies with each Proposer to ensure their proposal is delivered at the specified place and prior to the deadline for submission. Proposals received after the deadline will not be considered.

PROPOSALS SHALL BE OPENED PUBLICLY AT THE PHYSICAL LOCATION IDENTIFIED ABOVE AND ONLY THE NAME OF THE PROPOSER SUBMITTING PROPOSALS SHALL BE IDENTIFIED ALOUD. NO OTHER INFORMATION CONTAINED IN THE PROPOSAL SHALL BE RELEASED OR DISCLOSED.

1.6 Proposal Response Format

To standardize and simplify the evaluation of responses, proposals should contain all of the following information and be organized in the sequence indicated below. All of the sections should be appropriately labeled and bound together under a single cover not to exceed two (2) volumes with any identified appendices included as a separate volume.

- A. Cover Letter:** The cover letter should be submitted on the Proposer's official business letterhead and should exhibit the Proposer's understanding and approach to the project. It should contain a summary of the Proposer's ability to perform the services described in the RFP and confirm that the Proposer is willing to perform those services and enter into a contract with the TPRD 11. Evidence of signature authority shall be included in Proposer's submission. Evidence of signature authority includes:
1. The signer of the proposal is either a corporate officer who is listed on the most current annual report on file with the Secretary of State or a member of a partnership or partnership in commendam as reflected in the most current partnership records on file with the Secretary of State. **If this applies, a copy of the annual report or partnership record must be included with the RFP submission.**
 2. The signer of the proposal is a representative of the Proposer authorized to submit the proposal as evidenced by documents such as, corporate resolution, certification

as to corporate principal, etc. **If this applies, a copy of the resolution, certification must be included with the RFP submission.**

3. The Proposer has filed with the Secretary of State an affidavit or resolution or other acknowledged/authentic document indicating that the signer is authorized to submit proposals for public contracts. **If this applies, a copy of the applicable document must be included with the RFP submission.**

The cover letter should also:

- Identify the name, title, address, telephone number, fax number, and email address of each person authorized by Proposer to contractually obligate the Proposer;
- Identify the name, address, telephone number, fax number, and email address of the contact person for technical and contractual clarifications throughout the evaluation period.

- B. **Table of Contents:** Organized in the order cited in the format contained herein.
- C. **Relevant Experience:** The Proposer should provide a project history of the firm or organization demonstrating experience with projects, contracts, and services that are similar in scope and size to the proposed work.
- D. **Reference Projects:** Respondents should provide at least five (5) but no more than seven (7) reference projects completed by the respondent of comparable size and scope. For each reference project the Respondent should provide a brief description of the project, the scope of work completed, dates of contract start and completion, and contact information for the client for whom the work was completed.
- E. **Project Approach:** The Proposer should provide a work plan that outlines the work that they are able to provide and explain their plan to accomplish the Scope of Work. The description should include details of field operations, equipment to be used, staffing levels, safety plan, training, employee certification program, and other relevant information. The Proposer should describe the process to ensure timely invoicing for services / work and compliance with local, state and federal regulations and guidelines.
- F. **General Firm Description:** Provide a description of the Respondent's company and the services it provides including the number of employees directly involved in the provision of services for mowing and maintenance services for Parks and grounds and other locations, office locations and capabilities, and number of personnel at each office location. Describe the business structure under which the Respondent operates (i.e., corporation, partnership, limited liability company, etc.) and under which state laws it is organized as a business entity.
- G. **Sub-Contractors:** Any sub- contractors who are proposed to be a part of the project team must be clearly identified and the Respondent is to include a statement of the nature and percentage of total work that is anticipated to be provided by them should the Respondent be selected as the most qualified. Respondent shall demonstrate in its SOQ that any proposed sub- contractor has a history of proven and measurable experience in the area of the services proposed to be used by the Respondent in its scope of services, including the submission of three references from each sub-contractor.
- H. **General Firm Description of Sub-Contractors (as required):** If any sub- contractors are proposed as part of the Respondent's SOQ, this section should include information similar to that requested in section 1.6F for each respective sub- contractor proposed.

- I. **Equipment:** Provide a list of equipment owned by the Contractor/Company, include make, model and age of each piece of equipment.
- J. **References:** Provide no less than three (3) and no more than five (5) client references complete with contact information who can address the Respondent's timely and effective completion of all tasks and Respondent's overall performance.
- K. **Licenses:** Copies of the legally required certifications and licenses shall be provided to TPRD 11 with the RFP response.
 - a. Landscape Horticulturist License
 - b. Louisiana Department of Agriculture & Forestry Commercial Applicator License
- L. **Conflict of Interest Disclosure:** All Respondents providing a response to this RFP shall provide a clear and unambiguous indication of any potential or real conflicts of interest it may have with respect to performing work on behalf of TPRD 11. TPRD 11 shall make the final determination as to whether any potential or real conflict of interest exists.
- M. **Litigation:** The Respondent should provide a list of any previous, currently ongoing or pending litigation or arbitration in which the Respondent's firm has been involved during the past five (5) years with respect to the provision of these or similar services.
- N. **Fee Proposal:** Respondents price proposal shall be submitted on the attached Price Proposal Form(s). All work under this Contract will be compensated on the agreed upon unit rates.

O. *Number of Response Copies*

Each Proposer shall submit one (1) signed original response. Each Proposer shall also submit the following:

Two (2) additional copy of the proposal

One (1) USB flash drive shall be labeled / identified as COPY

One (1) redacted copy of the proposal **IF APPLICABLE**

One (1) electronic redacted copy of the proposal on a USB flash drive. **IF APPLICABLE (See Section 1.8 of this RFP)**

1.7 Legibility / Clarity

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

1.8 Confidential Information, Trade Secrets and Propriety Information

All financial, statistical, personal, technical, and other data and information relating to the TPRD 11's operation which are designated confidential by the TPRD 11 and made available to the Proposer in order to carry out the contract, or which become available to the Proposer in carrying out the contract, shall be protected by the Proposer from unauthorized use and disclosure through the observance of the same or more effective procedural requirements as are applicable to the TPRD 11.

The identification of all such confidential data and information as well as the TPRD 11's procedural requirements for protection of such data and information from unauthorized use and disclosure shall be provided by the TPRD 11 in writing to the Proposer. If the methods and procedures employed by the Proposer for the protection of the Proposer's data and information are deemed by the TPRD 11 to be adequate for the protection of the TPRD 11's confidential information, such methods and procedures may be used, with the written consent of the TPRD 11, to carry out the intent of this paragraph. The Proposer shall not be required under the provisions of the paragraph to keep confidential any data or information which is or becomes publicly available, is already rightfully in the Proposer's possession, is independently developed by the Proposer outside the scope of the contract or is rightfully obtained from third parties.

Under no circumstance shall the Proposer discuss and/or release information to the media concerning this project without prior express written approval of the Terrebonne Parish Recreation District No 11.

Only information which is in the nature of legitimate trade secrets or non-published financial data shall be deemed proprietary or confidential. Any material within a proposal identified as such must be clearly marked in the proposal and will be handled in accordance with the Louisiana Public Records Act, R.S. 44: 1-44 and applicable rules and regulations. Any proposal marked as confidential or proprietary in its entirety shall be rejected without further consideration or recourse.

1.9 Proposer Inquiries

Written questions regarding RFP requirements or Scope of Services must be submitted to the persons listed below:

Administrative Inquiries:

TPCG/Purchasing Division
Attention: Sharon Ellis
301 Plant Road
Houma, LA 70363
E-Mail: sellis@tpcg.org
Phone: (985) 873 6821 / Fax (985)873-6766

Technical Inquiries:

TPRD 11
Attention: Amos Mosely
P O Box 4294
Houma, LA 70361
E-Mail: amosely1342@gmail.com
Phone: 985-873-6497

The TPRD 11 will consider written inquiries and requests for clarification of the content of this RFP received from potential Proposers. Written inquiries must be received by the date and time specified in the Schedule of Events. The TPRD 11 shall reserve the right to modify the RFP should a change be identified that is in the best interest of the TPRD 11.

Official responses to all questions submitted by potential Proposers will be posted by the date specified in the Schedule of Events at https://www.TPRD_11.org/index.php?f=purchasing&p=bid_opportunities and <https://www.centralauctionhouse.com/>.

Only the Purchasing Manager, Amos Mosely or their designee has the authority to officially respond to a Proposer's questions on behalf of the TPRD 11. Any communications from any other individuals shall not be binding to the TPRD 11.

1.10 Blackout Period

The Blackout Period is a specified period of time during a competitive sealed procurement process in which any Proposer or its Agent or Representative, is prohibited from communicating with any Parish employee or Contractor of the Parish involved in any step in the procurement process about the affected procurement. The Blackout Period applies not only to Parish employees, but also to any Contractor of the Parish. "Involvement" in the procurement

process includes but may not be limited to project management, design, development, implementation, procurement management, development of specifications, and evaluation of proposals for a particular procurement. All solicitations for competitive sealed procurements will identify a designated contact person, as per Section 1.10 of this RFP. All communications to and from potential Proposers, Vendors and/or their representatives during the Blackout Period must be in accordance with this solicitation's defined method of communication with the designated contact person. The Blackout Period will begin upon posting of the solicitation. The Blackout Period will end when the contract is awarded.

In those instances, in which a prospective Proposer is also an incumbent Contractor, the TPRD 11 and the incumbent Contractor may contact each other with respect to the existing contract only. Under no circumstances may the TPRD 11 and the incumbent Contractor and/or its representative(s) discuss the blacked-out procurement.

Any Proposer who violates the Blackout Period may be liable to the TPRD 11 in damages and/or subject to any other remedy allowed by law. Further, failure to comply with these requirements may result in the Proposal's disqualification.

Any costs associated with cancellation or termination will be the responsibility of the Proposer. Notwithstanding the foregoing, the Blackout Period shall not apply to:

- A protest to a solicitation submitted pursuant to TPCG Protest Policy;
- Duly noticed site visits and/or conferences for Proposers
- Oral presentations during the evaluation process
- Communications regarding a particular solicitation between any person and staff of the procuring agency provided the communication is limited strictly to matters of procedure. Procedural matters include deadlines for decisions or submission of proposals and the proper means of communicating regarding the procurement but shall not include any substantive matter related to the particular procurement or requirements of the RFP.

1.11 Errors and Omissions in Proposal

The TPRD 11 reserves the right to seek clarification of any proposal for the purpose of identifying and eliminating minor irregularities or informalities.

1.12 Changes, Addenda, Withdrawals

The TPRD 11 reserves the right to change the Schedule of Events or revise any part of the RFP by issuing an addendum to the RFP at any time. Addenda, if posted, will be posted at

https://www.TPRD11.org/index.php?f=purchasing&p=bid_opportunities and <https://www.centralauctionhouse.com/>.

It shall be the responsibility of the Proposer to check the website(s) for addenda to the RFP.

1.13 Withdrawal of Proposal

A Proposer may withdraw a proposal that has been submitted at any time up to the date and time the proposal is due. To withdraw a proposal, a written request signed by the authorized representative of the Proposer must be submitted to the Purchasing and Warehouse Manager identified in the RFP.

1.14 Waiver of Administrative Informalities

The TPRD 11 shall reserve the right, at its sole discretion, to waive administrative informalities contained in any proposal.

1.15 Proposal Rejection / RFP Cancellation

Issuance of this RFP in no way shall constitute a commitment by the TPRD 11 to award a contract. The TPRD 11 shall reserve the right to accept or reject, in whole or part, all proposals submitted and/or cancel this RFP if it is determined to be in the TPRD 11's best interest.

1.16 Ownership of Proposal

All materials submitted in response to this RFP shall become the property of the TPRD 11. Selection or rejection of a proposal shall not affect this right.

1.17 Proposal Validity

All proposals shall be considered valid for acceptance until such time an award is made, unless the Proposer provides for a different time period within its proposal response. However, the TPRD 11 reserves the right to reject a proposal if the Proposer's acceptance period is unacceptable and the Proposer is unwilling to extend the validity of its proposal.

1.18 Cost of Offer Preparation

The TPRD 11 shall not be liable for any costs incurred by Proposers prior to issuance of or entering into a contract. Costs associated with developing the proposal, preparing for oral presentations, and any other expenses incurred by the Proposer in responding to this RFP shall be entirely the responsibility of the Proposer and shall not be reimbursed in any manner by the TPRD 11.

1.19 Taxes

Any taxes, other than State and local sales and uses taxes, from which the TPRD 11 is exempt, shall be assumed to be included within the Proposer's cost.

1.20 Determination of Responsibility

In order to qualify as responsible, a Proposer must meet the following standards as they related to the particular procurement under consideration. The TPRD 11 must find that the selected Proposer:

- Has adequate financial resources for performance, or has the ability to obtain such resources as required during performance;
- Has the necessary experience, organization, technical qualifications, skills, and facilities, or has the ability to obtain them;
- Is able to comply with the proposed or required time of delivery or performance schedule;
- Has a satisfactory record of integrity, judgement, and performance; and
- Is otherwise qualified and eligible to receive an award under applicable laws and regulations.

1.21 Use of Subcontractors

The TPRD 11 shall have a single prime Contractor as the result of any contract negotiation, and that prime Contractor shall be responsible for all deliverables specified in the RFP and proposal. This general requirement notwithstanding, Proposers may enter into subcontractor arrangements, however, shall acknowledge in their proposal total responsibility for the entire contract.

If the Proposer intends to subcontract for portions of the work, the Proposer shall identify any subcontractor relationships and include specific designations of the tasks to be performed by the subcontractor. Information required of the Proposer under the terms of this RFP shall also be required for each sub-contractor, if requested by the TPRD 11. The prime Contractor shall be the single point of contact for all subcontract work.

Unless provided for in the contract with the TPRD 11, the prime Contractor shall not contract with any other party for any of the services herein contracted without the express prior written approval of the TPRD 11.

1.22 Written or Oral Discussions / Presentations

The TPRD 11, at its sole discretion, may require all Proposers reasonably susceptible of being selected for the award to provide an oral presentation of how they propose to meet the TPRD 11 program objectives. Commitments made by the Proposer at the oral presentation, if any, will be considered binding.

The TPRD 11 reserves the right to adjust the original scores based upon information received in the presentation, using the original evaluation criteria contained in the RFP.

1.23 Acceptance of Proposal Content

All proposals will be reviewed to determine compliance with administrative and mandatory requirements as specified in the RFP. Proposals that are not in compliance will be rejected from further consideration.

The mandatory RFP requirements shall become contractual obligations if a contract ensues. Failure of the successful Proposer to accept these obligations shall result in the rejection of the proposal.

1.24 Evaluation and Selection

The evaluation of proposals will be accomplished by an evaluation team, to be designated by the TPRD 11, which will determine the proposal most advantageous to the TPRD 11, taking into consideration price and the other evaluation factors set forth in the RFP.

The evaluation team may consult subject matter expert(s) to serve in an advisory capacity regarding any Proposer or proposal. Such input may include, but not be limited to, analysis of Proposer financial statements, review of technical requirements, or preparation of cost score data.

1.25 Best and Final Offers (BAFO)

The TPRD 11 reserves the right to conduct a BAFO with one or more Proposers identified by the evaluation committee to be reasonably susceptible of being selected for an award. If conducted, Proposers selected will receive written notification of their selection, a list of specific items to address in the BAFO, and instructions for submittal. The BAFO negotiation may be used to assist the TPRD 11 in clarifying the scope of work or to obtain the most cost-effective pricing available.

The TPRD 11 reserves the right to adjust the original scores based upon BAFO's submittal response(s), using the original evaluation criteria contained in the RFP.

The written invitation to participate in BAFO will not obligate the TPRD 11 to a commitment to enter into a contract.

1.26 Contract Award and Execution

The TPRD 11 reserves the right to enter into a contract based on the initial offers received without further discussion of the proposals submitted. The TPRD 11 reserves the right to contract for all or a partial list of services offered in the proposals.

The RFP, including any addenda added, and the selected proposal shall become part of the contract initiated by the TPRD 11.

A Proposer shall not submit its own standard contract terms and conditions as a response to this RFP. The Proposer should submit in its proposal any exceptions or contract deviations that its firm wishes to negotiate. Negotiations may coincide with the announcement of the selected Proposer.

If the contract period exceeds thirty (36) business days, or if the selected Proposer fails to sign the final contract within ten (10) business days of delivery, the TPRD 11 may elect to cancel the award and award the contract to the next highest ranked Proposer.

Award shall be made to the Proposer with the highest points, whose proposal, conforming to the RFP, will be the most advantageous to the TPRD 11, price and other factors considered.

1.27 Contract Negotiations

If for any reason, after final evaluation and issuance of the Intent to Award letter, the responsible Proposer whose proposal is most responsive to the TPRD 11's needs, price and other evaluation factors set forth in the RFP considered, does not agree to a contract, that proposal shall be rejected and the TPRD 11 may negotiate with the next most advantageous responsible Proposer.

Negotiation may include revision of any non-mandatory terms or conditions, and clarification of the scope of work and/or implementation of the most cost-effective pricing available from the Proposers. Parish President and Parish Council must approve the final contract form and issue a purchase order, if applicable, to complete the process.

1.28 Contract Documents

The Contract Documents shall include the Invitation to Proposers, Instruction to Proposers, Scope of Work/Services, Addenda, Proposal Forms, Insurance Certificates, Proposal Responses, Attachments, and all properly authorized modifications. Any change in the Contract must be accomplished by a formal Contract Amendment signed and approved by the duly authorized Representative of the Contractor and of the Terrebonne Parish Recreation District No 11. The Contract Documents shall be construed in accordance with the State of Louisiana Laws.

1.29 Non-Negotiable Contract Terms

Non-negotiable contract terms include but are not limited to taxes, assignment of contract, audit of records, EEOC and ADA compliance, record retention, content of contract/order of precedence, contract changes, governing law, claims or controversies, and termination based on contingency of appropriation of funds.

1.30 Non-Exclusive Contract

It is the intent of the TPRD 11 to designate a primary or preferred Contractor, so as to best prepare for an event. However, the TPRD 11 reserves the right to employ the services of a different or one or more additional Contractors to assist with disaster recovery when, in its sole judgment, this action best serves the community.

1.31 Notice of Intent to Award

The evaluation committee shall compile the scores and make a recommendation to the Recreation District No 11 Board Members on the basis of the responsive and responsible Proposer(s) with the highest score(s). The TPRD 11 will notify the successful Proposer(s) and proceed to negotiate terms for final contract(s).

The proposals received (except for that information appropriately designated as confidential in accordance with R.S. 44.1 et seq), scores of each proposal considered along with a summary of scores, and a narrative justifying selection shall be made available, upon request, to all interested parties after the “Notice of Intent to Award” letter has been issued. Any person aggrieved by the proposed award has the right to submit a protest in writing to the Purchasing and Warehouse Manager within fourteen (14) calendar days after the TPRD 11 issues a Notice of Intent to award a contract.

The award of a contract shall be subject to the approval of the Recreation No 11 Board Members.

1.32 Continuing Obligation

Contractor has a continuing obligation to disclose any suspensions or debarment by any government entity, including but not limited to General Services Administration (GSA). Failure to disclose may constitute grounds for suspension and/or termination of the Contract and debarment from future contracts.

1.33 Right to Prohibit Award

In accordance with the provisions of R.S. 38:2212.9, any public entity shall be authorized to reject a proposal from, or not award a contract to, a business in which any individual with an ownership interest of five percent or more, has been convicted of, or has entered a plea of guilty or nolo contendere to any state felony or equivalent federal felony crime committed in the solicitation or execution of a contract or RFP awarded under the laws governing public contracts under the provisions of Chapter 10 of Title 38 of the Louisiana Revised Statutes of 1950, and all contracts under Title 39, Chapter 17 of the Louisiana Procurement Code, including contracts for professional, personal, consulting, and social services.

1.34 Insurance Requirements

Insurance is to be placed with insurers with an A.M. Best’s rating of no less than A:VI. The Contractor shall purchase and maintain for the duration of the contract insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Proposer, its agents, representatives, employees or subcontractors. The cost of the insurance shall be included in the total contract amount.

The CONTRACTOR, prior to commencing work, shall provide at his own expense proof of the required insurance coverage(s) required by the contract to TPRD 11 in insurance companies authorized in the State.

Contractor shall include all subcontractors as insureds under its policies OR shall be responsible for verifying and maintaining the Certificates provided by each subcontractor. Subcontractors shall be subject to all of the requirements stated herein. The TPRD 11 reserves the right to request copies of subcontractor’s Certificates at any time.

1.35 Indemnification and Limitation of Liability

Contractor agrees to defend, indemnify, save and hold harmless the Terrebonne Parish Recreation District No 11 their officers, elected officials, agents, servants and employees, including volunteers (Indemnified Parties”) from and against any and all claims, demands, expense and liability arising out of injury or death to any person or the damage, loss or destruction of any property which may occur or in any way arise out of the Contractor as provided

herein, except those claims, demands and/or causes of action arising out of the sole negligence of the Indemnified Parties or their officers, agents, elected officials, servants and employees. Contractor agrees to investigate, handle and respond to any Contractor, Subcontractor, Lessee, Supplier such lawsuit at its sole expense, including any expenses associated with the enforcement of this indemnity provision, and agrees to bear all costs and expenses related hereto, even if it (claims, etc) is groundless, false or fraudulent.

1.38 Payment

The Contractor shall submit an invoice for all items and/or services provided during the preceding month to:

Terrebonne Parish Recreation District 11
P.O. Box 4294
Houma, LA 70361

Each invoice shall include the following information:

- Site Name
- Date service performed
- Unit price and extension of each item

Payment will be made, within thirty (30) days, only after performance of service and upon receipt of proper invoice.

1.39 No Guarantee of Quantities

The TPRD 11 reserves the right to increase or decrease quantities at the unit price stated in the proposal. The TPRD 11 shall not obligate itself to contract for or accept more than their actual requirements during the period of the contract, as determined by actual needs and availability of appropriated funds.

1.40 Termination of the Contract for Cause

TPRD 11 may terminate the Contract for cause based upon the failure of the Contractor to comply with the terms and/or conditions of the Contract; provided the TPRD 11 shall give the Contractor written notice specifying the Contractor's failure. If within thirty (30) calendar days after receipt of such notice, the Contractor shall not have either corrected such failure or, in the case of failure which cannot be corrected in thirty (30) calendar days, begun in good faith to correct said failure and thereafter proceeded diligently to complete such correction, then the TPRD 11 may, at its option, place the Contractor in default and the Contract shall terminate on the date specified in such notice.

Failure to perform within the time agreed upon in the contract may constitute default and may cause cancellation of the contract.

Contractor may exercise any rights available to it under Louisiana law to terminate for cause upon the failure of the TPRD 11 to comply with the terms and conditions of the contract provided that the Contractor shall give the TPRD 11 written notice specifying the TPRD 11's failure and a reasonable opportunity for the TPRD 11 to cure the defect.

1.41 Termination of the Contract for Convenience

The TPRD 11 may terminate the Contract at any time without penalty by giving thirty (30) calendar days' written notice to the Contractor of such termination or negotiating with the Contractor an effective date. Contractor shall be entitled to payment for deliverables in progress, to the extent work has been performed satisfactorily.

1.42 Termination for Non-Appropriation of Funds

The continuation of the contract shall be contingent upon the appropriation of funds to fulfill the requirements of the contract. Notwithstanding any provisions herein, in the event sufficient funds for the performance of this Agreement are not appropriated by TPRD 11 in any fiscal year covered by this contract, this agreement may be terminated by the TPRD 11 giving notice to the Contractor of such facts and the TPRD 11's intention to terminate its financial obligation.

1.43 Assignment

No Contractor shall assign any interest in the contract by assignment, transfer, or novation, without prior written consent of the TPRD 11. This provision shall not be construed to prohibit the Contractor from assigning to a bank, trust company, or other financial institution any money due or to become due from approved contracts without such prior written consent. Notice of any such assignment or transfer shall be furnished promptly to the TPRD 11.

1.44 Right to Audit

The State legislative auditor, federal auditors and internal auditors of the TPRD 11, or others so designated by the TPRD 11, shall have the option to audit all accounts directly pertaining to the resulting contract for a period of five (5) years from the date of final payment or as required by applicable State and Federal law. Records shall be made available during normal working hours for this purpose.

1.45 Record Ownership

All records, reports, documents, or other material related to any contract resulting from this RFP and/or obtained or prepared by the Contractor in connection with the performance of the services contracted for herein shall become the property of the TPRD 11 and shall, upon request, be returned by the Contractor to the TPRD 11, at the Contractor's expense, at termination or expiration of the contract.

1.46 Entire Agreement / Order of Precedence

The contract, together with the RFP and addenda issued thereto by the TPRD 11, the proposal submitted by the Contractor in response to the TPRD 11's RFP, and any exhibits specifically incorporated herein by reference, shall constitute the entire agreement between the parties with respect to the subject matter.

In the event of any inconsistent or incompatible provisions, this signed agreement (excluding the RFP and the Contractor's proposal) shall take precedence, followed by the provisions of the RFP, and then by the terms of the Contractor's proposal.

1.47 Contract Modifications

No amendment or variation of the terms of the contract shall be valid unless made in writing, signed by the parties and approved as required by law. No oral understanding or agreement not incorporated in the contract shall be binding on any of the parties.

1.48 Substitution of Personnel

The Contractor's personnel assigned to the Contract shall not be replaced without the prior written consent of the TPRD 11. Such consent shall not be unreasonably withheld or delayed provided an equally qualified replacement is offered. In the event that any TPRD 11 or Contractor personnel become unavailable due to resignation, illness, or other factors, excluding assignment to a project outside the contract, outside of the TPRD 11's or Contractor's reasonable control, as the case may be, the TPRD 11 or the Contractor shall be responsible for providing an equally qualified replacement in time to avoid delays in completing tasks. The Contractor will make every reasonable attempt to assign the personnel listed in his proposal.

1.49 Governing Law

The contract shall be governed by and interpreted in accordance with the laws of the State of Louisiana. Venue of any action brought with regard to the contract shall be in the Thirty-Second Judicial District Court, Parish of Terrebonne, State of Louisiana.

1.50 Claims or Controversies

All proposals and contracts submitted are subject to provisions of the laws of the State of Louisiana; purchasing rules and regulations; executive orders; standard terms and conditions; special terms and conditions; and specifications listed in this RFP.

1.51 Non-Collusion Affidavit

Each Proposer shall execute a Contractor's Affidavit of Non-Collusion, in the form provided with the proposal forms, at the time of submittal or within ten (10) days thereafter, to the effect that he has not colluded with any other person, firm or corporation in regards to any Proposal submitted.

1.52 E-Verify

Contractor acknowledges and agrees to comply with the provisions of LA R.S. 38:2212.10 and federal law pertaining to E-Verify in the performance of services under this Contract.

1.53 Code of Ethics

Proposers shall be responsible for determining that there will be no conflict or violation of the Louisiana Ethics Code if their company is awarded the contract. The Louisiana Board of Ethics shall be the only entity which can officially rule on ethics issues.

1.54 Corporate Requirements

If the Contractor is a corporation not incorporated under the laws of the State of Louisiana, the Contractor shall have obtained a certificate of authority pursuant to R. S. 12:361-362 from the Louisiana's Secretary of State. If the Contractor is a for-profit corporation whose stock is not publicly traded, the Contractor shall ensure that a disclosure of ownership form has been properly filed with the Louisiana's Secretary of State.

1.55 Federal Provisions

Because TPRD 11 will seek federal reimbursement for equipment and services under this contract, FEMA requires this contract to contain the applicable clauses described in Appendix II to the Uniform Rules under 2 C.F.R. § 200.326 and 2 C.F.R. Part 200, Appendix II. Terrebonne Parish Recreation District No 11 agrees to include those applicable federal provisions in their contract.

1.56 Debarment and Suspension

This contract is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3600. As such, the contractor is required to verify that none of the contractor's principals (defined at 2 C.F.R. § 180.995) or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).

The contractor must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3600, subpart C, and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.

This certification is a material representation of fact relied upon by the TPRD 11. If it is later determined that the contractor did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3600, subpart C, in addition to remedies

available to the TPRD 11, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.

The bidder or proposer agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3600, subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

Contractor, and each tier of Subcontractors, shall certify that it is not on the List of Parties Excluded from Federal Procurement or Non-procurement Programs promulgated in accordance with E.O.s 12549 and 12689, "Debarment and Suspension," as set forth at 24 CFR part 24.

PART II SCOPE OF WORK / SERVICES

2.1 Purpose

The Terrebonne Parish Recreation District No 11 (TPRD 11) is seeking Proposals from qualified contractors to provide mowing / maintenance services for Parks and grounds throughout Terrebonne Parish.

2.2 Scope of Work

The two (2) most important requirements of this contract are supervision and qualifications to perform a contract of such volume. Services shall include, but not limited to, mowing, edging, as well as cleanup of sites for trash removal. It is the desire of the TPRD 11 to contract with a Contractor to perform all the duties and services needing to be performed. No deviations will be permitted. The award decision will be based on the "best value" to the TPRD 11. Contractor must submit a proposal (cost) on all of the properties listed on the enclosed Price Proposal Page.

All cuts shall be done nearest to the same day of the week rotation, weather permitting. Contractor shall email TPRD 11 (amosely1342@gmail.com) group of the postponed daily cutting.

Each contractor is required, before submitting their Proposal, to carefully examine the requirements and specifications and to completely familiarize themselves with all of the terms and conditions that are contained herein. Ignorance on the part of the contractor will in no way relieve them of any obligations and responsibilities which are part of this Proposal. **IF THESE REQUIREMENTS AND SPECIFICATIONS CANNOT BE MET, DO NOT SUBMIT A PROPOSAL ON THIS CONTRACT.** Fee deductions will be taken for poor performance, poor supervision, and poor quality.

Parks and grounds / locations are as follows:

1. Adult Softball Complex (on East Main before the Airbase)
2. Barrios Park / Tennis Court Area (in Barrios Subdivision)
3. Don Diamond Base Ruth / Dixie Youth Baseball Field (on Williams Avenue)
4. Dumas Park / Ball Field / Pool Area / Tennis Court Area (on Martin Luther King Boulevard)
5. East Street Football Field (on Boundary Road before gym)
6. King Street Park (on King Street next to park)
7. King Street Park (on King Street in Mechanicville)
8. Mechanicville Park / Softball Field / Basketball Court / Gym Area (on Senator Street between park and school)
9. National Guard Baseball Field (between Babe Ruth and National Guard Building)
10. Tony Cavallo Field (on the Airbase)
11. West Houma Gym Area / Youth Baseball Field (on Williams Avenue behind gym)
12. East Houma Gym Area / Pool Area / Tennis Court Area (on Boundary Road)
13. Voisin Park (second block on Gum Street from New Orleans Boulevard)
14. Harmon Street Park (at the end of Roussell Street)
15. Moss Park (198 Scott Lane)
16. South Side Park (across from the Houma Police Department)
17. Wright Street Park / Tennis Court Area (on Wright Street)
18. Glenn Pope Walking Track (on Williams Avenue across the street from Babe Ruth)

2.3 Examination of Sites

It is the responsibility of the Contractor to become fully informed as to the nature and extent of the work required. Contractors are urged and expected to inspect the sites where services are to be performed and to satisfy themselves regarding all general and local conditions that may affect the cost of contract performance, to the extent that the information is reasonable obtainable. **In no event shall failure to inspect the sites constitute grounds for a claim after contract award.**

2.4 Licenses, Permits, Certifications

It shall be the responsibility of the Contractor to obtain, at no additional cost to the TPRD 11, all licenses, permits and certifications required to provide this contractual service. Copies of the required licenses, permits and certifications shall be presented as part of the RFP response.

2.5 Supervision

The Contractor shall provide on-site supervision and appropriate training to ensure competent performance of the work. Also, the Contractor and its supervisors will make sufficient routine inspections to ensure that the work is performed as required by this Request for Proposals. Contractor's supervisors shall be capable of verbal and written communication in the English language, because of the necessity to read job instructions and signs, as well as the need for communicating with TPRD 11 personnel.

2.6 Environmental, Health & Safety Compliance

The Contractor shall comply will all applicable Federal, State and Local laws regarding occupational safety and health as well as providing protection of the environment. All contractor personnel, whose presence is required to perform this contract, shall be subject to the environmental, health and safety regulations and shall abide by these regulations in every aspect.

2.7 Uniform/Protective Clothing

Contractor shall provide and require its employees to wear a uniform or a form of identification that bears the company name or logo. Uniforms / identification shall be worn at all times while on the job. Contractor shall provide and ensure the wearing of protective clothing, masks, eye protection, etc. as required by laws, regulations, ordinances and/or manufacturer's instructions for material and equipment. All employees of Contractor working on medians or roadside must wear orange safety vest.

2.8 Equipment

It shall be the Contractor's responsibility to ensure that all equipment used shall be properly maintained in order to protect the operator and the public. Any equipment deemed by the TPRD 11 to be inoperable, unsafe, or improper for the desired use shall not be utilized. Equipment supplied by the successful Contractor shall be designed for or suited for the grounds maintenance task for which it is intended.

All mowers are to be adjustable and adjusted to the proper cutting height and level for the type of grass and current condition of the turf. All mower blades are to be sharp enough to cut and not tear the grass.

2.9 Accidents

The Contractor shall report to the TPRD 11 designated representative any and all accidents involving property damage or personal injury immediately following said accident or discovery of accident damage. The TPRD 11 shall be indemnified and held harmless for such accidents.

2.10 Damage

The Contractor shall notify TPRD 11 representative of damaged plant materials resulting from vehicular damage, storm damage, or vandalism. All observed hazards shall be reported to the TPRD 11 representative during the service visit in which they are noted.

The Contractor shall be responsible for repairs, or repair costs or replacement of all plant materials, equipment and property damaged by his/her employees during performance of service duties. The TPRD 11 representative will determine the degree of damage and notify the Contractor of his/her responsibility. All repairs shall be completed within three (3) calendar days. All repairs not corrected in the time provided shall be performed by the TPRD 11, who shall deduct the repair and/or replacement costs from the payments due to the Contractor.

2.11 Contractor Performance

It is the intent of the TPRD 11 to ensure that the Contractor provides a quality level of grounds maintenance services. To this end, all complaints will be reported to, and promptly resolved by the Contractor. The Contractor shall have forty-eight (48) hours to resolve any such complaints. **The TPRD 11 may levy administrative charges for infractions of the Contract at a \$50.00 per day per incident.** Such infractions shall include, but are not limited to:

- a. Failure to resolve complaints within the forty-eight (48) hour period
- b. Failure to provide safe equipment
- c. Failure to provide required documentation in a timely and accurate manner
- d. Failure to report property damage or personal injury
- e. Failure to remove all trash from site and/or sites
- f. Failure to perform scheduled service
- g. Contractor's employees not adhering to uniform/protective clothing requirements

For the purpose of this section, the TPRD 11 may deduct any charges from payments due or to become due to the Contractor. The TPRD 11 shall notify the Contractor in writing of any action to be taken. In the event the Contractor wishes to contest such assessment, he/she must submit their written protest to the Purchasing Manager within five (5) days after receiving such notice for an opportunity to be heard by the TPRD 11 and present its defense to such assessment. The TPRD 11 will notify the Contractor in writing of any action taken with respect to Contractor's claims. The decision of the TPRD 11 will be final.

2.12 Additional Locations/Work

The TPRD 11 reserves the right to add or delete property locations. If the TPRD 11 adds additional sites TPRD 11 and Contractor will negotiate the cost of the additional sites. TPRD 11 shall authorize additional work and/or change of Scope of Work.

2.13 Mowing

The Contractor shall mow all turf area using "finish cut" equipment. "Bush Hogging" will not be accepted. Mowing shall be done carefully as not to tear bark off trees or shrubs, intrude into ground cover beds, damage sodded berms, or cause damage to sprinkler heads, valves, backflow devices, curbs or other facilities. Should damage to any of the above listed occur, the Contractor will be held financially responsible for replacement or repair. Grass clippings or debris caused by mowing shall be removed from adjacent walks, drives, gutters and curbs or surfaces on the same day as mowing. Mowing will not be permitted when weather or conditions will result in damage to turf. **The Contractor shall remove all trash and litter from the entire area prior to initiating any mowing of the turf area.** Upon completion, a mowed area shall be free of clumped grass cuttings and tire tracks or ruts from mowing equipment. Turf shall be cut in a professional manner so as not to scalp turf or leave areas of uncut grass. Care should be taken to prevent discharge of grass clippings onto any paved surfaces such as streets, curbs, gutters, parking lots, and sidewalks and/or onto any adjacent properties. Any material discharged shall be removed immediately prior to proceeding with mowing of other areas. Any papers, cans or bottles cut or broken during mowing/maintenance operations shall be completely removed from the site immediately prior to proceeding with the mowing/maintenance of other sites. Tree droppings (limbs / branches) shall be put curbside and Contractor shall notify Solid Waste of vegetation waste location through the weekly reporting process.

2.14 Grass Height

Grass height shall be maintained to an average of one (1) to two (2) inches. Prior to mowing, the Contractor shall be responsible for the removal of all trash, litter and debris including that, which would be cut or scattered by mowing. Tree droppings (limbs / branches) shall be put curbside and Contractor shall notify Solid Waste of vegetation waste location through the weekly reporting process.

2.15 Trimming

Grass shall be trimmed during, or as an immediate operation following mowing. Trimming may be accomplished by hand power shears or rotary nylon, "fish line" cutting machines. Trimming can be reduced by chemical edging with prior approval of the TPRD 11 representative. Grass shall be trimmed at the same height as adjacent turf is mowed. Areas requiring trimming include, but are not limited to, fences, walls, poles, electrical boxes, tree rings, sprinklers, asphalt edges, plant beds and all other objects as required by designated TPRD 11 representative.

The base around all structures, trees, poles, signs, fences, shall be trimmed. Special care shall be given to trimming around structures, small trees and shrub beds so as not to inflict damage. Trees and plants damaged by trimming shall be replaced at the expense of the Contractor. Selection of replacement plants must be approved by designated TPRD 11 representative prior to planting.

2.16 Edging

Mechanical edging (vertical trimming of all turf edges abutting sidewalks, flush paved surfaces, curbs, drives) will be completed during each mowing. Edging shall be performed to result in neat vertical uniform lines and uniform depths. The designated TPRD 11 Project Manager shall determine the depths and line boundaries. The designated TPRD 11 Project Manager shall determine the areas that require edging. Proper equipment, as determined by TPRD 11 Project Manager, shall be used.

2.17 Plant Growth

All plant growth on paved surfaces, curbs, sidewalks, driveways, cracks, seams, joints, etc. shall be removed during each site visit. Herbicides may be used to reduce undesired weeds.

An appropriate vegetative-free circle shall be maintained around every tree, size shall be determined and approved by designated TPRD 11 Project Manager.

2.18 Weeding

For the purpose of this specification, a weed will be considered as any undesirable or misplaced growth. The Contractor may control chemically or remove by hand all weeds and grass growing in shrubs, ground cover and plant beds each service visit.

2.19 Removal of Plant Material

The Contractor shall remove all dead plant material as a result of inclement weather, fungus or insect infestation from the sites. The Contractor shall notify TPRD 11 Project Manager of all dead plant material removed.

2.20 Chemicals/Herbicides

All personnel involved in the handling and application of chemical herbicides or other regulated materials are to be properly trained, certified, and licensed by the governing authorities.

All legally required State and Local certifications and licenses must be maintained as current during the entire contract term.

Copies of the legally required certifications and licenses shall be provided to TPRD 11 with the RFP response. Any revocation of legally required certification / licensure must be conveyed to TPRD 11 within forty-eight (48) hours of receipt of notification of such.

All chemicals utilized for horticultural purposes must be pre-approved for use by the TPRD 11 Project Manager.

Safety Data Sheets (SDSs) must be provided to the TPRD 11 Project Manager prior to the use of any chemical herbicides.

No "Restricted Use" chemicals shall be purchased or utilized on TPRD 11 properties.

All herbicide applications must be in accordance with manufacturer and label instructions and must additionally consider minimization of environmental impact.

Personal protective equipment required to shield against unintended employee exposure must be supplied by the Contractor and must be utilized as necessary during preparation, application or storage.

Application records must be maintained in accordance with State and Federal regulations. Additionally, copies of all herbicide application records must be submitted to the Project Manager.

Herbicides are to be used strictly in accordance with Agriculture Laws and Regulations.

Do not kill areas wider than four (4) inches.

The use of ground sterilents and granules are prohibited. Only granules such as eptam, rhonstar, etc. can be used in flowerbeds for weed control.

The chemicals used are to be approved by the Department of Agriculture and listed in the Integrated Pest Management Plan.

The use of 2-4-D weed killers or any chemicals containing 2-4-D are prohibited.

The Contractor will in the event of damage, due to improper use or application of the herbicides or chemicals, restore those areas of vegetation or trees, etc. back to an equivalent condition as determined by Project Manager. This will be done at the sole expense of the Contractor.

The Contractor will be responsible for all cost of chemicals or herbicides used for weed control, for the use of edging, and cracks in cement in parking lots, roadway entrances and all other areas where applied.

The Contractor shall spray for weed control in the cracks of cement parking areas and roadway entrances.

The Contractor shall not spray along bayous, in bayous, around bayous.

2.21 Licenses

Contractor shall submit a copy of each of the following with the proposal response:

- a. Landscape Horticulturist License
- b. Louisiana Department of Agriculture & Forestry Commercial Applicator License

2.22 Weekly Reports

Weekly Reports shall be emailed to TPRD 11 (amosely1342@gmail.com) by 7:00 am each Monday.

Weekly reports shall contain the following information:

- Previous week cut locations, date, and time (AM or PM)
- Debris/trash removed from each location
- Cut location condition and/or safety concerns
- Weather issues (previous week)
- Present week projected schedule location, date, and time (AM or PM)

PART III: EVALUATION

All responses received as a result of this RFP are subject to evaluation by the TPRD 11 Evaluation Committee for the purpose of selecting the Proposer with whom the TPRD 11 shall contract.

To evaluate all proposals, a committee whose members have expertise in various areas has been selected. A consensus-based evaluation process shall be used to evaluate responses. This committee will determine which proposals are reasonably susceptible of being selected for award. If required, written or oral discussions may be conducted with any or all of the Proposers to make this determination.

Submittals will be evaluated based on the following general criteria and their respective weights of consideration:

Evaluation Criteria	Possible Points
Technical approach to the project and adequacy to achieve requirements of Scope of Work / Services	0 – 25
Relevant experience and capabilities of Respondent and key personnel assigned to project	0 – 40
Cost	0 – 35
TOTAL POSSIBLE POINTS	0 - 100

The proposal will be evaluated in light of the material and the substantiating evidence presented to the TPRD 11, not on the basis of what may be inferred. Recommendation for award shall be made to the Recreation District No 11 Board Members for the responsible Proposer whose proposal, conforming to the RFP, will be the most advantageous to the TPRD 11, price and other factors considered.

The committee may reject any or all proposals if none is considered in the best interest of the TPRD 11.

PRICE PROPOSAL PAGE

**Service Contract Mowing & Maintenance
For Parks and grounds**

Note: The proposed locations have an estimated thirty-six (36) cuts per year scheduled as submitted and approved by the owner. The T.P.C.G. shall reserve the right to change the quantities / locations and the total of cuts per year.

Location	Cuts	Unit Cost	Extended Cost
Adult Softball Complex-on East Main Street before the Airbase	36		
Barrios Park/Tennis Court Area—in Barrios Subdivision	36		
Don Diamond Babe Ruth/Dixie Youth Baseball Field- Williams Avenue	36		
Dumas Park/Ball Field/Pool Area/Tennis Court Area- Tunnel Blvd	36		
East Houma Football Field- Boundary Road before gym	36		
King Street Park- King Street next to park	36		
King Street Park- on King St in Mechanicville	36		
Mechanicville Park/Softball Field/Basketball Court/Gym Area – Senator Street between park and school	36		
National Guard Baseball Field (between Babe Ruth and National Guard Building)	36		
Tony Cavallo Field (on the Airbase)	36		
West Houma Gym Area / Youth Baseball Field (on Williams Avenue behind gym)	36		
East Houma Gym Area / Pool Area / Tennis Court Area (on Boundary Road)	36		
Voisin Park (second block on Gum Street from New Orleans Boulevard)	36		
Harmon Street Park (at the end of Roussell Street)	36		
Moss Park (198 Scott Lane)	36		
South Side Park (across from the Houma Police Department)	36		
Wright Street Park / Tennis Court Area (on Wright Street)	36		
Glenn Pope Walking Track (on Williams Avenue across the street from Babe Ruth)	36		

TOTAL PROPOSAL PRICE IN NUMBERS: _____

TOTAL PROPOSAL PRICE WRITTEN IN WORDS: _____

I HEREBY acknowledge receipt of the following Addenda: (Enter the number assigned to each of the addenda that the Proposer is acknowledging): _____

NAME OF PROPOSER: _____

NAME OF AUTHORIZED SIGNATORY PROPOSER: *(Printed or Typed)* _____

SIGNATURE OF AUTHORIZED SIGNATORY PROPOSER ** _____

TITLE OF AUTHORIZED SIGNATORY PROPOSER: _____

EMAIL ADDRESS OF PROPOSER: _____

PHONE NUMBER OF PROPOSER: _____

DATE: _____

**AFFIDAVIT
VERIFICATION OF CITIZENSHIP**

BEFORE ME, the undersigned Notary Public, duly qualified in and for the Parish and State aforesaid, personally came and appeared:

(name)

who after being first duly sworn, deposed and said that:

1. I am the _____ of _____.
(title) (company)

2. I swear that _____ is registered and participates in a status verification system
(company)
to verify that all new employees in the state of Louisiana are legal citizens of the United States or are legal aliens.

3. I verify that if _____ is awarded the contract, it shall continue, during the
(company)
term of the contract, to utilize a status verification system to verify the legal status of all new employees in the state of Louisiana.

4. I acknowledge that _____ shall require all subcontractors to
(company)
Submit to _____ a sworn affidavit verifying compliance with Paragraphs (2) and (3) of
(company)
the Affidavit.

Name:
Title:
Company:

Sworn to and subscribed before me at Houma, Louisiana,
on this _____ day of _____ 20_____.

Notary Public

AFFIDAVIT OF NON-COLLUSION

STATE OF _____

PARISH OF _____

_____, Being first duly sworn deposes and says:
that he is _____
(A partner or officer of the firm of, etc.)

The party making the foregoing proposal or Proposal, that such proposal or Proposal is genuine and not conspired, connived or agreed, said Proposers has not colluded, conspired, connived or agreed, directly or indirectly sought by agreement or collusion, or communication conference, with any person, to fix the Proposal price of affiant or of any other Proposers, or to fix any overhead, profit, or cost element of said Proposal price, or of that of any other Proposers, or to secure any advantage against the Terrebonne Parish Government or any other party interested in the proposed Contract; and that statements in said proposal or Proposal are true.

APPEARER FURTHER DECLARES, that he will, in all respects, comply with the public contract laws of the State of Louisiana, including Title 38 of the Louisiana Revised Statutes.

By: _____
Title

Subscribed and sworn to before me this _____ day of __,
2022

Notary Public

INSURANCE

A. INSURANCE: The CONTRACTOR, prior to commencing work, shall provide at his own expense proof of the following insurance coverage required by the contract to TPRD 11 in insurance companies authorized in the State of Louisiana. Insurance is to be placed with insurers with an A.M. Best's rating of no less than A:VI. This requirement will be waived for workers' compensation coverage only for those contractors whose workers' compensation coverage is placed with companies who participate in the State of Louisiana Workers' compensation Assigned Risk Pool or the Louisiana Workers' Compensation Corporation.

a. All notices will name the CONTRACTOR and identify the contract. Insurance coverage specified is to be provided by the CONTRACTOR, and following minimum limits:

i. Workers' Compensation and Employer's Liability coverage shall be in compliance with the Compensation Law of the State of Louisiana. TPRD 11 and the CONTRACTOR mutually agree that it is their intention to recognize TPRD 11 as the statutory employer of the CONTRACTOR's employees (whether direct employees or statutory employees of the CONTRACTOR) when any of the CONTRACTOR's employees are doing work and/or providing service under this agreement.

ii. Commercial General Liability Insurance shall be provided with a combined single limit per occurrence for bodily injury and property damage. This insurance shall include coverage for bodily injury and property damage, and indicate on the Certificate of Insurance which of the seven (7) coverage requirements below are not included in the policy, if any:

1. Premises - Operations;
2. Broad Form Contractual Liability;
3. Products and Completed Operations;
4. Use of Contractors and Subcontractors;
5. Personal Injury;
6. Broad Form Property Damage;
7. Explosion, Collapse, and Underground (XCU) Coverage

Note: On the certification of insurance, under the description of operations, the following wording is required: THE AGGREGATE LOSS LIMIT APPLIES TO EACH PROJECT, or a copy of ISO form CG2503 (Ed. 11-85) shall be submitted.

iii. Business Automobile Liability Insurance with a combined single limit per occurrence for bodily injury and property damage, unless otherwise indicated. This insurance shall include for bodily injury and property damage the following coverage:

1. Any automobile
2. Owned automobiles
3. Hired automobiles
4. Non-owned automobiles

iv. An Umbrella Policy may be used to meet minimum requirements.

v. All property losses shall be made payable to and adjusted with TPRD 11.

vi. All policies of insurance shall be approved by TPRD 11 prior to the inception of any work.

vii. If, at any time any of the said policies shall be or become unsatisfactory to TPRD 11, as to form or substance, or is a company issuing any such policy shall be or become unsatisfactory to TPRD 11, the CONTRACTOR shall promptly obtain a new policy, submit the same to TPRD 11 for approval and submit a certificate thereof as herein above provided. Upon failure of the CONTRACTOR to furnish, deliver and maintain such insurance as above provided, this contract, at the election of TPRD 11, may be forthwith declared suspended, discontinued or terminated. Failure of the CONTRACTOR to take out and/or to maintain or the taking out and/or maintenance of any required insurance shall not relieve the CONTRACTOR from any liability under the contract, nor shall the insurance requirements be construed to conflict with obligations of the CONTRACTOR concerning indemnification.

b. Thirty days prior notice of cancellation shall be given to TPRD 11 by registered mail, return receipt requested, on all of the required coverage provided to TPRD 11. All notices will name the CONTRACTOR and identify the contract number.

B. RISKS AND IDEMNIFICATIONS ASSUMED BY THE CONTRACTOR. Neither the acceptance of the completed work nor payment therefore shall release the CONTRACTOR from his obligations from the insurance requirements or indemnification agreement.

a. If any of the Property and Casualty insurance requirements are not complied with at their renewal dates, payments to the CONTRACTOR will be withheld until those requirements have been met, or at the option of TPRD 11, TPRD 11 may pay the renewal premium and withhold such payments from any monies due the CONTRACTOR.

b. All property losses shall be made payable to and adjusted with TPRD 11.

c. All policies and certificates of insurance shall be approved by TPRD 11 prior to the initiation of any work.

d. If at any time any of the foregoing policies shall be or become unsatisfactory to TPRD 11, as to form or substance, or if a company issuing any such policy shall be or become unsatisfactory to TPRD 11, the CONTRACTOR shall, upon notice to that effect from TPRD 11, promptly obtain a new policy, submit the same to TPRD 11 for approval and submit a certificate thereof as herein above provided. Upon failure of the CONTRACTOR to furnish, deliver and maintain such insurance as above provided, this Contract, at the election of TPRD 11, may be forthwith declared suspended, discontinued or terminated. Failure of the CONTRACTOR to take out and/or maintain or the taking out and/or maintenance of any required insurance, shall not relieve the CONTRACTOR from any liability under the Contract, nor shall the insurance requirements be construed to conflict with or otherwise limit the obligations of the CONTRACTOR concerning indemnification. TPRD 11 reserves the right to require complete, certified copies of all required insurance policies, at any time.

e. **SUBCONTRACTORS** – CONTRACTOR shall include subcontractors as insured under its policies or shall require that subcontractors furnish and evidence separate insurance conforming to the requirements stated herein.

f. **CERTIFICATE OF INSURANCE** - CONTRACTOR shall furnish TPRD 11 with certificates of insurance affecting coverage required by this clause. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates are to be received and approved by TPRD 11 before work commences. TPRD 11 reserves the right to require complete, certified copies of all required insurance policies, at any time.

g. **INSURANCE REQUIREMENTS FOR CONTRACTORS** - CONTRACTOR shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the CONTRACTOR, his agents, representatives, employees, or subcontractors. The cost of such insurance shall be included in CONTRACTOR's proposal.

C. MINIMUM SCOPE OF INSURANCE: Coverage shall be at least as broad as:

a. COVERAGE:

i. Insurance Services Office form number GL0002 (ED. 1/73) covering Comprehensive General Liability and Insurance Services Office form number GL0404 covering Broad form Comprehensive General Liability; or Insurance Services Office Commercial General Liability coverage ("occurrence form CG001"). "Claims Made" form is unacceptable. The "occurrence form" shall not have "sunset clause".

ii. Insurance Services Office form number CA0001 (Ed. 1/.78), covering Automobile Liability and endorsement CA0025 or CA001 12 90. The policy shall provide coverage for any auto or owned, hired, and non-owned coverage. If an automobile is to be utilized in the execution of this contract, and the CONTRACTOR does not own the vehicle, then proof of hired and non-owned coverage is sufficient.

iii. Workers' Compensation insurance as required by the Labor Code of the State of Louisiana, including Employers Liability insurance.

b. MINIMUM LIMITS OF INSURANCE: CONTRACTOR shall maintain limits no less than:

i. Commercial General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage (or higher limits depending on size of contract).

ii. Automobile Liability: \$500,000 combined single limit per accident, for bodily injury and property damage.

iii. Workers' Compensation and Employer's Liability: Workers' Compensation and Employer's Liability limits as required by the Labor Code of the State of Louisiana, with a minimum Employer's Liability limit of \$1,000,000 for work over water or involving maritime exposure.

c. DEDUCTIBLES AND SELF-INSURED RETENTIONS - Any deductibles or self-insured retention must be declared to and approved by the TPRD 11. At the option of the TPRD 11, either: The insurer shall reduce or eliminate such deductibles or self-insured retention as respects TPRD 11, its officers, officials, employees and volunteers; or the CONTRACTOR shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

d. OTHER INSURANCE PROVISIONS: The policies are to contain, or be endorsed to contain, the following provisions:

i. General Liability and Automobile Liability Coverage

1. TPRD 11, its officers, officials, employees, boards and commissions and volunteers are to be added as "additional insured" as respects liability arising out of activities performed by or on behalf of the CONTRACTOR; products and completed operations of the CONTRACTOR, premises owned, occupied or used by the CONTRACTOR. The coverage shall contain no special limitations on the scope of protection afforded to TPRD 11, its officers, officials, employees or volunteers. It is understood that the business auto policy under "Who is an insured" automatically provides liability coverage in favor of TPRD 11.

2. Any failure to comply with reporting provisions of the policy shall not affect coverage provided to TPRD 11, its officers, officials, employees, boards and commissions or volunteers.

3. The CONTRACTOR's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

ii. Workers' Compensation and Employer's Liability Coverage - The insurer shall agree to waive all rights of subrogation against TPRD 11, its officers, officials, employees and volunteers for losses arising from work performed by the CONTRACTOR for TPRD 11.

iii. All Coverage - Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, cancelled unless thirty (36) days prior written notice by certified mail, return receipt requested, has been given to TPRD 11.

e. ACCEPTABILITY OF INSURERS - Insurance is to be placed with insurers with A.M. BEST'S RATING OF NO LESS THAN A:VI. This requirement will be waived for workers' compensation coverage only for those contractors whose workers' compensation coverage is placed with companies who participate in the State of Louisiana Workers' Compensation Corporation Assigned Risk Pool or Louisiana Workers' Compensation Corporation.

f. VERIFICATION OF COVERAGE - CONTRACTOR shall furnish TPRD 11 with certificates of insurance effecting coverage required. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates are to be approved by TPRD 11 before work commences. TPRD 11 reserves the right to require complete, certified copies of all required insurance policies, at any time.

g. SUBCONTRACTORS - CONTRACTOR shall include all subcontractors as insured under its policies or shall furnish separate certificates for each subcontractor. All coverage for subcontractors shall be subject to all of the requirements stated herein.

D. TPRD 11 and CONTRACTOR intend that any policies in response to paragraph C.a.ii. shall protect all of the parties insured and provide primary coverage for all losses and damages caused by the perils covered thereby. Accordingly, all such policies shall contain provisions to the effect that in the event of payment of any loss or damage the insurer will have no rights of recovery against any of the parties named as insured or additional insured.

INDEMNIFICATION AGREEMENT

_____ agrees to defend, indemnify, save and hold
Contractor/Subcontractor/Lessee/Supplier

harmless the Terrebonne Parish Recreation District No 11 their officers, , elected officials, agents, servants and employees, including volunteers (Indemnified Parties”) from and against any and all claims, demands, expense and liability arising out of injury or death to any person or the damage, loss or destruction of any property which may occur or in any way arise out of the _____ as provided herein, except those claims, Contractor/Subcontractor/Lessee/Supplier

demands and/or causes of action arising out of the negligence of the Indemnified Parties or their officers, agents, elected officials, servants and employees. _____ agrees to investigate, handle and respond to any Contractor, Subcontractor, Lessee, Supplier

such lawsuit at its sole expense, including any expenses associated with the enforcement of this indemnity provision, and agrees to bear all costs and expenses related hereto, even if it (claims, etc) is groundless, false or fraudulent.

Accepted By: _____

Company Name

Authorized Signature

Title

Date Accepted

Is Insurance Certificate Attached? _____

Purpose of Contract: _____

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

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 an 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 Form to Report Lobbying," 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 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.

The Contractor, _____, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. Chap. 38, Administrative Remedies for False Claims and Statements, apply to this certification and disclosure, if any.

Signature of Contractor's Authorized Official Name and

Title of Contractor's Authorized Official

Date