



TERREBONNE PARISH
CONSOLIDATED GOVERNMENT

P.O. BOX 2768 • HOUMA, LOUISIANA 70361
985-868-5050 • WWW.TPCG.ORG



June 16, 2023

Emailed to vendors, posted on CAH and TPCG sites

RE: ADDENDA No. 1 – #23-CATERING-36 Dining Facilities and Catering in Support of
Emergency Operations

TO ALL PROPOSERS:

This letter and the attached pages shall be considered Addenda # 1 for the above referenced
Request for Proposals.

- **Please replace pages 15, 24, 29 and 30 with the original proposal documents and add the Insurance requirements to the end of the proposal packet.**

Reminder: Written evidence of the person signing the proposal shall be submitted at the time of submission.

If you should have any questions concerning this matter, please contact me at (985) 873-6821.

Sincerely,

A handwritten signature in blue ink that reads "Sharon Ellis".

Sharon Ellis, Purchasing/Warehouse Manager
Terrebonne Parish Consolidated Government

cc: Parish Administration
Kandace Mauldin, Chief Financial Officer
Earl Eues, OEP Director
Council Reading File
Purchasing In-house Files

All responses received as a result of this RFP are subject to evaluation by the TPCG Evaluation Committee for the purpose of selecting the Proposer with whom the TPCG 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 an 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:

- Financial Capacity 0-10 Points
- Knowledge of FEMA Regulations 0-5 Points
- Qualifications, Experience of Proposer 0-15 Points
- Qualifications, Experience of Project Team, Project Manager
Key Personnel and Resources and Availability 0-15 Points
- Approach, Understanding and Response 0-5 Points
- Operational Understanding and Approach 0-10 Points
- Price Proposal 0-40 Points
- Total Points 100 Points

Written recommendation for award shall be made to the Parish President for the responsible Proposer whose proposal, conforming to the RFP, will be the most advantageous to the TPCG, price and other factors considered.

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

2.24 Best and Final Offers (BAFO)

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

The written invitation will not obligate the TPCG to a commitment to enter into a contract.

2.25 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 TPCG'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 TPCG may negotiate with the next most advantageous responsible Proposer.

PART III: EVALUATION

The evaluation committee shall assign points to its evaluation of each Proposal as follows:

Financial Capacity	0-10 Points
Knowledge of FEMA Regulations	0-5 Points
Qualifications, Experience of Proposer	0-15 Points
Qualifications, Experience of Project Team, Project Manager	
Key Personnel and Resources and Availability	0-15 Points
Approach, Understanding and Response	0-5 Points
Operational Understanding and Approach	0-10 Points
Price Proposal	0-40 Points
Total Points	0-100

The proposal will be evaluated in light of the material and the substantiating evidence presented to the TPCG, not on the basis of what may be inferred.

The scores for the Financial and Technical Proposals will be combined to determine the overall score. The Proposer with the highest overall score will be recommended for award.

3.1 Financial Proposal

Prices proposed by the Proposers shall be submitted and prices proposed shall be firm.

The information provided in response to this section will be used in the Financial Evaluation to calculate the lowest evaluated cost.

3.2 Technical Proposal

The following criteria are of importance and relevance to the evaluation of this RFP and will be used by the Evaluation Committee in the evaluation of the technical proposal. Such factors may include but are not limited to:

- Financial Capability
- Knowledge of FEMA regulations
- Approach, Understanding, and Response
- Operational Understanding and Approach
- Qualifications, Experience of Proposer
- Qualifications, Experience of Project Team, Project Manager, Key Personnel and Resources and Availability

OFFICIAL PROPOSAL FORM
PROPOSAL # 23-CATERING-36 Dining Facilities and Catering
in Support of Emergency Operations

Pricing is based on (3) 1-1/2 portions meals per person per day including beverages for meals prepared and/or distributed out of a TPCG Facility, if available.

Item	Tier	Pricing
1	100 to 200	
2	201 to 400	
3	401 to 700	
4	701 to 1000	
5	1001 to 1500	
6	Mobilization	
7	Demobilization	

Proposers must acknowledge all addenda. The proposer acknowledges receipt of the following
ADDENDA: (Enter the number assigned to each addendum on the following line)

_____.

SUBMITTED BY: _____

PROPOSER: _____

SIGNED: _____

NAME (PRINT): _____

TITLE: _____

ADDRESS: _____

OFFICIAL PROPOSAL FORM (Continued)

CITY / STATE: _____

TELEPHONE: (____) _____

FAX: (____) _____

EMAIL ADDRESS: _____

**** Signature Authorization. *(Required)* Written evidence of the person signing the proposal shall be submitted at the time of submission.**

Attachment

INSURANCE REQUIREMENTS

TERREBONNE PARISH CONSOLIDATED GOVERNMENT MINIMUM INSURANCE REQUIREMENT FOR CONTRACTORS (OTHER THAN NEW CONSTRUCTION OR RENOVATIONS)

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 the bid. TPCG (Terrebonne Parish Consolidated Government)

A. MINIMUM SCOPE OF INSURANCE

Coverage shall be at least as broad as:

1. 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 a "sunset clause".
2. Insurance Services Office form number CA0001 (Ed.1/78) covering Automobile Liability and endorsement CA0025 or CA0001 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 vendor/contractor does not own a vehicle, then proof of hired and non-owned coverage is sufficient.
3. 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:

1. Commercial General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage Commercial General Liability Form CG 00 01, or pre-approved equivalent. Minimal acceptable limit: \$1,000,000 per occurrence; \$2,000,000 general aggregate; \$2,000,000 products/completed operations aggregate; including
 - a. Product Liability coverage if selling food or goods, and
 - b. Liquor Liability coverage if selling, serving or furnishing alcohol;(or higher limits depending on size of contract).
1. Automobile Liability: \$500,000 combined single limit per accident, for bodily injury and property damage.
2. Workers' Compensation and Employers Liability: Workers' Compensation limits as required by the Labor Code of the State of Louisiana and Employers Liability coverage. Exception: Employers Liability limit is to be \$1,000,000 when work is to be over water and involves maritime exposure.

C. DEDUCTIBLES AND SELF-INSURED RETENTIONS

ANY DEDUCTIBLES OR SELF-INSURED RETENTIONS MUST BE DECLARED TO AND APPROVED BY TPCG. At the option of TPCG, either: The insurer shall reduce or eliminate such deductibles or self-insured retention's as respects TPCG, 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.

1. General Liability and Automobile Liability Coverage

- a. TPCG, 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 TPCG, 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 TPCG.
- b. Any failure to comply with reporting provisions of the policy shall not affect coverage provided to TPCG, its officers, officials, employees, Boards and commissions or volunteers.
- c. 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.

2. Workers' Compensation and Employer's Liability Coverage

The insurer shall agree to waive all rights of subrogation against TPCG, its officers, officials, employees and volunteers for losses arising from work performed by the Contractor for TPCG. Terrebonne Parish Consolidated Government and Contractor mutually agree that it is their intention to recognize Terrebonne Parish Consolidated Government 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.

3. All Coverage's

Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, cancelled thirty (30) days prior written notice by certified mail, return receipt requested, has been given to TPCG.

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' Assigned Risk Pool or Louisiana Workers' Compensation Corporation.

F. VERIFICATION OF COVERAGE

Contractor shall furnish TPCG 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 RECEIVED AND APPROVED BY TPCG BEFORE WORK COMMENCES. TPCG reserves the right to require complete, certified copies of all required complete, certified copies of all required insurance policies, at any time.

G. SUBCONTRACTORS

Contractor shall include all subcontractors as insureds under its policies or shall furnish separate certificates for each subcontractor. All coverage's for subcontractors shall be subject to all of the requirements stated herein.