



**ST. JOHN THE BAPTIST PARISH
PURCHASING & PROCUREMENT DEPARTMENT
1801 W. Airline Highway
LaPlace, LA 70068**

**REQUEST FOR PROPOSALS (RFP)
Interim Meter Reading Services**

Proposal No. RFP-2018-06

Closing Date: September 19, 2018 @ 2:45 P.M. CST

SUBMITTALS

Submittals are due on or before the exact closing date and time. Submittals received after the exact closing date and time will NOT be considered. If hand delivering, please allow enough time for travel and parking to submit by the closing date and time. The response (including copies) must be submitted in a sealed envelope or package clearly marked with the Company's name and address, and "RFP – Interim Meter Reading Services".

Publish:

L'Observateur:

August 25, 2018

August 29, 2018

September 1, 2018

September 5, 2018

FOR QUESTIONS OR COMMENTS REGARDING THIS RFP, PLEASE CONTACT:

Jean Stewart, Purchasing and Procurement Department

Phone: (985) 652-9569

[E-mail: j.stewart@stjohn-la.gov](mailto:j.stewart@stjohn-la.gov)

QUESTIONS AND COMMENTS MUST BE SUBMITTED NO LATER THAN 3:00 P.M. September 14, 2018

This page, signed by an authorized officer of your Company, must accompany your packet as the cover page.

I, the undersigned, having carefully examined the Request for Proposals, propose to furnish services in accordance therewith as set forth in the attached proposal.

I hereby certify that this proposal is genuine and not a sham or collusive proposal, or made in the interests or on behalf of any person not therein named; and I have not directly or indirectly induced or solicited any Contractor or supplier on the above work to put in a sham proposal or any person or corporation to refrain from submitting a proposal; and that I have not in any manner sought by collusion to secure to myself an advantage over any other contractor(s) or person(s).

In order to induce the Parish to consider this proposal, the Company irrevocably waives any existing rights which it may have, by contract or otherwise, to require another person or corporation to refrain from submitting a proposal to or performing work or providing supplies to St. John the Baptist Parish, and Company further promises that it will not in the future directly or indirectly induce or solicit any person or corporation to refrain from submitting a bid or proposal to or from performing work or providing supplies to St. John the Baptist Parish.

Please type or print legibly information below.

Proposer hereby acknowledges receipt of the Solicitation and agrees to Terms and Conditions set forth in this RFP.

PROPOSER INFORMATION

Firm Name: _____

Address: _____ City/State/Zip: _____

Phone No.: _____ Fax No.: _____

AUTHORIZATION TO PROPOSE (must be signed):

By: _____
Signature Offer Date Printed Name

EMAIL ADDRESS: _____

Primary Contact Person (If other than above):

Name: _____ Phone No: _____ Fax No: _____

Title: _____ E-mail Address: _____

If this proposal is being submitted on behalf of an agent/broker, please complete section below:

Submitted on behalf of: _____

Phone No: _____ Fax No: _____

E-mail Address: _____

REQUEST FOR PROPOSALS
Interim Meter Reading Services

BACKGROUND

St. John the Baptist Parish (herein referred to as “the Parish”) hereby issues a Request for Proposals (RFP) for qualified companies (herein referred to as “Company”) to provide the Parish with interim meter reading services to support the Utilities Department in effectively reading approximately 17,217 water meters in the Parish. The Company must have the capability to perform the tasks described in the Scope of Work. The Parish is an Equal Opportunity Employer and we encourage all small, minority and women business enterprises to apply.

The RFP package includes the following:

- 1) Required Signature Page for Proposals
- 2) General Terms and Conditions
- 3) E-Verify Affidavit
- 4) Past Criminal Convictions of Bidders Attestation
- 5) Non-Solicitation and Unemployment Affidavit
- 6) Debarment & Suspension certification (Sam.gov)
- 7) Corporate Resolution (If Applicable)
- 8) Exhibit A – Scope of Work
- 9) Exhibit B – Pricing Schedule
- 10) Exhibit C – Selection/Scoring Criteria

GENERAL TERMS AND CONDITIONS

1.0 RFP Process

- 1.1 This RFP is subject to all applicable state and local laws, including the Louisiana Code of Governmental Ethics.
- 1.2 RFP’s, associated documents and addenda may be obtained from the Department of Purchasing and Procurement at 1801 W. Airline Hwy., LaPlace, LA 70068 or by downloading from the Parish’s website at www.sjbparish.com or Central Bidding at www.centralbidding.com
- 1.3 Written addenda to the RFP may be issued to provide clarification, corrections, or to answer questions. It is the Contractor’s responsibility to periodically check either with Jean Stewart in the Department of Purchasing and Procurement, parish website, or Central Bidding for addenda that may be issued to implement changes or clarifications to the RFP, prior to due date. **Checking the parish website is HIGHLY recommended**
- 1.4 The Parish reserves the right to request additional information to clarify proposals. The Parish shall determine the appropriate means of clarification: telephone, e-mail, letter, or oral interviews.
- 1.5 Questions and comments regarding this Proposal must be submitted **in writing** to St. John the Baptist Parish, Purchasing & Procurement Department, **ATTN: Jean Stewart, 1801 W. Airline Highway, LaPlace, LA 70068**; or by e-mail to j.stewart@stjohn-la.gov.

2.0 Submission of Proposal

2.1 Proposals shall be addressed to the St. John the Baptist Parish Council and delivered to the receptionist at the Parish President's Office in the Percy Hebert Building, 1801 West Airline Hwy., LaPlace, LA not later than **2:45 P.M. (CDT) on Wednesday, September 19, 2018.** **Proposal package shall be clearly marked "RFP – Interim Meter Reading Services."** Proposals may be electronically submitted on www.centralbidding.com.

2.2 Each Company shall provide a submittal package based on the designated point evaluation scoring criteria. The submittal shall provide clear and sufficient information to enable the selection committee to evaluate the responsiveness and quality of the proposal. **The Selection/Scoring Criteria (Exhibit C)** will be used to evaluate all proposals received. Failure to provide all required information with the exception of scope of work that does not pertain to your Company, including the "Required Signature Page for Proposals", shall be cause for rejection of the submittal as non-responsive.

2.3 Company shall **submit an original, six (6) copies, and one (1) redacted copy of proposal by the date and time specified. Original should be clearly marked and must be accompanied by an electronic file containing the entire Proposal.** The redacted copy is for compliance with the Louisiana Public Records Act and to protect privileged or trade information. Failure to submit the required number of copies may result in a finding of non-conformance.

2.4 The Parish will not be responsible for submissions forwarded through the U.S. Postal Service or any delivery service if lost in transit at any time before the due date, or if hand-delivered to the incorrect location.

2.5 Proposals submitted by facsimile (FAX) or e-mail will not be accepted. Any proposal received after **2:45 P.M. (CST) on Wednesday, September 19, 2018** will be deemed unresponsive and will be returned to Company unopened.

2.6 The Company shall provide written responses to the following requests in the same order as requests are stated. The Company shall address the following requests with sufficient detail to allow the Parish to understand how your company would fulfill the Parish's needs.

Include copies of:

- Insurance Requirements as specified in Section 9.0
- A current, fully executed Taxpayer Identification Number (W-9 form)

3.0 Opening

Proposals will be opened on **Wednesday, September 19, 2018 at 3:00 P.M. (CST)** in the Joel S. McTopy Chambers of the Percy Hebert Building, 1801 W. Airline Highway, LaPlace, LA 70068.

4.0 Public Disclosure

It is understood and agreed upon by the Company that the Parish has the right to withhold all information regarding this procurement until after contract award, including but not limited to: the number received; competitive technical information; competitive price information; and the Parish's evaluation concerns about competing proposals. Information releasable after award is subject to the disclosure requirements of the Louisiana Public Records Act. Company specifically

waives any claims against Parish related to the disclosure of any materials if made under a public records request.

5.0 Parish Commitment

- 5.1 Parish shall have the right to reject or accept any Proposal or offer, or any part thereof (i.e., any component of any proposed solution) for any reason whatsoever and to accept other than the lowest offer, at its sole discretion.
- 5.2 This RFP does not commit the Parish to award, nor does it commit the Parish to pay any costs incurred in the submission of the Proposal, or in making necessary studies or designs for the preparation thereof, nor procure or contract for services or supplies. Further, no reimbursable cost may be incurred in anticipation of a contract award.
- 5.3 The Parish reserves the right to terminate this RFP at any time prior to contract execution.
- 5.4 No prior, current, or post-award verbal conversation or agreement(s) with any officer, agent, or employee of the Parish shall affect or modify any terms or obligations of this RFP, or any contract resulting from this procurement.
- 5.5 The Parish reserves the right to revise any part of the RFP by issuing an addendum at any time in accordance with relevant Louisiana Revised Statutes. Issuance of this RFP in no way constitutes a commitment by the Parish to award a contract. The Parish reserves the right to accept or reject, in whole or part, all Proposals submitted, and/or cancel this announcement if it is determined to be in the Parish's best interest. All materials submitted in response to this announcement become the property of the Parish, and selection or rejection of a submittal does not affect this right.

6.0 Late, Modified, or Withdrawn Proposals

- 6.1 Any proposal received after the exact time specified for receipt will not be considered.
- 6.2 No modification of a proposal, except a modification resulting from the Parish's request for "best and final offer," will be accepted.
- 6.3 No Company may withdraw his/her proposal within forty-five (45) days after the actual date of opening thereof.

7.0 Evaluation and Selection

- 7.1 Objective - The purpose is to evaluate all proposals with the ultimate interest of entering into an agreement with the Company determined to be most advantageous to the Parish, price and other factors considered.
- 7.2 Evaluation - A Source Selection Committee is appointed by the Parish President for the purpose of evaluating qualifications and proposals received in response to an RFP. The Committee will evaluate proposals submitted by qualified Companies on the basis of the guidelines set forth in the RFP. The Parish reserves the right to request additional information and clarification of any information submitted.

Evaluation criteria have been established to determine which Company will best contribute to the overall goals of the Parish. These criteria are detailed in **Exhibit C** (Selection/Scoring Criteria) which is attached hereto and made a part hereof.

The Source Selection Committee will determine if interviews are necessary as part of its evaluation process.

7.3 Recommendation and Selection - The Parish Administration will present its recommendation to St. John the Baptist Parish Council for award. As part of the negotiation process, the Parish reserves the right to negotiate with the successful Company. The award will be made to the most responsible firm or team whose proposal is determined in writing to be most advantageous to the Parish, based on the scoring criteria set forth in this document. The Parish also reserves the right to reject any and all proposals.

8.0 Term

The Contract shall be for a minimum of a one (1) year beginning from the execution date of the agreement. This agreement may be renewed for up to one (1) year by four (4) month increments by mutual written concurrence of both parties and subject to approval of St. John the Baptist Parish Council.

9.0 Insurance

Companies shall obtain, pay for and keep in force, at their own expense, minimum insurance effective in all localities where Companies may perform the work hereunder, with such carriers as shall be acceptable to Council:

A. **Statutory Workman's Compensation** covering all state and local requirements and Employer's Liability Insurance covering all persons employed by Companies in connection with this agreement.

The limits for "A" above shall be not less than:

1. Employer's liability limits of \$1,000,000/\$1,000,000/\$1,000,000
2. No excluded classes of owners/officers or employees shall be allowed on Council's premises.

WAIVER OF SUBROGATION in favor of St. John the Baptist Parish Council should be indicated on certificate.

B. **Commercial General Liability**, including:

1. Contractual liability assumed by this agreement
2. Owner's and Contractor's Protective Liability (if Contractor is a General Contractor) may be required.
3. Personal and advertising liability
4. Completed operations
5. Medical payments

The limits for "B" above shall not be less than:

1. \$1,000,000 each occurrence limit
2. \$2,000,000 general aggregate limit
3. \$1,000,000 products/completed operations aggregate limit
4. \$1,000,000 personal and advertising injury limit
5. \$50,000 fire damage limit
6. \$5,000 medical expense limit (desirable but not mandatory)

St. John the Baptist Parish Council will be NAMED as additional insured and WAIVER OF SUBROGATION in favor of St. John the Baptist Parish Council should be indicated on certificate.

Some contracts may require Protection and Indemnity coverage. This should be verified with Insurance Department/Legal Dept.

- C. **Comprehensive Automobile Liability** covering all owned, hired and other non-owned vehicles of the Company.
- D. The limits for "C" above shall not be less than:
\$1,000,000 CSL

St. John the Baptist Parish Council will be NAMED as additional insured and WAIVER OF SUBROGATION in favor of St. John the Baptist Parish Council should be included on certificate.

- E. **Professional Liability Insurance** covering the Wrongful Acts of those professional firms and individuals performing services for St. John the Baptist Parish. Certain classifications of service providers will be required to provide evidence of Professional Liability Insurance. Examples of these providers include but are not limited to: Professional Engineers, Architects, Land Surveyors, Attorneys, and IT Consultants.

The limits for "D" above shall not be less than:
\$1,000,000 CSL

WAIVER OF SUBROGATION in favor of St. John the Baptist Parish Council shall be included on the Certificate.

OTHER SPECIFIC COVERAGE RELATED TO THE TASK BEING PERFORMED MAY BE REQUIRED.

All required insurance certificates shall be submitted to the Director of Purchasing & Procurement prior to commencement of work. Companies shall maintain insurance in full force and effect during the entire period of performance of work. All policies must have a

thirty (30) day non-cancellation clause giving the Parish thirty (30) days prior written notice in the event a policy is changed or canceled.

10.0 Submittals Required upon Provisional Award

Failure to provide the following documentation within the time period specified may be cause for the provisional award to be voided and the submittal to be rejected as non-responsive:

- Insurance Requirements as specified in Section 9.0, if not currently on file
- A current, fully executed Taxpayer Identification Number (W-9 form)
- A current St. John the Baptist Parish Occupational License, if applicable.
- Copy of Secretary of State's Annual Report

11.0 Invoices

Certified itemized invoices to the Parish for the payment of these services shall be submitted to the Accounts Payable Department by the 10th day of each month.

12.0 Hold Harmless

To the fullest extent permitted by law, Company shall indemnify, hold harmless, and defend the Parish and all of its Agents and Employees, from and against all claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from performance of the work, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the work itself) including loss of use resulting therefrom, but only to the extent caused in whole or in part by negligent acts or omissions of Company.

13.0 Non-assignability

No Company shall assign any interest in this contract by assignment, transfer, or novation, without prior written consent of the Parish. This provision shall not be construed to prohibit the contractor from assigning his 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 Parish.

14.0 Exclusions

Pursuant to Louisiana Revised Statute 38:2227, Company must certify that he has not been convicted of or has not entered into a plea of guilty or nolo contendere to public bribery, corrupt influencing, extortion, money laundering or their equivalent Federal crimes. Company must further certify that he has not been convicted of or has not entered into a plea of guilty or nolo contendere to theft, identify theft, theft of a business record, false accounting, issuing worthless checks, bank fraud, forgery, contractors' misapplication of payments, malfeasance in office, or their equivalent Federal crimes within the five years prior to submitting the proposal.

15.0 Disclosure

Company must disclose whether it provides services or pays commissions to any employee or elected official of St. John the Baptist Parish. If so, company must disclose to whom services are provided and/or commissions are paid. Both positive and negative responses must be submitted.

16.0 Completion Forms

Company shall be responsible for obtaining the proper signatures on completion forms. A list of authorized signers will be provided to Company prior to beginning work on the contract.

E-VERIFY AFFIDAVIT

STATE OF LOUISIANA

PARISH OF _____

BEFORE ME, the undersigned Notary Public PERSONALLY CAME AND APPEARED,

I, _____, the owner/authorized representative of

Company/Individual/Legal Entity Name

who hereby personally and as the authorized representative of the above identified legal person executes this affidavit, as the undersigned Company verification of its current and future compliance with L.S.A. R.S. 38:2212.10, stating affirmatively that it and each individual, firm or corporation associated with it and engaged in the physical performance of services in the State of Louisiana, under a contract with St. John the Baptist Parish has registered with, is participating in, and shall continue to participate in a federal work authorization program designated as such under the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, as amended, which is operated by the United States Department of Homeland Security, known as the "E-Verify" program. The Company hereby verifies the legal status of all existing and new employees in the State of Louisiana by attesting herein that each is a citizen of the United States or legal aliens as defined by now effective immigration laws of the United States of America.

Company shall not assign this Contract or any monies due or to become due hereunder or subcontract any part of the Work without the prior written consent of St. John the Baptist Parish.

Company verifies that the Company will collect an affidavit in this form from any approved subcontractor and forward a copy to: St. John the Baptist Parish, 1801 West Airline Hwy, LaPlace, Louisiana 70068, no later than five business days of contracting with its subcontractor; however, in no instance shall the affidavit be received after commencement of work by the subcontractor.

Signature of Authorized Signatory

Date E-Verify ID Assigned

Printed Name of Signatory

E-Verify ID

Title of Authorized Signatory

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE DAY OF _____, 20____

Notary Signature

Printed Notary Name: _____

Notary/Bar Roll Number: _____

My Commission is For/Expires: _____

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

STATE OF LOUISIANA

PARISH OF _____

BEFORE ME, the undersigned Notary Public PERSONALLY CAME AND APPEARED,

I, _____, (Appearer) the owner/authorized representative of

Company / Individual / Legal Entity Name

Appearer, as a Bidder on the herein named Project, does hereby attest that:

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

- (a) Public bribery (R.S. 14:118)
- (b) Corrupt influencing (R.S. 14:120)
- (c) Extortion (R.S. 14:66)
- (d) Money laundering (R.S. 14:230)

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

- (a) Theft (R.S. 14:67)
- (b) Identity Theft (R.S. 14:67.16)
- (c) Theft of a business record (R.S. 14:67.20)
- (d) False accounting (R.S. 14:70)
- (e) Contractor’s misapplication of payments (R.S. 14:202)
- (f) Bank fraud (R.S. 14:71.1)
- (g) Forgery (R.S. 14:72)
- (h) Issuing worthless checks (R.S.14:71)
- (i) Malfeasance in office (R.S. 14:134)

Name of Bidder

Signature of Authorized Signatory of Bidder

Project Name/Number

Title of Authorized Signatory

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

Notary Signature

Printed Notary Name: _____ Notary/Bar Roll Number: _____

My Commission is for/expires: _____

**ST. JOHN THE BAPTIST PARISH
NON-SOLICITATION AND UNEMPLOYMENT AFFIDAVIT**
(Pursuant to La. R.S. 38:2224 and La. R.S. 23:1726(B))

STATE OF _____

PARISH/COUNTY OF _____

Before me, the undersigned authority, came and appeared,

I, _____, the owner/authorized representative of

_____, who, being first duly sworn, deposed and state that I personally
Company/Individual/Legal Entity Name

and as an authorized representative of the above identified legal person executes this continuing affidavit stating that neither the above named Company nor a person acting on its behalf, either directly or indirectly, employed, paid, nor promised any gift, consideration or commission to any person or legal entity to procure or assist in procuring this public contract, other than persons regularly employed by Company whose services were in the regular course of their duties for Company in connection with the construction, alteration or demolition of a public building or project.

The above named Company, if awarded, continually affirms that no part of the contract price received by the Company was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly employed by the affiant whose services were in the regular course of their duties for the Company.

The above named Company hereby attests and certifies that it does not have any unpaid assessment or penalty levied against it regarding unemployment compensation and currently does and will continue to properly classify each employee.

<p>_____ Signature of Authorized Signatory</p> <p>_____ Printed Name of Signatory</p> <p>_____ Title of Authorized Signatory</p> <p>_____ Project Name/Number</p>	<p>SUBSCRIBED AND SWORN BEFORE ME ON THIS</p> <p>_____ DAY OF _____ 2018.</p> <p>_____ Notary Signature</p> <p>Printed Notary Name: _____</p> <p>Notary/Bar Roll Number: _____</p> <p>My Commission is for/expires on: _____</p>
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Certification Regarding

**Debarment, Suspension, and Other Responsibility
Matters Primary Covered Transactions**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 13 CFR Part 145. The regulations were published as Part VII of the May 26, 1988 *Federal Register* (pages 19160-19211). Copies of the regulations are available from local offices of the U.S. Small Business Administration.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

- (1) The prospective primary participant certifies to the best of its knowledge and belief that it and its principals:
 - (a) Are not presently debarred, suspended, proposed for disbarment, declared ineligible, or Voluntarily excluded from covered transactions by any Federal department or agency;
 - (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local Terminated for cause of default.
- (2) Where the Prospective primary participant is unable to certify to any of the statements in this Certification, such prospective primary participant shall attach an explanation to this proposal

Business Name: _____

Date _____ By _____

Name and Title of Authorized Representative

Signature of Authorized Representative



INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the Prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is submitted for assistance in obtaining a copy of those regulations (13 CFR Part 145).
6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered transaction, provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the ineligibility of its principals. Each participant may, but is not required to check the Non-Procurement List
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

CORPORATE RESOLUTION

A meeting of the Board of Directors of _____

A corporation organized under the laws of the State of _____

And domiciled _____ was held this ____ day of _____, 20__ and was attended by a quorum of the members of the Board of Directors.

The following resolution was offered, duly seconded and, after discussion, was unanimously adopted by said quorum:

BE IT RESOLVED, that _____ is hereby authorized to submit bid proposals and execute agreements on behalf of this corporation with the **Parish of St. John the Baptist** for the construction of public improvements for the **Parish of St. John the Baptist** and/or any City with the **Parish of St. John the Baptist**.

BE IT FURTHER RESOLVED that said authorization and appointment shall remain in full force and effect, unless revoked by resolution of this Board of Directors and that said revocation will not take effect until the Purchasing Agency of the Parish of St. John the Baptist, shall have been furnished a copy of said resolution, duly certified.

I, _____ hereby certify that I am the Secretary of _____ a corporation created under the laws of the State of _____ domiciled in _____; that the foregoing is a true and exact copy of a resolution adopted by a quorum of the Board of Directors of said corporation at a meeting called and held on the _____ day of _____, 20__, as said resolution appears of record in the Official minutes of the Board of Directors in my possession this _____ day of _____, 20__.

Secretary

EXHIBIT A
SCOPE OF WORK

The Parish provides potable water and wastewater collection services to areas within the limits of St. John the Baptist Parish. Water usage is recorded monthly in order to bill the Parish's customers. At this time, the Parish has approximately 17,217 water meters that need to be read on a monthly basis. The current drive by system has begun to fail (battery life), requiring a majority of meters to be read manually.

The Parish's long-term objective is to increase operational efficiencies in meter reading accuracy and the process by which water meters are read. The Parish is currently in the process of evaluating a meter replacement program that will convert all meters to an Advanced Metering Infrastructure (AMI) system. As a result, the quantity listed is the current estimate, which is subject to change as the Parish adds or removes meters and converts meters to the new system over the term of the Contract.

The Parish reserves the right, before awarding the contract, to require a Company to submit evidence of qualifications and other clarifying information as the Parish may deem necessary, and to consider any evidence available of financial, technical and other qualifications and capabilities, including performance experience with past and present customers. The Parish may require financial statements for the last two (2) fiscal years as certified by an independent Certified Public Accountant. Do not submit these documents unless requested.

The Company shall provide meter reading services to the Parish within the specifications listed herein.

METER READING REQUIREMENTS

Company will read each meter once per month with at least 99.8% accuracy (i.e., no more than two (2) missed or incorrect meter reads per 1,000 meters). Company will re-read missed or incorrect reads within one (1) business day. A penalty of \$10.00 per error will be applied against the Company's invoice for each missed or incorrect read in excess of two (2) errors per 1,000 meters. Meter readings will be documented by hand on hard copy paper documentation and turned in to the Utilities Department the next morning following a day of reads for data entry into the Parish's billing system.

Alternate Requirement (Alt 1): Parish equipment (laptop) will be provided with cycle information loaded and paper printouts of cycle meters. The Parish is currently utilizing Masterlink Vehicle Reading System/RF Data Collection as the collection software. Company will be responsible for reading each meter and inputting data into laptop daily. Laptop will be provided to the Billing Department at the end of each cycle schedule for processing.

METER READ IN-FIELD VALIDATION

In the field, Company will validate questionable reads for the following conditions:

- Previous Read greater than Current Read
- Current Read too high/too low, compared with Prior Read - possible leak or broken meter

CYCLE/ROUTE SYSTEM AND SCHEDULE

The Parish currently consists of 6 Cycles, each Cycle is broken into smaller Routes. The current meter reading schedule consists of approximately 22 read days each month and is listed on the next page. The Parish’s Billing Manager may increase or decrease the number of routes read per day in order to, for example, recover days lost to holidays or improve route efficiency. Route changes requested by the Company must be approved by the Billing Manager.

Billing Cycles

Cycle	Total Meters	Allowable Read Days	Monthly Read Dates	Bill Due Dates
01 – Reserve	2911	4	1st week	5th of next month
02 – Laplace (Old Hwy 51, Old Riverlands, Park Place, River Forest, Laplace Park)	3447	4	1st/2nd week	10th of next month
07 – Laplace (Cambridge, Belle Pointe, US Hwy 51)	4175	5	2nd/3rd week	20th of next month
03 – Laplace (Belle Terre, Riverlands, Carrollwood)	4069	5	3rd/4th week	25th of next month
05 – Garyville/Mt Airy	1115	2	4th week	2 nd to last business day of next month
06 – Westbank (including Pleasure Bend)	1500	2	4th week	Last business day of next month
Total	17217	22		

Company will ensure internal control by rotating meter readers. For control purposes, meter readers are not to read the same routes more than three times in succession.

Upon the Parish’s issuance of a notice to proceed, the successful Company will have thirty (30) calendar days to become familiar with Parish routes and operating procedures before commencing the reading of the meters. Exceptions may be granted if mutually agreed to by the Company and the Billing Manager.

NORMAL HOURS OF WORK

Company’s normal hours of operation will be between the hours of 7:30 AM and 5:00 PM, Monday through Friday. Exceptions to this schedule are to be approved by the Billing Manager. Company will submit a list of Holidays observed by Company with this RFP.

METER CONDITIONS

Company will maintain meter boxes for manually read meters clear of soil or debris to a depth of 1” below the register. Company will properly close and seat all meter box covers and/or meter caps. Company will report all meter box or meter conditions that impose an impediment to meter reading. Meter registers below the bottom of the box will be corrected by the Utilities Department. All mechanical repairs to the meter boxes will be the responsibility of the Utilities Department. Company will not attempt repairs of any kind.

COMPANY'S RESPONSIBILITIES

- I. **Hiring and Training:** Company will provide trained personnel to complete necessary work and will ensure that its employees have the necessary skills, knowledge, training, and experience to perform meter reading accurately and safely so as not to injure or endanger the Utilities Department, its employees or any third party.
- II. **Supervision:** Company will provide supervision of all company personnel. Problems encountered in the field that could result in reading schedule delays will be coordinated through the Billing Manager. Company will provide the Utilities Department with a list of supervisory personnel assigned to this project and will provide cellular telephone numbers for contact purposes. Supervisors will respond to Utilities Department Personnel within thirty (30) minutes during normal working hours.
- III. **Qualifications of the Company/Staff:** Company is responsible for submitting a description and history of the company focusing on previous governmental/private industry meter reading experience.
 - Company must have performed a minimum of five (5) projects over 5,000 meters during the past five years. Only experience as a prime company will be considered.
 - Provide at least Three (3) references for which the firm has performed services within the past five (5) years that are similar to the requirements in the Scope of Work. Provide the reference contact name, address, e-mail address and telephone numbers and date of the contract.
 - Provide an organizational chart, resumes, and summary of staff qualifications. Key project staff (management staff including, but not limited to, project manager, etc.) must be full-time employees of the proposing company and have direct, relevant experience while working for the Company.
- IV. **Project Understanding:** Company is responsible for Providing a description of the company technical approach to the project, scheduling, read procedures, accuracy assurance, efficiency, data delivery, and data management. Provide under separate cover the company's training manual.
- V. **Cost Proposal:** Each Company must complete and submit the Pricing Schedule included herein as **Exhibit B**
- VI. **Employee Identification:** Company is responsible for ensuring that its employees have proper identification at all times.
 - **Badge** – Each employee must have an identification badge with employee photo that is required to be worn in the field at all times.
 - **Uniform** – Company employees are required to wear a uniform subject to approval by the Utilities Department. Meter readers must wear the approved uniform while in the field. The cleaning of uniforms will be the responsibility of the Company. Employees will maintain a neat and clean appearance while providing meter reading services. Torn, worn or soiled uniforms

will not be worn while performing responsibilities under the Contract. The Utilities Department reserves the right to inspect uniforms and require the Company to replace them if soiled or damaged. The Company is responsible for providing appropriate safety equipment, to include reflective vests.

- **Driver's License** – Company is responsible for ensuring that its employees have a valid Louisiana driver's license when driving a motor vehicle and performing the meter reading services.

- VII. Transportation:** Company is responsible for providing transportation for its employees. Company vehicles will be maintained by the Company, have a clean appearance and be mechanically sound. Company vehicles should include appropriate identification approved by the Utilities Department clearly indicating their use for meter reading for the Utilities Department.
- VIII. Supplies:** Company will furnish materials and supplies necessary to complete the Scope or Work.
- IX. Substance Abuse:** Company employees are prohibited from consumption or being under the influence of alcohol or illegal substances during work hours. Company employees are also prohibited from smoking while on the property of any Utilities customer or in or near Parish buildings.
- X. Customer Relations:** Company is responsible for ensuring that all customers and their property are treated in a courteous and professional manner.
- XI. Health and Safety:** Company will be liable for the health and safety of Company's employees while performing services for the Utilities Department.
- XII. Damage to Public or Private Property:** Company will be required to exercise extreme care to safeguard all Utilities facilities, site amenities, irrigation systems, vehicles, etc. on or around the job site. Damage to public and/or private property will be the responsibility of the Company and repaired and/or replaced at no cost to the Utilities Department.
- XIII. No Guarantee of quantities:** The Parish does not guarantee quantity or services in the Scope of Work. Therefore, the Company shall provide all materials, labor, and equipment, whether specified or not, to complete the work. The quantities of items or extent of Scope of work are estimated values. In the event a greater or lesser quantity is required, the Parish reserves the right to increase or decrease said values in accordance with the pricing Schedule.
- XIV. Audit Records:** The Company affirmatively acknowledges and agrees that pursuant to any ensuring contract, successful Company shall:
- Maintain adequate books of account with respect to its services. In accordance with Generally Accepted Accounting Principles (GAAP) in a form and method acceptable to the Parish.
 - Company shall permit Parish's agents from time to time, within forty-eight (48) hours written notice, to inspect, copy and audit during Company's normal business office hours, the books and records pertaining to the services provided under this agreement.

- Parish's right to audit, inspect, and make copies of Proposer's records shall be at the sole expense of the Parish.
- Periodic and/or Annual Reports may be requested by the Parish and the Proposer within a minimum of ten (10) days written notice; prepare and/or produce a report of the results of operations, as it pertains to any ensuring agreement, in the previous fiscal year prepared in accordance with Generally Accepted Accounting Principles (GAAP).
- The report must be prepared and certified by an independent certified public accounting firm. (For purposes of said agreement, each "fiscal year" begins on January 1 and ends on December 31 of the same calendar year.)

XV. Record Retention: The company shall maintain all records in relation to the contract for a period of at least three (3) years after completion of the work that has been performed.

XVI. Record Ownership: The company acknowledges and agrees that all records, reports, documents, or other materials developed or resulting from this RFP shall be the sole property of the Parish and shall be returned to the Parish by the company upon request at expiration or earlier termination of the contract agreement.

XVII. Contract Administrator: The Utilities Department will designate a Contract Administrator (Billing Manager) whose principal duties will be:

- Liaison with Company
- Coordinate and approve all work under the Contract
- Resolve any disputes
- Monitor consistency and quality of Company's performance
- Schedule and conduct Company performance evaluations and document findings
- Review and approve for payment all invoices for work performed
- Provide all available reports detailing read accuracy and route details

**EXHIBIT B
PRICING SCHEDULE**

The Company does hereby offer to perform services on behalf of the Parish, of the type and quality and conditions set forth in the Request for Proposals Documents at the rates hereinafter set forth:

Base Proposal

The Company shall list all costs associated with performing the services required on the Proposal Form. Proposer must provide firm, fixed, pricing. The Company shall thoroughly fill out the form or will be deemed “unresponsive.” It shall be the sole responsibility of the Company to review all sections of this proposal, visit the sites of the work, and fully inform themselves as to all conditions and matters, which can in any way affect the work or the cost thereof. In no way shall the company, after submitting proposal, seek an adjustment or change order as a result of not being able to comply with the applicable federal, state and/or local laws, rules, regulations, ordinances, and/or codes. Prices quoted will be firm for the term of the Contract and any extension that may occur. No cost increases will be accepted.

Alternate 1

Parish equipment (laptop) will be provided with cycle information loaded and paper printouts of cycle meters. The Parish is currently utilizing Masterlink Vehicle Reading System/RF Data Collection as the collection software. Company will be responsible for reading each meter and inputting data into laptop daily. Laptop will be provided to the Billing Department at the end of each cycle schedule for processing.

TOTAL FEE

	Position	Unit	Quantity Per Month	Total Cost Per Month
1	Manual Meter Reading “Paper” System with Vehicle	Per Meter	17,217	\$ _____
2	Manual Reread “Paper” System with Vehicle	Per Meter	10	\$ _____
Alt 1	Alternate 1			
	Manual Meter Reading “Paper” System with Vehicle including electronic data entry utilizing Parish equipment	Per Meter	17,217	\$ _____

Notes:

- Per meter rates are based on per attempt
- Rates are based on the Company providing presentable, mechanically sound, well identifiable vehicles for the purposes of this contract
- Rates are based on both residential and commercial metering applications being “blended” and read concurrently within the same routing/route sequencing format
- Rates include all applicable taxes

**EXHIBIT C
EVALUATION/SCORING CRITERIA**

The Parish may select any or all of the proposals that best contribute to the overall functioning of the Parish. The following criteria and corresponding point system will be utilized to evaluate all respondents. The award will be made to the firm which scores the highest number of points and whose costs are deemed reasonable for similar work.

CRITERIA	MAXIMUM POINTS
<u>Qualifications and Experience</u>	0-20 pts
<ul style="list-style-type: none"> • Number of years performing meter reading services • Number of similar projects/clients successfully completed • Discussion of past projects of a similar nature to those desired by the Parish • Contractor’s reputation, based on submitted references • Licenses, certification and training of employees 	
<u>Past Performance</u>	0-20 pts
<ul style="list-style-type: none"> • Quality of work and special capabilities to accomplish work based on references 	
<u>Current Work Load</u>	0-10 pts
<ul style="list-style-type: none"> • Capacity to successfully manage Parish requests • Number and size of projects currently under contract 	
<u>Project Understanding</u>	0-20pts
<ul style="list-style-type: none"> • Understanding of overall needs • Start-up procedures • Proposed methodology • Data management and delivery 	
<u>Pricing</u>	0-30 pts
<ul style="list-style-type: none"> • Proposal shall include pricing for all work as designated in Exhibit B • Pricing will be evaluated for reasonableness and the best overall value for the Parish • Also included shall be any other pricing options that the Company may deem to be a more beneficial method of completing required tasks for the Parish. • The proposer with the lowest cost shall receive the highest cost evaluation score. Other proposers will receive a cost score computed as follows: $CS = (LPC/PC * X)$ <ul style="list-style-type: none"> • CS = Computed cost score for Proposer • LPC = Lowest proposed cost of all Proposers • PC = Proposer's cost 	

X = 30% of the total number of points assigned

TOTAL _____

TOTAL MAXIMUM POINTS

100