



**ST. JOHN THE BAPTIST PARISH
PURCHASING & PROCUREMENT DEPARTMENT
1811 W. Airline Highway
LaPlace, LA 70068**

**REQUEST FOR PROPOSALS (RFP):
Armed Security Services**

Proposal No. RFP-2019-02

Closing Date: October 23, 2019 @ 2:45 p.m. CDT

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 Contractor's name and address, and "RFP – Armed Security Services".

Publish:

L'Observateur:

September 14, 2019
September 18, 2019
September 21, 2019
September 25, 2019
September 28, 2019

**FOR FURTHER INFORMATION CONCERNING 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. Wednesday, October 16, 2019

REQUIRED SIGNATURE PAGE FOR PROPOSALS

This page, signed by an authorized officer of your Company, must accompany your proposal 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 RFP 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

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

Armed Security Services

BACKGROUND

St. John the Baptist Parish is seeking qualified and experienced contractors to provide Armed Security Service (five (5) days a week) on a daytime schedule or as needed for special events, and in situations where emergency events require Armed Security Services, for the following Locations: St. John the Baptist Parish Government Complex, Arcuri Center and the Garyville Service Center. The Parish is an Equal Opportunity Employer and we encourage all small, minority and women-owned business enterprises to apply.

The Contractor will demonstrate skills and experience in providing Armed Security Services necessary to complete the said service in accordance with the terms of this RFP and any resulting contract. The Parish shall be notified of all individuals and/or Sub-Contractor, who propose to work on any portion of the project on a continual basis.

The RFP package includes the following:

- 1) Required Signature Page for Proposals
- 2) General Terms and Conditions
- 3) Past Criminal Convictions of Bidders Attestation
- 4) Non-Solicitation and Unemployment Affidavit
- 5) Corporate Resolution, (If Applicable) or Certificate of Authority
- 6) Debarment & Suspension Certification (Sam.gov)
- 7) Louisiana Secretary of State Good Standing Report
- 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 1811 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 the 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, 1811 W.**

Airline Highway, LaPlace, LA 70068 or via e-mail to j.stewart@stjohn-la.gov or j.gauthier@stjohn-la.gov no later than Wednesday, October 16, 2019.

2.0 Submission of Proposal

- 2.1 Proposals shall be addressed to St. John the Baptist Parish and delivered to the receptionist located in the St. John the Baptist Government Complex, 1811 West Airline Hwy., LaPlace, LA no later than **2:45 P.M. (CDT) on Wednesday, October 23, 2019. Proposal package must be submitted in a sealed envelope or package clearly marked with the Contractor's name and address, and "RFP-Armed Security Services".**
- 2.2 Each Contractor 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, **including the "Required Signature Page for Proposals"**, Corporate Resolution or Certificate of Authority shall be cause for rejection of the submittal as non-responsive.
- 2.3 Contractor 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 finding of non-responsive.
- 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 submission opening, 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. (CDT) on Wednesday, October 23, 2019** will be deemed non-responsive and will be returned to Contractor unopened.

3.0 Mandatory Pre-Proposal Conference

A Mandatory pre-proposal conference is scheduled for all interested Contractors on Wednesday, **October 09, 2019 starting promptly at 10:00 A.M.** in the St. John The Baptist Government Complex Council Chambers, located at 1811 W. Airline Hwy., Laplace, LA 70068. **Any persons attempting to enter the meeting after 10:00 A.M. sharp, will not be allowed to attend the meeting or submit a proposal.** Questions regarding the proposal will be addressed at the meeting and in an addendum. Requests for clarification related to definition or interpretation of this RFP shall be made in writing to St. John the Baptist Parish, Purchasing & Procurement Department, **ATTN: Jean Stewart, 1811 W. Airline Highway, LaPlace, LA. 70068** or via email to j.stewart@stjohn-la.gov or j.gauthier@stjohn-la.gov. **Contractors must attend pre-proposal conference to submit proposals.**

4.0 Opening

Proposals will be opened publicly at **3:00 P.M. (CDT) on Wednesday, October 23, 2019** in the St. John Government Complex Council Chambers, 1811 W. Airline Highway, LaPlace, LA 70068.

5.0 Public Disclosure

It is understood and agreed upon by the Contractor(s) in submitting a proposal 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. Contractor(s) specifically waives any claims against Parish related to the disclosure of any materials if made under a public records request.

6.0 Parish Commitment

6.1 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.

6.2 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 costs may be incurred in anticipation of a contract award.

6.3 The Parish reserves the right to terminate this RFP at any time prior to contract execution.

6.4 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.

6.5 The Parish reserves the right to revise any part of the RFP by issuing an addendum to the RFP 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.

7.0 Late, Modified, or Withdrawn Proposals

7.1 Any proposal received after the exact time specified for receipt will not be considered.

7.2 No modification of a proposal, except a modification resulting from the Parish's request for "best and final offer," will be accepted.

7.3 No Contractor may withdraw his/her proposal within forty-five (45) days after the actual date of opening thereof.

8.0 Evaluation and Selection

8.1 Objective - The purpose is to evaluate all proposals with the ultimate interest of entering into an agreement with Contractor(s) determined to be most advantageous to the Parish, price and other factors considered.

8.2 Evaluation – A Source Selection Committee is appointed by the Parish President for evaluating qualifications and proposals received in response to an RFP. The Committee will evaluate proposals submitted by qualified Contractor(s) based on the guidelines set forth in

the RFP, The Parish reserves the right to request additional information and clarification of any information submitted.

8.3 Evaluation criteria has been established to determine which Contractor(s) 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.

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

8.5 The Recommendation and Selection – Parish Administration will present a 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 Contractor(s). This award will be made to the most responsible firm(s) 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.

9.0 Terms

This **Agreement** shall begin on the date referenced herein and terminate **three (3) years thereafter**, which extends beyond the current term of office. This **Agreement** may be renewed for two (2) additional one (1) year terms, subject to approval by St. John the Baptist Parish Council.

10.0 Insurance

Contractor(s) shall obtain, pay for and keep in force, at its own expense, minimum insurance effective in all localities where Contractor 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 Contractor(s) in connection with this agreement.

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

1. Employer's liability limits of \$100,000/\$500,000/\$100,000
2. Some contracts may require USL&H or maritime coverage. This should be verified with Insurance Department/Legal Dept.
3. 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. \$500,000 each occurrence limit
2. \$1,000,000 general aggregate limit other than products – completed operations
3. \$500,000 products/completed operations aggregate limit
4. \$500,000 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 Contractor.

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

1. \$15,000/\$30,000BI/\$25,000 PD

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.

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. Contractor 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.

A current, fully executed Taxpayer Identification Number (W-9 form) to be maintained with the state.

A current St. John the Baptist Parish Occupational License is to be maintained. Yearly, a copy of such license shall be provided to the Director of Purchasing and Procurement.

11.0 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 10.0, 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)

12.0 Invoices

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

13.0 Hold Harmless

To the fullest extent permitted by law, Contractor shall indemnify, hold harmless, and defend the Parish Council 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.

14.0 Non-assignability

No Contractor 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.

15.0 Exclusions

Pursuant to Louisiana Revised Statute 38:2227, Contractor 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. Contractor 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 (5) years prior to submitting the proposal.

16.0 Disclosure

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

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 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: _____

**SAINT 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

Contractor/Individual/Legal Entity Name

who, being first duly sworn, deposed and state that I personally and as an authorized representative of the above identified legal person executes this continuing affidavit stating that neither the above named Contractor 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 Contractor whose services were in the regular course of their duties for Contractor in connection with the construction, alteration or demolition of a public building or project.

The above named Contractor, if awarded, continually affirms that no part of the contract price received by Contractor 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 Contractor.

The above named Contractor 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.

Contractor verifies that Contractor will collect an affidavit in this form from any approved subcontractor and forward a copy to: Saint John the Baptist Parish, 1811 West Airline Hwy, LaPlace, Louisiana 70068, no later than five business days after contracting with its subcontractor; however, in no instance shall the affidavit be received after commencement of work by the subcontractor.

<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 _____ 2019.</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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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 **St. John the Baptist
Parish** to conduct business and/or perform services for **St. John the Baptist Parish**.

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 St. John the Baptist Parish, 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

END OF SECTION

CERTIFICATE OF AUTHORITY

I attest that I am the sole member and manager of _____ and
Company Name

that in my capacity as manager, I _____ am authorized
Authorized Representative

under the state of Louisiana to conduct all negotiations, bidding, concerns and transactions with **St. John the Baptist Parish Council** or any of its agencies, departments, employees or agents, including but not limited to the execution of all bids, proposals, papers, documents, affidavits, bonds, sureties, contracts, purchase orders, and notices issued pursuant to the provision of any such bid or contracts for said company.

Domicile Address:

Phone No: _____

<p>_____ Signature of Authorized Signatory</p> <p>_____ Printed Name of Signatory</p> <p>_____ Title of Authorized Signatory</p> <p>_____</p>	<p>SUBSCRIBED AND SWORN BEFORE ME ON THIS _____ DAY OF _____ 2019.</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 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 covered 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
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 fore cause or default.

EXHIBIT A

Scope of Work

The intent of this request for proposals and resulting contract is to obtain the best Armed Security Services for the Parish. This includes all management, supervision, labor, workmanship, and transportation necessary to perform and complete the work at the designated locations as per the "Scope of Work." The Contractor shall furnish four (4) reliable and experienced Armed Security Guards.

The Contractor shall have five (5) years of satisfactory experience in furnishing armed, uniformed, security services in a comparable facility (e.g. commercial building, etc.). Contractor shall submit at least three (3) **written** customer references for similar services within the last two (2) years. Contractor shall supply the number of available employees for this contract.

The Contractor shall address the following requests with sufficient detail to allow the Parish to understand how the Contractor would fulfill the Parish's needs.

Qualifications and Experience:

I. Successful Contractor must ensure all Security Guards meet and perform the following requirements during regular daily service (7:30 A.M. – 5:00 P.M.):

1. Provide documentation of six (6) months of Security Guard experience.
2. Observe and Enforce Ordinance 19-06 – "Prohibiting the possession, use and/or discharge of weapons and are firearms in Parish-owned buildings", with the exception of weapons worn by Armed Security Guards, Sheriff's Deputies and Public Safety Director or designees.
3. Observe and enforce the Ordinance 19-03 - "No Smoking within 50 ft. of entry to Parish buildings".
4. Maintain a high level of visibility at all times as a deterrent.
5. Interact with all visitors in a respectful, courteous and dignified manner.
6. Greet and consult unescorted visitors who may be in unauthorized areas.
7. Direct all Media personnel to the Receptionist's Desk.
8. Operate the weapons screening X-ray machine and use hand-held wands as prompted by the walk-through metal detector.
9. Confiscate contraband and/or weapons discovered during a search or screening and notify the Sheriff's office and Public Safety Director or designee.
10. Report threatening situations to local authorities by calling 911, and the Public Safety Director or designee.
11. Observe and report any unusual or suspicious activities to Public Safety Director or designee.
12. Report any elevator malfunctions or fire panel alarms to Capital Projects Administrator
13. Ensure that incident reports (Provided by Parish) and other written documentation requests are forwarded to Public Safety Director or designee.
14. Secure all doors and access points around the perimeter of the building at the beginning and end of shift.
15. Secure all outside doors, check stairwells and public restrooms at the beginning and end of each shift to deter loitering and ensure all visitors have exited the building by close of business.
16. Remain at post for the entire duration of shift with the exception of breaks and lunch.

17. In the event an Armed Security Guard is unable to perform his/her duties due to illness, injury, or other reasons, the Contractor shall provide a replacement Armed Security Guard within a half hour (1/2) from the time the post is vacated.
18. Contractor shall respond to emergency service requests within one (1) hour and respond to non-emergency service requests as soon as possible or no later than the following day. Contractor shall be capable of responding to all service requests within the specified timelines
19. Contractor's Armed Security Guards and other agents or representatives of Contractor **shall not:**
 - a. Lock or unlock public entrances outside of hours described unless authorized by the Security Guard Supervisor or the Capital Projects Administrator or designee.
 - b. Sit on desks, Counter tops, tables, or rest fee on desk tops or open desk drawers.
 - c. Security Guards under the influence of alcohol, marijuana, or illegal drugs while on duty will be dismissed and guard shall not be reassigned to any Parish facility.
 - d. Converse privately with acquaintances or personal visitors while on duty. Armed Security Guards shall utilize their breaks and lunch periods for such interactions.
 - e. Use cell phones or other devices to take photos or recordings while on duty. Parish property recordings and posting on social media of any kind (photo, audio or video) are strictly prohibited. Usage of personal telephones are limited to business or personal emergencies.
 - f. Read books, magazines or newspapers while on duty.
 - g. Accept any gifts or gratuities from Parish staff or visitors.
 - h. Occupy their vehicles while on duty.

The Parish has the right to decline the Contractor's placement of Armed Security Guards whom the Parish may deem to be unsuitable for the assignment.

II. Uniforms and Equipment

1. Security guards are to be dressed in appropriate uniforms that comply with the "name and patch" requirements of the State of Louisiana Security Enforcement Officer. Uniforms are to be neat, clean, pressed, and lint free. Uniforms are to include dress or leather work shoes that are clean, in good condition and color coordinated with the uniform. The Contractor shall provide uniform attire for employees. No tennis or athletic shoes are permitted.
2. Uniforms must bear one (1) patch or emblem depicting Contractor business name.
3. Uniforms must include a badge that is unique to the Contractor.
4. Uniforms must include a name tag and photo I.D. of the Contractor's employee.

Supervision of Work

- Contractor is responsible for providing adequate supervision to assure competent and satisfactory performance of the services required under this contract. Contractor shall notify **Public Safety Director** or designee in writing of any special comments on guard services needed.

III. Complaints

- Complaints about services may be cause for termination of any agreement for Security Guard services. The Parish believes that the key to good service relationships is to seek constant informal feedback by asking.
- Complaints will be put in writing and forwarded (by the location) to the **Public Safety Director or designee** and will note the dates and locations where the service was unacceptable or did not meet the terms and conditions of this agreement.
- Copies of complaints will be immediately forwarded to the Contractor for response. Responses to complaints about failing to meet contract specification must include a plan to correct and make sure the problem does not recur.

IV. Holidays

- The Parish will not require Security Service on holidays observed by the Parish:

New Year's Eve	Memorial Day	Thanksgiving Day
New Year's Day	Independence Day	Day After Thanksgiving
Martin Luther King Day	Labor Day	Christmas Eve
Mardi Gras Day	All Saints Day	Christmas Day
Good Friday	Veteran's Day	

V. Requirements and Specifications

To ensure the safety of government employees and property for Armed Security Services, the proposed Contractor's employees shall submit to a seven (7) year, statewide criminal background check, as arranged by and at the cost of the employer. Results of these background checks shall be submitted to the Public Safety Director or designee no later than thirty (30) days from the date of execution of the contract and within 3-5 business days of hiring new employees.

VI. Regulatory Requirements:

The proposed Contractor shall comply with all applicable federal, state, and local laws, ordinances, rules, and regulations pertaining to the performance of the work specified herein. Ignorance on the part of the proposed Contractor shall not, in any way, relieve the Contractor from responsibility for compliance with said laws and regulations or any of the provisions of these documents.

The proposed Contractor shall hold all licenses, permits, and certifications as may be required by federal, state, and local laws, ordinances, rules, and regulations for the proper execution and completion of the work specified herein. **Copies shall be provided to the Parish with proposal submission.**

The proposed Contractor shall remain in compliance with local, state and federal regulations governed by Louisiana Private Contract Security Companies and rules (L.R.S. 37:3270-3299)

VII. Work Completion:

At completion of the work shift, the Security Guards shall leave written notice of any irregularities noted during servicing.

**EXHIBIT B
Pricing Schedule**

The undersigned does hereby offer to perform services on behalf of the Parish, of the type and quality and conditions set forth in the RFP Documents, at the rates (expressed in figures) hereinafter set forth:

Pursuant to and in compliance with the Advertisement for Proposals and the Specifications relating to:

PROJECT NAME: Armed Security Services.

RFP Number: RFP-2019-02

Including Addenda Numbers (if any), _____ the undersigned, carefully reviewed the specifications and expected performance, including furnishing any and all services, labor, materials, and to complete said work for the following monthly sum:

Area	Address	Rate Per Hour
St. John the Baptist Parish Government Complex - Two (2) Security Guards	1811 W. Airline Hwy, Laplace, LA 70068	\$
Acuri Center - One (1) Security Guard	1020 Cambridge Drive, Laplace, LA 70068	\$
Garyville Service Center - One (1) Security Guard	492 Historic Main, Garyville, LA 70051	\$
Total		\$

Alternate Pricing (During Emergencies)
Rate per Hour
\$

IF OTHER RATES ARE APPLICABLE, CONTRACTOR SHALL ATTACH A SEPARATE SHEET ITEMIZING ALL OTHER PERSONNEL AND LABOR RATES.

ALTERNATE AWARD EVALUATION: The Parish reserves the right to award the RFP in total, by groups of items, by individual items or any combination of these in which the Parish deems to be in its best interest.

EXHIBIT C
Selection/Scoring Criteria

St. John the Baptist Parish may select any or all of the proposals that best contribute to the overall functioning of the Parish. All proposals will be evaluated by applying a set of evaluation criteria and awarding points to each proposal.

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
Qualifications and Experience	0-30 pts
<ul style="list-style-type: none"> • Qualifications of key staff to perform work • Experience in performing like or comparable work 	
Past Performance	0-30 pts
<ul style="list-style-type: none"> • Quality of work and special capabilities to accomplish work • Coordination and cooperation with Parish and others • References 	
Pricing	0-40 pts
<p>The proposer with the lowest cost shall receive the highest cost evaluation score. Other proposers will receive a cost score computed as follows: $CS = (LPC/PC * X)$ Where: CS = Computed cost score for Proposer LPC = Lowest proposed cost of all Proposers PC = Proposer's cost</p>	
X = 30% of the total number of points assigned	Maximum of (30) Points
TOTAL MAXIMUM POINTS	100 PTS