

**NOTICE  
REQUEST FOR PROPOSALS  
LIKE-KIND EXCHANGE OF SERVICES  
FOR FIBER OPTIC REPAIR & MAINTENANCE  
July 15, 2024**

Tangipahoa Parish Government is requesting fProposals (RFP) from qualified firms to provide a contract for a LIKE-KIND EXCHANGE OF SERVICES FOR FIBER OPTIC REPAIR & MAINTENANCE for Parish installed and owned subsurface fiber along Highway 51 in Tangipahoa Parish. The successful respondent will receive the use of the necessary fiber infrastructure as approved by the owner. The Parish's Standard Terms and Conditions are incorporated herein and must comply with local and state standards. The Parish will select the successful Proposer that offers the best value to the Parish based on the evaluation criteria and its final ranking.. Information regarding the scope of work, expected services, and proposal rating point system may be obtained from Tangipahoa Parish, Donna Domiano, Purchasing Agent at (985) 748-3211, or at [ddomiano@tangipahoa.org](mailto:ddomiano@tangipahoa.org).

Tangipahoa Parish Government reserved the right to reject or accept any proposals or waive any irregularities in any proposals deemed to be in the best interest. The Tangipahoa Parish Government is an Equal Opportunity employer. All replies shall be received only via postal mail or delivered to the Tangipahoa Parish Annex Building in Amite no later than 3:00 P.M. on July 15, 2024, and shall be addressed to:

Tangipahoa Parish Government  
Donna Domiano, Purchasing Agent  
Accounting and Grants Management  
206 E. Mulberry Street/P. O. Box 215  
Amite, La. 70422.

Tangipahoa Parish Government is an Equal Opportunity Employer.

Donna Domiano  
Purchasing Agent

PLEASE PUBLISH  
DAILY STAR JUNE 25, 2024

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Tangipahoa Parish Government

**REQUEST FOR COMPETITIVE (RFP)  
PROPOSALS FOR  
LIKE-KIND EXCHANGE OF SERVICES  
FOR FIBER OPTIC REPAIR &  
MAINTENANCE**

**Issued: 06/25/2024**

**PROPOSALS DUE: 7/15/2024**

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## **TABLE OF CONTENTS**

### **REQUEST FOR PROPOSALS**

1. OVERVIEW
2. SCOPE OF SERVICES
3. INSTRUCTION TO PROPOSERS
4. INQUIRIES AND OTHER INFORMATION
5. ADDENDA
6. PROPOSAL SUBMITTAL
7. AWARD AND EXECUTION OF CONTRACT
8. SPECIAL PROVISIONS AND REQUIREMENTS, if applicable

**ATTACHMENT A – Worker’s Compensation/EEO Certification**

**ATTACHMENT B – Experience**

**ATTACHMENT C – Safety Information**

**ATTACHMENT D - Vendor Information Questionnaire**

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## 1. OVERVIEW

Tangipahoa Parish Government (the Owner), is requesting Proposals (RFPs) from qualified firms to provide a contract for a **Like-kind Exchange of Services for Fiber Optic Repair & Maintenance** for Parish installed and owned subsurface fiber along Highway 51 in Tangipahoa Parish. The successful respondent will receive the use of the necessary fiber infrastructure as approved by the owner. The Parish's Standard Terms and Conditions are incorporated herein and must comply with local and state standards. The Parish will select the successful Proposer that offers the best value to the Parish based on the evaluation criteria and its final ranking.

It is the express intent of the Parish, that each Proposal be comprehensive, prepared in good faith, and in full compliance with applicable laws, rules, regulations, standards, and ordinances. Acceptance of any Proposal is expressly conditioned upon approval of Tangipahoa Parish Government.

## 2. SCOPE OF SERVICES

The scope of work for this contract includes, but is not limited to, the provision of Fiber Optic Repair, & Maintenance from Parish-provided information.

The successful Proposer will perform an annual fiber inspection on the entire fiber plant, perform routine and after-hours repair and maintenance including, but not limited to, responding to emergency calls, *fiber removal/replacement, and respond to any locate requests through the 811 system.*

**Contract Time:** The initial Contract term will begin on the Contract Effective Date established in the Notice of Contract approval and will extend until December 31, 2027. The Owner may renew the Contract for two (2) additional periods of 365 calendar days. In the event the Owner decides to renew the Contract, it will issue a Notice of Contract Renewal for execution by the Contractor.

Before submitting a Proposal, the Proposer shall carefully examine any parish owner-provided documents, site of the proposed work, soils, and other conditions that may affect the performance of the work to satisfy the proposer as to character, quality, and quantities of the work to be performed and materials to be furnished. Submission of a Proposal shall indicate that Proposer has complied with these requirements. If during the preparation of the Proposal, the Proposer discovers any suspected discrepancies or errors, the Proposer must immediately notify the Authorized Owner Contact Person **in writing** of the suspected discrepancy or error. Failure to provide written notice of any suspected discrepancies or errors may be cause for rejection of the Proposal.

### ROUTINE MAINTENANCE

Perform routine maintenance at the request of the Parish project contact person or his/her designee. Coordinate and schedule any routine maintenance and required scheduled fiber network outages, in accordance with industry standards per project, with the Parish contact person or his/her designee. Routine maintenance will consist of Power Company transfer and reroute requests, repairs of cut fiber, structure rehabilitation, underground relocation requests, road projects, building moves, and other routine maintenance items.

### EMERGENCY MAINTENANCE

Respond to emergency maintenance calls from the Parish contact person or his/her designee. Provide personnel twenty-four hours a day, seven days a week, and three hundred sixty-five days a year (24/7/365) for Emergency Restoral Call-outs. Response time will be within two (2)

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hours of the initial call- out. The successful Proponent will make reasonable efforts to repair any failure, interruption or impairment in the operation of the Fiber within four (4) hours. The Parish of Tangipahoa will make available an after-hour call-out list of employees available to assist on matters such as building and termination panel access. The Contractor will maintain an inventory stock of materials and equipment resources including, but not limited to, poles, single-mode fiber, and multi-mode fiber in various counts and strands necessary to respond to emergency maintenance requests.

#### FIBER OPTIC DOCUMENTATION

Any updates to fiber routes, patching, attachments, etc., will be updated by the Contractor on existing Parish fiber documentation within 30 days after the completion of an installation or maintenance activity.

#### PERFORMANCE EXPECTATIONS

The following performance items are expected to ensure compliance with contract expectations:

- Tag all fiber with Parish label during breaks, repairs, and audits. Labels are required at each pole location and underground area.
- Meet the scheduled inspection timeline and the timely submission of reports and updated Parish Fiber documents.
- Report and correct all fiber plant emergency issues within a specified 24-hour window.
- Provide Parish with an emergency contact number that can be answered/7 days a week.
- Respond to and restore fiber connectivity during routine and emergency fiber outages.
- The Proposer maintains a sufficient level of materials to facilitate restoring service in emergency outages within required response times.
- Obtain any licenses or permits that may be required to perform assigned task initiatives.
- Provide any equipment resources required to accomplish a specific task(s) at the expense of the Contractor.
- Identify any specialty equipment required to support new project initiatives outside the scope of routine and emergency maintenance or new cable installation on cost responses for those projects as required.
- Inform the Parish of any required licenses or permits that may require government action or support to obtain.
- Responsible for any fines or penalties levied by any governmental entity for conduct against the Contractor in connection with the work being performed.
- Designate one company “point person” to manage Parish fiber contract activities in conjunction with the Parish contact person

### **3. INSTRUCTIONS TO PROPOSERS**

Solicitation Documents will be obtained only from the Parish Procurement office. Proposers will submit a complete response to each of the items stated in the Evaluation Criteria and must fully comply with all applicable requirements of this Solicitation.

Proposers will submit one (1) original and one (1) copy of their Proposal, and. **Proposal submissions should be limited to no more than 20 pages, inclusive of covers, tabs, dividers,**

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**and appendices.**

Proposals should be prepared simply and economically, providing a straightforward, concise description of the Proposer's ability to meet the requirements of this Solicitation. Elaborate bindings and promotional materials and so forth are not desired. Emphasis should be on completeness, clarity of content, responsiveness to the requirements, references, and an understanding of the Parish's needs.

The proposal may be modified in writing at any time before the due date and time. The authorized person signing the Proposal shall initial any modifications to the Proposal.

**Owner's Rights:** The Parish reserves the right to reject any or all Proposals and to waive any minor informality in any Proposal or solicitation procedure (a minor informality is one that does not affect the competitiveness of the Proposal).

#### **4. INQUIRIES AND OTHER INFORMATION**

Persons desiring further information or interpretation of the solicitation requirements shall make a written request for such information to the Parish. All questions and other communication from proponents will be permissible until July 5, 2024. All responses to this Solicitation, as well as any questions, clarifications, or requests for general information, are to be directed to the following Point of Contact

**Tangipahoa Parish Government**  
**Attention: Donna Domiano, Purchasing Agent**  
**ddomiano@tangipahoa.org**

#### **5. ADDENDA**

Interpretation of Solicitation Documents will be made by Addendum only and a copy of each Addendum is available through the Parish's e-procurement website. Any changes resulting from the questions submitted affecting the scope of work, or which may require an extension to the solicitation due date will be reduced to writing in the form of an addendum to this solicitation—the Proposer's responsibility to check to determine if the Parish has issued any addenda. Addenda will be issued no later than 3 business days before the solicitation due date.

#### **6. PROPOSAL SUBMITTAL**

Proposals will be received by the Purchasing Manager for the Parish before the due date and time stipulated in the solicitation documents. It is the responsibility of the Proposer to ensure the timely delivery of its proposal.

Proposals must be signed by a person authorized to bind the entity responding to this Solicitation, and proof of this authority must be included in the response. All Proposals must be delivered in sealed envelopes or wrappings.

Proposals are to be valid for the Parish's acceptance for a minimum of **120 calendar days** from the Proposal due date to allow time for evaluation, selection, and any unforeseen delays.

**Sealed Proposal response shall be mailed or hand-delivered to:**

**Tangipahoa Parish Government**  
**Purchasing Department**  
**206 E. Mulberry Street**

The Parish will not accept Proposals after the 3:00 PM deadline on July 15, 2024.

**EVALUATION CRITERIA**

<p>1</p>	<p><b>PROJECT UNDERSTANDING AND METHODOLOGY</b></p> <p>Proposers must state their understanding of the services being requested, and their ability to comply and respond with the requirements within.</p> <ul style="list-style-type: none"> <li>Clearly describe best practices and procedures used to accomplish the scope described herein in responding to the Parish’s needs</li> <li>Clearly describe best practices and procedures used to accomplish the site and system inspections.</li> </ul> <p>Indicate how the proposer is available and able to quickly respond to fiber breaks or system breakdowns</p>	<p>Up to 45 points</p>
<p>2</p>	<p><b>PRIOR EXPERIENCE PROVIDING FIBER INSTALLATION AND MAINTENANCE FOR PROJECTS OF SIMILAR SIZE, SCOPE, AND SCALE</b></p> <ul style="list-style-type: none"> <li>Summarize the experience of your company in providing fiber maintenance services to counties or cities similar in size and population</li> <li>Identify your proposed team assigned to the project, along with any sub-contractors' names and locations that may be included</li> <li>Identify the experience and areas of expertise of your proposed team, specifically identifying projects of similar scope that each team member has worked on in the last five (5) years.</li> <li>Provide a list of at least three references familiar with the company and proposed key personnel’s capability to deliver the services requested. Include a contact name, phone number, dates of service, and description of the services provided.</li> </ul>	<p>Up to 45 points</p>
<p>3</p>	<p><b>COMPLIANCE &amp; COMPLETENESS OF PROPOSAL</b></p> <ul style="list-style-type: none"> <li>Vendor Information Questionnaire</li> <li>Legal Entity Status, and assigned a unique UEI number used and SAM registration.</li> </ul> <p>Financial Capability – Provide one (1) copy of the following: The most recent audited financial statements including your organization’s latest balance sheet and income statement. If audited financial statements are not available, include a letter from your certified public accountant verifying how the financial statements were prepared. Indicate whether your company is currently in default on any loan agreement or financing agreement with any bank, financial institution, or other entity. If so, specify date(s), details, circumstances, and prospects for resolution</p>	<p>10 points</p>
	<p><b>TOTAL</b></p>	<p><b>100 points</b></p>

7. **AWARD AND EXECUTION OF CONTRACT**

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The Parish reserves the right to select the Proposal or negotiate a Proposal which, in its discretion, is determined to provide the best value to the Parish and which it believes to serve its best interests in accordance with all applicable laws.

**Negotiations:** After evaluation and ranking based on the evaluation criteria, the Parish may then enter into negotiations with the top-ranked Proposer as to the terms of the agreement, and all aspects of the project to reach a price offering the best value to the Parish. The Parish reserves the right to negotiate all elements that comprise the Proposal to ensure that the best possible consideration is afforded to all concerned. The Owner and/or its Engineer may discuss with the selected Offeror options for a scope or time modification and any price change associated with the modifications.

The entire contents of the Proposer's submittal will become a part of the executed Contract Documents. Failure of the successful Proposal to accept this obligation may result in cancellation of any award.

**Inability to Reach an Agreement:** If the Parish is unable to negotiate a satisfactory contract, the Parish shall, formally and in writing, end negotiations, and proceed to negotiate with the next firm in the order of the evaluation ranking, until a contract is reached or negotiations with all ranked firms end.

The Purchasing Manager, on behalf of the Parish, shall submit a recommendation for award to the Parish President and Council for those project awards requiring Parish Council action.

## **8. SPECIAL PROVISIONS AND REQUIREMENTS, if applicable**

**Disclosure of Proprietary Information.** All materials submitted to the Parish will become public property and are subject to the Louisiana Public Information Act, Government Code Chapter 552, upon receipt. If the Proposer does not desire proprietary information in the Proposal to be disclosed, each page must be identified and marked "proprietary" at time of submission. The Parish will, to the extent allowed by law, endeavor to protect such information from disclosure. The final decision as to what information must be disclosed, however, lies with the Louisiana Attorney General. Failure to identify proprietary information will result in all unmarked sections being deemed non-proprietary and available upon public request.

**Legal Status of Offeror.** Only individual firms or lawfully formed formal business organizations may apply, unless, if Offeror does not meet the foregoing criteria, Offeror states in writing to the Owner that, if awarded the contract, it will form a formal business organization in a timely manner so as not to delay the Project. Any associations will be disqualified (this does not preclude a Proposer from having subcontractors/subconsultants). Owner will contract only with individual firms or formal organizations such as a) joint ventures, b) limited liability corporations, c) partnerships, or d) corporations authorized to do business in the state of Louisiana.

**Reimbursement:** The Parish makes no commitment to any Proposer of this Solicitation beyond consideration of the written Proposal. The Parish will not reimburse firms for the costs incurred in responding to this solicitation.

**Collusion:** By submission of a Proposal, the Proposer certifies, and in the case of a joint submission each party certifies as to its own organization, that in connection with any cost proposal submitted by the firm, the prices which are quoted are not the product, direct or indirect, of any collusion with any other firm, and have not been knowingly disclosed by the firm directly or indirectly to any other firm prior to submission to the Parish.

**Lobbying:** Proposers are prohibited from directly or indirectly communicating with Parish Council members regarding their qualifications or any other matter related to the eventual award of a contract for the services requested in this Solicitation. Proposers are prohibited from



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contacting Parish staff or evaluation committee members regarding their qualifications or the award of a contract, unless in response to an inquiry from a staff or committee member through the Purchasing Manager. **Any violation will result in immediate disqualification of the Firm from the selection process.**

**Parish of Tangipahoa Artwork:** Use of the Parish seal or the Parish brand on SOQs is **not** permitted.

**Sales Tax Exemption.** The Owner is a tax-exempt organization as defined by Chapter 11 of the Property Tax Code of Louisiana. Proposed prices shall not include sales tax on materials, supplies, or equipment that are incorporated into the real property interest of the Owner or are otherwise completely used and consumed in the performance of the Contract. The Parish will furnish the Contractor with a Sales Tax Exemption Certificate to be issued to Suppliers in lieu of the tax.

**Taxpayer Identification Form:** Prior to the execution of a contract for these services, the selected Firm will complete a Request for Taxpayer Identification Number and Certification Form (IRS Form W-9, Attachment "I"). The Parish will not make payment against the contract until it has received the properly completed form.

**"Green" Procurement:** It is the Parish's objective to be proactive with regard to the environment. The Parish encourages "Value Purchasing" of environmentally friendly products. Proposers are encouraged to clearly identify any green solution in their proposals or a firm may propose a separate alternative "Green" solution, in a separate envelope marked "Green Solution". The Green solution alternative proposal will meet the minimum performance and delivery standards.

**Protest Procedures:** The purpose of the protest procedures is to protect the public interest in the purchasing process. This section is intended to give a bidder, proposer, or contractor who is aggrieved in connection with the solicitation, evaluation, or award of a contract the opportunity to protest. The Parish's objective is to resolve protests as soon as practical.

Any protest or complaint to the Parish's consideration must be submitted in writing and received by the Purchasing Manager no later than 5:00 PM on the fifth (5<sup>th</sup>) calendar day after the Parish notifies the bidder or proposer: 1) that it is deemed non-responsive; 2) that it is deemed not responsible; 3) the name of the apparent winning bidder; or 4) the Parish's intent to award a contract. If the protest or complaint does not contain the following information, it may be dismissed by the Purchasing Manager:

- Protestor's name, address, telephone number, and email address;
- The solicitation number;
- Identification of the statute or policy that is alleged to have been violated;
- A precise statement of the relevant facts;
- Identification of the issues to be resolved; and
- Supporting documentation.

The protest must be concise and presented logically and factually to help with the Parish's review and determination as to whether the grounds for the protest are sufficient. The Purchasing Manager will notify the protesting party that the protest has been received and make every effort to resolve the protest before contract award.

If it is determined that the grounds for the protest are insufficient and no violation of a statute or policy has occurred, the Purchasing Manager will provide a written decision to the

protesting party setting forth the reasons for the determination.

If, after conferring with the Parish Attorney's Office, it is decided that the grounds for the protest are sufficient and it is determined that a violation of a statute or policy has occurred, the Purchasing Manager will inform the protesting party by letter setting forth the reasons for the determination and the remedial action that will be taken.

When a protest is filed, the Parish will not make an award until a decision on the protest is made except, as determined by the Parish Manager, when a delay would jeopardize urgently needed goods or services, or a delay in making an award will unduly delay delivery or performance of urgently needed services.

**Smoking Prohibition:** Pursuant to Tangipahoa Ordinance No. 2013-57, as amended, all Parish of Tangipahoa owned and rented/leased properties are smoke free properties. All contractors, vendors, subcontractors, and their employees are prohibited from smoking while on Parish property. This prohibition includes the enclosed areas of public places and workplaces and within 10 feet of doors and windows of Parish-owned or rented buildings, all Parish parks and the grounds outside of any Parish building. This prohibition includes e-cigarettes and other inhaled vapor devices. The Parish may terminate the contract for noncompliance with this ordinance.

**Certificate of Interested Parties:** A contract greater than \$50,000 requires the vendor to electronically create a Certificate of Interested Parties Form 1295 through the Louisiana Ethics Commission ("TEC") website ([https://www.ethics.state.tx.us/whatsnew/elf\\_info\\_form1295.htm](https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm)) and submit a signed copy of the form to the Parish prior to the award of the contract. A contract, including a Parish-issued purchase order, will not be enforceable or legally binding until the Parish receives and acknowledges receipt of the properly completed Form 1295 from the vendor.

**Prohibition on Contracts with Companies Boycotting Israel:** Pursuant to Chapter 2270 and 808, *Louisiana Government Code*, Contractor certifies that is not ineligible to receive the award of or payments under the Agreement and acknowledges that the Agreement may be terminated and payment may be withheld if this certification is inaccurate. Failure to meet or maintain the requirements under this provision will be considered a material breach. Form HB 89 Verification, Attachment "G" must be completed and submitted with Proposal.

**2252 Compliance:** Section 2252 of the *Louisiana Government Code* restricts the Parish from contracting with companies that do business with Iran, Sudan, or a foreign terrorist organization. Contractor hereby certifies that it is not ineligible to receive the award of or payments under this Agreement. Failure to meet or maintain the requirements under this provision will be considered a material breach.

**Non-Discrimination: The Firm understands and certifies that it is an Equal Opportunity Employer and does not and will not discriminate in employment and in subcontracts based on race, color, sexual orientation, gender identity, national origin, sex, age, disability or economic condition and prohibits retaliation, discharge, or discrimination against any employee or applicant for employment or against any subcontractor or supplier.**

**Insurance:** For services performed on Owner's premises, Proposer shall furnish to Owner Certificates of Insurance as set forth below prior to the commencement of any work hereunder and shall maintain such coverage during the full term of the contract.

Worker's Compensation	Statutory Limits
Employer's Liability	\$1,000,000 each occurrence \$1,000,000 aggregate
Comprehensive General Liability	\$1,000,000 each occurrence \$2,000,000 aggregate

Comprehensive Auto Liability	\$1,000,000 each person
Bodily Injury	\$1,000,000 each occurrence
Property Damage	\$1,000,000 each occurrence
Professional Liability	\$2,000,000 aggregate
Builders' Risk Insurance	The contractor shall maintain Builders' Risk Insurance or Installation Insurance on an all-risk physical loss form in the Contract Amount. Coverage shall continue until the Work is accepted by the Owner. The owner shall be a loss payee on the policy. If off-site storage is permitted, coverage shall include transit and storage in an amount sufficient to protect property being transported or stored.

**Conflict of Interest:** The Parish may not accept a proposal or award a contract with a firm who is currently under contract or who has received compensation to participate in preparing the specifications or any other work for which this Proposer Solicitation is based. The Parish will be conducting a thorough review of the participants of each proposed team, and their potential conflicts as part of the evaluation process. Participants found to be in conflict must be replaced upon the request of the Parish.

**Exceptions or Exclusions:** Be advised that exceptions to any portion of the Solicitation may jeopardize acceptance of your response. If exceptions are taken to the Parish's Agreement, this will be clearly indicated and a full explanation given for each exception. It is required that the Response enumerate the specific clauses that the firm wishes to amend or delete and suggest alternative wording. In view of the length of time involved in obtaining the approval of legal counsel, firms are cautioned not to state that the firm's Response is subject to the firm's standard terms and conditions or that the final terms and conditions are subject to negotiation after award. This may result in the Response being deemed non-responsive, in which no further consideration or evaluation will be made.

**Exhibits and Attachments:** All exhibits and attachments included in this Solicitation are incorporated herein for all purposes.

**Note that Tangipahoa Parish is an Equal Opportunity Employer and encourages submission by DBE-certified firms and the use of DBE sub consultants. Please identify such if they are available and will be used in this project.**

**ATTACHMENT A**

The undersigned certifies that it is familiar with the statutory obligation to provide workers' compensation insurance coverage for all employees engaged in work on the Project, and that, if awarded the contract, the proposer will ensure that this coverage is maintained in full force and effect for all of its employees and for all employees of subcontractors engaged in work on this Project, and will provide certificates of insurance for all coverages to the Owner.

Proposer agrees that their proposal will remain firm and subject to acceptance by the Parish for a period of 120 calendar days from the proposal due date.

The Parish of Tangipahoa reserves the right to reject any and all proposals and to waive any informalities.

The undersigned acknowledges receipt of the following addenda:

Addendum No. 1 dated \_\_\_\_\_ Initial \_\_\_\_\_  
Addendum No. 2 dated \_\_\_\_\_ Initial \_\_\_\_\_

I hereby certify that our business is an Equal Employment Opportunity (EEO) employer and does not and will not discriminate in employment and in subcontracts based on race, color, sexual orientation, gender identity, national origin, sex, age, disability or economic condition. I further attest that this policy is documented in our Employee Handbook. As an EEO employer, we prohibit retaliation, discharge, or discrimination against any employee or applicant for employment or against any subcontractor or supplier. **I understand that failure to check the box as to these conditions may render my bid non-responsive.**

Printed Name of Bidder

By: \_\_\_\_\_ Date \_\_\_\_\_  
Signature

Printed Name /

Title Mailing

Address:

\_\_\_\_\_  
Street

Parish, State, Zip Code

Telephone

Email Address

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Attestation:

(AFFIX SEAL AND ATTESTATION IF CORPORATION)

Signature

Printed Name / Title

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**ATTACHMENT "B"**  
**EXPERIENCE**

**DPLICATE FORM AS NECESSARY - ONE PAGE PER PROJECT**

<b>PROJECT OWNER/CLIENT</b>		<b>POC</b>	
<b>PHONE</b>		<b>EMAIL</b>	
<b>ADDRESS</b>			

<b>PROJECT NAME/LOCATION:</b>			
<b>DESCRIBE SCOPE OF WORK:</b>			
<b>EXPLAIN COMPARABLE SIZE, SCOPE AND COMPLEXITY TO THE WORK DESCRIBED IN SECTION 01010, SUMMARY OF WORK:</b>			
<b>INITIAL CONTRACT AMOUNT:</b>	\$	<b>FINAL CONTRACT AMOUNT:</b>	\$
<b>SUBSTANTIAL COMPLETION DATE:</b>		<b>ACTUAL COMPLETION DATE:</b>	
<b>EXPLAIN ANY INCREASES IN CONTRACT SCHEDULE IN EXCESS OF THE INITIAL SUBSTANTIAL COMPLETION:</b>			
<b>EXPLAIN ANY INCREASES IN CONTRACT AMOUNT THAT OCCURRED IN EXCESS OF THE INITIAL CONTRACT AMOUNT:</b>			
<b>EXPLAIN TASKS OR ACTIVITIES UNDERTAKEN TO IMPROVE THE PROJECT SCHEDULE, OR CONTRACT AMOUNT OF THE PROJECT:</b>			
<b>DESCRIBE CRITICAL ISSUES ENCOUNTERED IN THE PROJECT AND STEPS TAKEN TO CORRECT AND/OR MINIMIZE IMPACT TO SCOPE, SCHEDULE AND CONTRACT AMOUNT:</b>			

**ATTACHMENT "C"**  
**SAFETY INFORMATION**  
**FORM**

Proposer's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

1. List your company's Experience Modification Rate for the last three  
years: Year 1\_ Year 2\_\_\_\_\_ Year 3\_\_\_\_\_

2. List the following OSHA Log Information for the past three years:

	Year 1	Year 2	Year 3
A. Total Recordable Cases	_____	_____	_____
B. Lost Workday Cases	_____	_____	_____
C. Lost Workdays	_____	_____	_____
D. Total Employee Hours Worked	_____	_____	_____
E. Number of Fatalities	_____	_____	_____

3. Do you have a designated Safety Representative?  Yes, denote below

Safety Representative Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

If No, advise who is in charge of safety and to what extent:

4. Do you hold "Tool Box Talks" for employees?  Yes

No How often? \_\_\_\_\_

Provide documentation of Tool Box meetings - ex: sign-in sheets, etc.

5. Do you have a training program for newly hired or promoted foremen?

No  Yes, what does this include?

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**ATTACHMENT "C" – CONT'D  
SAFETY INFORMATION  
FORM**

Safety Submittals:

- Copy of your Written Safety Program
- Provide evidence of all employee training for the past 12 months. Examples, certificates or sign-in sheets. If an outside firm is used for training provide the contact name and phone number.
- Qualifications of your designated Jobsite Safety Representative (Resume, Certifications, etc.)

I hereby certify that the above information is true and correct to the best of my knowledge.

**PROPOSER'S FULL NAME AND ENTITY STATUS:**

Signature, Authorized Representative

Title

Date

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**ATTACHMENT "D"**  
**VENDOR INFORMATION QUESTIONNAIRE**

If this document is not submitted with the bid/proposal, it may be considered non-responsive.

Name of Company:	
Primary/Principal Office Address:	
Telephone Number:	
Email Address:	
DUNS Number (if applicable):	

Form of Ownership (check one):

- Corporation State Incorporated/Registered \_\_\_\_\_ / Date Incorporated/Registered \_\_\_\_\_
- LLC
- Joint Venture
- Partnership: If Partnership, select one of the following: ( ) Limited or ( ) General
- Individual

Company has been in business since: \_\_\_\_\_

List of Partners, Principals, Corporate Officers or Owners:

\_\_\_\_\_

\_\_\_\_\_

1. Have you had any contracts terminated for default or other performance reasons?  Yes  No

If yes, explain: \_\_\_\_\_

2. Has your company been convicted of a criminal offense involving fraud, theft, bribery, kickbacks, or unlawful gifts to a public official?  Yes  No

If yes, has the conviction occurred within three (3) years immediately preceding either the date of submission of the bid/proposal, or the date of award of the contract?

If yes, explain: \_\_\_\_\_

3. Is your company involved in pending investigation or criminal prosecution of a criminal offense involving fraud, theft, bribery, kickbacks, or unlawful gifts to a public official?  Yes  No

If yes, explain: \_\_\_\_\_

4. Does your company have pending claims, investigations, or civil litigation involving allegations of fraud, misrepresentation, or conversion?  Yes  No

If yes, explain: \_\_\_\_\_

5. Does your company have previous final judgments against the Parish for breach of contract, fraud misrepresentation or conversion?  Yes  No

If yes, explain: \_\_\_\_\_

**ATTACHMENT "D" – Cont'd**  
**VENDOR INFORMATION QUESTIONNAIRE**

6. Has your company failed to timely pay/remittance sales tax, property tax, or utility payments to the Parish of Tangipahoa?  
 Yes  No

If yes, explain: \_\_\_\_\_

7. Has your company refused to execute a contract following an award by the Tangipahoa Parish Council?  Yes  
 No

If yes, explain: \_\_\_\_\_

8. Has your company violated the anti-lobbying provisions in a current or previous Parish of Tangipahoa procurement process by making contact with a member of the Tangipahoa Parish Council prior to the award of a contract?  
 Yes  No

If yes, explain: \_\_\_\_\_

9. Has your company furnished unauthorized substitutions of materials not meeting contract specifications in a current or previous contract with the Parish of Tangipahoa?  Yes  No

If yes, explain: \_\_\_\_\_

10. Non-Collusion Certification: Do you certify that all of the following are true and correct concerning your company's bid?  Yes  No

- 1) That you are fully informed of the contents of the bid and the circumstances of its preparation;
- 2) That your bid is genuine and is not a collusive or sham bid;
- 3) That neither you nor anyone else acting on behalf of your company has agreed, colluded, or conspired in any manner with any other bidder, firm, or person to submit a collusive or sham bid, or to refrain from bidding, or sought by communication or conference with any other bidder, firm, or person to fix the prices, overhead, profit, or any cost element in your bid or in any other bid, or to secure through any collusion, conspiracy, or agreement any advantage against the Parish of Tangipahoa or any other bidder; and
- 4) The prices quoted in your bid are fair and proper and are not affected by any collusion, conspiracy, connivance, or unlawful agreement on the part of your company or anyone acting on its behalf.

I, \_\_\_\_\_, as \_\_\_\_\_  
Name of Individual Title & Authority

of \_\_\_\_\_, declare under oath  
Company Name

that the above Statements, including any supplemental responses attached hereto, are true and correct, and that the representations made herein are accurate to the best of my knowledge and are based upon a diligent search of records. I further acknowledge that any failure to conduct a diligent search or to make a full and complete disclosure may result in cancellation of my contract by the Parish, and possibly debarment.

By:

Signature of Authorized Representative

Printed Name of Authorized Representative

Printed Title of Authorized Representative

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Name of Business

Date

State of \_\_\_\_\_ Parish/County of \_\_\_\_\_  
being duly sworn, deposes and says that s/he is \_\_\_\_\_  
and that all of the information and responses contained in this Statement are  
true and correct.

Subscribed and sworn to before me on  
\_\_\_\_\_.

Notary Public, State of \_\_\_\_\_.

Notary Stamp:

Signature: \_\_\_\_\_

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