INFORMAL INVITATION FOR BIDS
GREATER GENTILLY HIGH SCHOOL MOVE

INVITATION/INSTRUCTIONS Bid No.682001-13010108-01

1. Facsimile bids, subject to the conditions stated herein and attached hereto, are hereby invited and will be received at this office until the above noted bid closing time and then publicly opened for furnishing the items and/or services as specified.
2. YOUR BID SHOULD BE MADE ON THE ATTACHED FORM(S) AND RETURNED WITH THIS "INVITATION" BY MAIL TO THE ADDRESS LISTED HEREIN OR BY FAX TO THE RECOVERY SCHOOL DISTRICT PURCHASING OFFICE AT (504) 872-0632.
3. Faxed alterations to bids will be considered provided they have been received in this office prior to bid closing time.
4. Any bid received after bid closing time will not be considered.
5. ALL PRICES ARE TO BE QUOTED COMPLETE AND FOB RSD, NEW ORLEANS, LA., unless otherwise stated in specifications by the District.
6. All prices must be firm unless otherwise stated by District.
7. Do not include State Sales Tax or Federal Excise Tax; same will be added if applicable.
8. Unless otherwise specified all bids shall be binding for 30 calendar days from bid closing time.
9. If unable to bid, return only cover sheet marked, "No Bid" with signature in order to remain on bidder's list.
10. Telephone inquiries may be directed to purchasing department with above bid number.

January 8, 2010

BID
PLEASE FILL IN ALL BLANK SPACES

In compliance with the above invitation to bid and subject to the conditions thereof, the undersigned offers and agrees, if this bid is accepted within days from bid closing time to furnish any or all of the items (or sections) at the price set opposite each item (or section).

Bidder_____ Address_____
Name of Firm Street or P.O. Box

By_____ _____
Signature City, State, Zip Code

Title_____ Phone Number ( )_____
Typed name

Fax Number ( )_____

NOTE: out of state firms that may be awarded an order as a result of this bid agree to signing a certificate stating: "I hereby certify that I have paid to the state and its political subdivisions all taxes duly assessed by the state of Louisiana and its subdivisions, including Franchise Taxes, Privilege Taxes, Sales Taxes and all other taxes for which I am liable."

CONTRARY TERMS AND CONDITIONS, GOVERNING LAW: Submittal of any terms and conditions contrary to those contained within this Invitation for Bid may cause your bid to be rejected. By signing this bid, the bidder agrees that any terms and conditions which may be included in their bid are nullified and agrees this contract shall be construed in accordance with and governed by the laws of the State of Louisiana.

AUTHORIZED SIGNATURE: In accordance with R. S. 39:1594(C)(4), the person signing the bid must be: 1) A current corporate officer, partnership member or other individual specifically authorized to submit bids as evidenced in appropriate records on file with the secretary of State; or 2) An individual authorized to bind the vendor, and the bid is accompanied by a corporate resolution, certification as to the corporate principal, or other documents indicating authority which are acceptable to the District.
By signing this bid, the bidder certifies compliance with the above.

AFFIRMATIVE ACTION AND ANTI-DISCRIMINATION CLAUSE: You are hereby notified that, during the performance of this contract, the successful bidder (contractor or vendor) must comply with all federal, state and local laws, including those which prohibit discrimination because of race, color, national origin, religion, sex, age, disability or veteran status. See, e.g., The Civil Rights Acts of 1964, The Age Discrimination in Employment Act of 1967, The Civil Rights Act of 1968, The Education Amendment Act of 1972, The Rehabilitation Act of 1973, The Federal Energy Administration Act of 1974, The Energy Reorganization Act of 1974, The Vietnam Era Veteran's Readjustment Act of 1974, The Energy Conservation and Production Act of 1976, The Americans with Disabilities Act of 1990 and Executive Order 11246, as amended.

FACSIMILE BID NUMBER: 682001-13010108-01
BID OPENING DATE: January 13, 2010
BID OPENING TIME: 11:00 a.m.

GREATER GENTILLY HIGH SCHOOL

INFORMATION FOR BIDDERS AND GENERAL CONDITIONS - FACSIMILE BIDS

Read Carefully

1. GENERAL CONDITIONS

Bidders are required to submit their bids upon the following expressed conditions:

QUALITY: Unless otherwise called for in the specifications, all products are to be new, current model, and of best quality are measured by accepted standards of the trade, and any defects in any product may cause its rejection. WHEREVER MANUFACTURERS' TRADE OR BRAND NAMES APPEAR IN THE SPECIFICATIONS, IT IS TO BE ASSUMED THAT EQUAL PRODUCTS WILL BE CONSIDERED UNLESS OTHERWISE SPECIFIED BY THE DISTRICT. THE USE OF A BRAND NAME IS FOR THE PURPOSE OF DESCRIBING THE STANDARD OF QUALITY, PERFORMANCE AND CHARACTERISTICS DESIRED AND IS NOT INTENDED TO LIMIT OR RESTRICT COMPETITION. ANY BIDDER PROPOSING EQUAL PRODUCTS SHOULD SUBMIT WITH BID COMPLETE SPECIFICATIONS AND ILLUSTRATED LITERATURE INCLUDING BROCHURES AND PICTURES DEPICTING PROPOSED EQUALS. IF POSSIBLE, BIDS NOT SPECIFYING BRAND AND MODEL NUMBER SHALL BE CONSIDERED AS OFFERING THE EXACT PRODUCT SPECIFIED. Where applicable, all products are to be covered by standard factory warranty unless otherwise specified by District.

PROPOSAL: The proposal should be submitted on the forms furnished for that purpose or on exact copies thereof. In case of an error on extension, the unit price shall prevail.

DELIVERY OF BIDS: The bid should be mailed or the delivery to the addressed stated herein or faxed to the Purchasing Office, RECOVERY SCHOOL DISRICT, New Orleans, LA at (504)872-0632), where it will be placed in a sealed envelope. The cover sheet should be marked "Proposal" with the name and number of bid, time and date of bid opening, the name and address of the bidder. The enclosed cover sheet may be used. The bid must be received in the Purchasing Office not later than the time and date as shown on Invitation to Bid and Acceptance. The District reserves the right to reject any or all bids and to waive informalities.

INTERPRETATION OF DOCUMENTS: If any bidder contemplating submitting a bid is in doubt as to the meaning of any part of the specifications, bidder may submit a written request for interpretation. Any interpretation of the documents will be made by Addendum only, issued by the Purchasing Office, and a copy of such Addendum will be mailed or delivered to each person receiving a set of the documents. The District will not be responsible for any other explanation of the documents.

AWARD: Award will be made to the lowest, responsible and responsive bidder, whose bid meets the requirements and criteria set forth in the Invitation for Bid.

EVALUATION OF BID(S) FOR AWARD: The following criteria may also be used in evaluating bid(s):

Cost	Past Experience	Quality/workmanship
Meets Specifications	Bidder's past performance	Delivery
Bidder's past performance	Service capability	

LOUISIANA PREFERENCE: A preference will be given to materials, supplies and provisions produced, manufactured, assembled, grown or harvested in Louisiana, quality being equal to articles offered by competitors outside of the state. However, it will be the bidder's responsibility to indicate on his bid

response which items were (or would be) produced, manufactured, assembled, grown or harvested in Louisiana. Bidder must be able to provide satisfactory evidence to support preference claim if requested by the District.

ACCEPTANCE OF PROPOSAL: Only the issue of a purchase order or a signed acceptance of a proposal constitutes acceptance on the part of the District.

PAYMENT: Assuming there is no prompt payment discount provision, payment will be made within 45 days from receipt of products in satisfactory condition, or within 45 days from receipt of the invoice, whichever is later.

LEGISLATORS PROHIBITED: According to LSA-R.S. 42:113(D) the District is prohibited from entering into any contract or subcontract with a legislator or person who has been certified by the Secretary of State as elected to the Legislature or spouse of a legislator, or any corporation, partnership or other legal entity in which the legislator or his or her spouse owns an interest, except publicly traded corporations. Each bidder shall be required to disclose whether or not it falls into any of these categories on its bid proposal form.

AUDITORS
It is hereby agreed that the Legislative Auditor of the State of Louisiana and/or the Office of the Governor, Division of Administration auditors and/or the District's auditors shall have the option of auditing all accounts of the contractor which relate to this contract.

INDEMNITY: Contractor agrees, upon receipt of written notice of a claim or action, to defend the claim or action, or take other appropriate measure, to indemnify, and hold harmless, the Recovery School District, the State, its officers, its agents and its employees from and against all claims and actions for bodily injury, death or property damages caused by the fault of the contractor, its officers, its agents, or its employees. Contractor is obligated to indemnify only to the extent of the fault of the contractor, its agents, or its employees. However, the contractor shall have no obligation as set forth above the respect to any claim or action from bodily injury, death or property damages arising out of the fault of the Recovery School District, State, its officers, its agents or its employees.

COMPENSATION INSURANCE, PUBLIC LIABILITY, AND PROPERTY DAMAGE INSURANCE, AS OUTLINED BELOW, ARE REQUIRED IN THIS BID.

CONTRACTOR'S LIABILITY INSURANCE: Proof of Insurance should be supplied with the Bid and will be required before work can commence.

Insurance coverage specified below shall be furnished with the following minimum limits:

Compensation Insurance: The contractor and subcontractor shall take and maintain during the life of the contract workman's compensation insurance for all of their employees employed at the site of the project. In case any class of employees engaged in hazardous work under the workman's compensation statue, the contractor and subcontractor shall provide employer's liability insurance for the protection of their employees not otherwise protected.

Public Liability and Property Damage Insurance: Comprehensive public general liability insurance, including but not limited to bodily injury, property damage, contractual liability, products liability, completed operations and owner's protective liability with combined single limits of $500,000 per occurrence with a minimum aggregate of $1,000,000.

Licensed and Non-Licensed Motor Vehicles: The contractor shall take out and maintain during the life of the contract, automobile public liability insurance in an amount not less than combined single limits of $500,000 per occurrence for bodily injury/property damage. If any non-licensed motor vehicles are engaged in operations within the terms of the contract on the site of the work to perform thereunder, such insurance shall cover the use of all such motor vehicles engaged in operating within the terms of the contract on the site of the work to be performed thereunder, unless such coverage is included in the insurance specified.

Bidder's certificate of insurance indicating the above increments must be provided with bid submittal or within four (4) business days of request by the Office of Procurement and Contracts. The insurer's name will be in the name of the Recovery School District, Office of Procurement and Contracts, 1641 Poland Avenue, New Orleans, LA. 70117.

2. GENERAL SPECIFICATIONS:

INTENT:

The Recovery School District, Office of Procurement and Contracting, is seeking bids/proposals for the services to move **Greater Gentilly High School contents, equipment, books, supplies, and other items pertinent to school services** from its current location at **4950 Dauphine St.**, New Orleans, LA 70117, modular school buildings. To the newly constructed Great Gentilly High School located 6026 Paris Avenue, New Orleans, LA 70122.

Time is of the essence, the move must begin at 4:00 p.m. January 14, 2010 and completed by 4:30 p.m. January 15, 2010.

SCOPE OF WORK:

The Contractor shall provide all material, tools, equipment, labor, supervision, insurance and incidental expense necessary for the completion of moving/relocating school contents from the its current site on the dates specified.

The Greater Gentilly modular school building consists of ten (26) single story modular buildings. Wooden decking surrounds the buildings and is equipped with ramps. The newly constructed Greater Gentilly is a three (3) story building with a working elevator.

The Contractor must agree to the following:

a. The contractor will be responsible for moving designated items safely, responsible and timely.
b. The contractor will be responsible for loading and unloading from inside rooms to destination rooms.
c. The contractor will provide any boxes, tape, and box labels needed for packing one week prior to scheduled date of move.
d. The contractor shall make note of broken or damaged items before loading and have the owner's signature verification.
e. Any item having damage after the move, not so noted in condition d above, will be the contractor's responsibility.
f. The contractor rates shall include all necessary trucks and non-motorized equipment (i.e.,

box dollies, hand trucks, furniture pads) to do the move as presented in this bid.

g. It is the responsibility of the contractor to see that the number of men assigned to a truck is appropriate to the job size and the written estimate of the job.

h. The contractor may be required to provide instruction on proper packing techniques.

i. Scheduled dates are expected to be full days and the contractor shall provide adequate resources to complete the job within the scheduled time frame.

j. When district employees pack, they assume responsibility for adhering to the packing advice of the contractor.

k. All moving company personnel shall cooperate with the Recovery School District personnel. It is the responsibility of the contractor to assure that moving company personnel wear distinctive uniform clothing for identification while on the Recovery School District premises.

SUB-CONTRACTORS & DAY LABORERS

The Contractor shall at no time during the contract sub out the work to be performed under this ITB, nor shall it use day laborers. Any personnel of the Contractor performing work at any District site shall be documented per this ITB. Failure to comply shall be grounds for immediate termination of contract.

PRE-MOVE PLANNING:

a. The Contractor shall appoint a supervisor to serve as the point person who will be required to attend any move planning meetings, will be responsible for planning and coordinating the move for its duration and will be present during move activities. The Contractor shall appoint other management staff to support their supervisors as necessary to ensure the smooth execution of the move.

b. The Contractor shall, perform a detailed survey of facilities scheduled to be moved to become fully familiar with the RSD organizations and their respective contents and equipment.

POST-MOVE SERVICES

a. After each move is completed and before the Contractor's personnel vacate the premises, a "fine-tuning" walk-through of areas occupied during the move will occur. The contractor's supervisor will accompany RSD personnel to make adjustments required to ensure contents have been properly placed.

b. The RSD requires the Contractor provide, at a minimum, a supervisor, a crew, vehicle(s) with driver(s), all necessary equipment to conduct post move services. Post move services include, but are not limited to; adjusting the placement of material or equipment for RSD personnel, removal of furniture or materials not deemed appropriate, transport of additional items or equipment from the old facility.

c. A final inspection of the project will be done by the RSD Facility Director or Designee to agree to the acceptance of the job. Final "sign-off" of each move will occur when all of the "move activities" has been completed and all damages claimed as a result of the Contractor's work have been satisfied.

MOVE DETAILS:

This move will involve moving the following items:

Approximately 20 classrooms - All classroom contents (textbooks, workbooks, educational supplies, small educational equipment) must be moved to the new location.

Library (Media Center) - All Library Books and Media Resources must be moved to new location. No furniture will be moved.

Staff Lounge - Microwave and packed items. **No furniture will be moved.**

Administrative Office, - All supplies, contents, and small office equipment (paper shredders, nursing equipment, nursing refrigerator) must be moved to new location. **No furniture will be moved.**

Security Building - Metal Detectors must be moved to new location. **No furniture will be moved.**

Before submitting proposals, bidders should inspect the proposed site and acquaint themselves with all of the conditions under which the work will be done. No additional compensation will be granted because of the unusual difficulties which may be encountered in the execution of any portion of the work.

Contractor must inspect Job site to verify measurements and/or amount of supplies needed prior to bidding. If vendor finds conditions that disagree with the physical lay-out as described in this bid, or other features of the specifications that appear to be in error, same shall be noted on proposal. Failure to do so will be interpreted that bid is as specified.

A job site visit and inspection is scheduled for January 12, 2010 at 9:00 a.m. at the school site located at 6026 Paris Avenue (Lake Area Middle School) New Orleans, LA 70122.

Contractor may contact Betty Coulon at (504) 258-8392 with any questions concerning this project.

The Contractor will be responsible for the safety of RSD employees and required to keep the work area secure.

Bidders may address all procurement inquires and correspondence to:

Kim Marshall
Purchasing Manager
504-373-6200 ext. 20095
Fax: 504-872-0632
Email at Kim.Marshall@rsdla.net

Any additional prices must be defined under "REMARKS" of this bid form.

Quantities shown are estimates only and may be increased or decreased in accordance with school or department requirements. Evaluation will also be based on these estimates.

Prices to remain firm for 90 days

FACSIMILE BID NUMBER: 682001-13010108-01
BID OPENING DATE: January 13, 2010
BID OPENING TIME: 11:00 a.m.

GREATER GENTILLY HIGH SCHOOL

PRICE SCHEDULE

Greater Gentilly High School

Move to begin at 4:00 p.m., Thursday, January 14, 2010 and completed by 4:30 p.m., Friday, January 15, 2010.

Total Price for complete project **$_____**

Project schedule, begins at 4:00 p.m. on January 14, 2010 and completed by January 15, 2010.

COMPLY: _____ YES NO_____

State Job Completion time: _____Days (if unable to comply with condition above)

If it is discovered that additional work is required outside the scope of this job. It will only be approved with authorization from the Recovery School District and executed only by written purchase order and/or change order.

REMARKS:

_____

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_____

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PROPOSAL FOR FACSIMILE BID
FOR THE
Recovery School District

NEW ORLEANS, LOUISIANA

FAX # (504) 872-0632

PHONE # (504) 373-6200, ext. 20095

PROPOSAL FOR: Greater Gentilly High School
DUE DATE: January 13, 2010 at 11:00 a.m.
FACSIMILE BID NUMBER: 682001-13010108-01

THIS BID IS FROM:

Company Name: _____

Contact Person: _____

Address: _____

_____

Phone: _____

Fax: _____

CONFIDENTIAL
TO BE PLACED IN SEALED ENVELOPE UPON RECEIPT

FACSIMILE BID NUMBER: 682001-13010108-01
BID OPENING DATE: January 13, 2010
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GREATER GENTILLY HIGH SCHOOL

IMPORTANT MAILING INSTRUCTIONS:

MAIL OR DELIVER TO: **RECOVERY SCHOOL DISTRICT**
PURCHASING & CONTRACTS
1641 POLAND, ROOM 5C
NEW ORLEANS, LA. 70117

MARK ENVELOPE: **"Bid for Greater Gentilly High School Move"**

BIDS TO BE OPENED: 11:00 a.m. January 13, 2010.