



**ORLEANS PARISH SCHOOL BOARD  
PROCUREMENT DEPARTMENT  
2401 WESTBEND PARKWAY, FIFTH FLOOR  
NEW ORLEANS, LA 70114  
PAUL A. LUCIUS, EXECUTIVE DIRECTOR OF PROCUREMENT**

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**INVITATION TO BID No. 25-CN-0005  
CAFETERIA CLEANING AND EQUIPMENT SUPPLIES**

**SUBMITTAL DEADLINE:**

**THURSDAY, MAY 2, 2024, at 11:00 A.M.**

**NOTE: Bid response to be provided as an electronic submittal.**

**BIDDER:**

\_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**NAME:** \_\_\_\_\_

(Print or Type)

**ADDRESS:** \_\_\_\_\_

**CITY, STATE, ZIP:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

**FAX NUMBER:** \_\_\_\_\_

**E-MAIL:** \_\_\_\_\_

**ORLEANS PARISH SCHOOL BOARD  
PROCUREMENT DEPARTMENT  
2401 Westbend Parkway, Fifth Floor  
New Orleans, Louisiana 70114**

**ADVERTISEMENT**

**INVITATION TO BID No. 25-CN-0005**

**CAFETERIA CLEANING AND EQUIPMENT SUPPLIES**

Electronic Bids to this solicitation relative to the above, will be received via email submission to the Purchasing Department for the Orleans Parish School Board (“OPSB” or “the District”) at 2401 Westbend Parkway, Fifth Floor, New Orleans, Louisiana 70114, until **11:00 A.M. (CST) on Thursday, May 2, 2024.**

**A PRE-PROPOSAL CONFERENCE WILL NOT BE CONVENED...**

Specifications and quote documents may be obtained by visiting the NOLA Public Schools website i.e. [www.nolapublicschools.com](http://www.nolapublicschools.com); or by contacting the Executive Director of Procurement via email at [plucius@nolapublicschools.com](mailto:plucius@nolapublicschools.com).

The Orleans Parish School Board reserves the right to reject any, or all bids, whenever such rejection is in its best interest in accordance with law. The provisions and requirements of this advertisement shall not be waived.

**ORLEANS PARISH SCHOOL BOARD**

BY: Paul A. Lucius,  
Executive Director of Procurement

**FIRST INSERTION DATE: Thursday, April 18, 2024**  
**SECOND INSERTION DATE: Thursday, April 25, 2024**

**1.0 OVERVIEW**

**1.1 Instructions to Bidders**

One signed original quote shall be submitted electronically and clearly marked within the subject area:

**INVITATION TO BID NO. 25-CN-0005 | CAFETERIA CLEANING AND EQUIPMENT SUPPLIES**

Electronic Bids to this solicitation relative to the above, will be received via email submission to: [procurement@nolapublicschools.com](mailto:procurement@nolapublicschools.com) or [plucius@nolapublicschools.com](mailto:plucius@nolapublicschools.com) .

Electronic bids shall be received, until 11:00 A.M. (CST) on Thursday, May 2, 2024, for ITB No. 25-CN-0005, Cafeteria Cleaning and Equipment Supplies for the Child Nutrition Program for the 2024-2025 Fiscal Year. Bidders shall be notified electronically for the results.

The Orleans Parish School Board will not be responsible for the opening of, post-opening of, or failure to open a Quote not properly addressed or identified.

The Orleans Parish School Board will not assume the responsibility for any delay, as a result of failure of any entity to deliver Bids on time.

**No bid will be accepted after Thursday, May 2, 2024, @ 11:00 A.M. under any conditions unless in the best interest of OPSB by an addendum notification.**

Last Day for Questions	Thursday	April 25, 2024
Last Day for Addendum	Monday	April 29, 2024
QUOTE SUBMISSION DEADLINE no later than 11:00 A.M.		Thursday, May 2, 2024
Award Notification (approximate)		May 2024

**CODE OF SILENCE:**

From the date the ITB is issued; through the time the Agreement is finally awarded by OPSB Elected Officials, Bidders shall not contact any Representatives of OPSB, nor the District Staff, nor their Advisors or Consultants with respect to this ITB, or ITB process, other than to submit questions or protest in accordance with the Instructions to Bidders therein. This prohibition does not apply to questions or comments sent in writing to the Executive Director of Procurement or Designee, or questions made at Pre-quote conferences, in presentations before evaluation committees, or during contract negotiations. Bidders who violate this Code of Silence may be deemed non-responsive, and their quote may be rejected for cause.

**BID DOCUMENTS:** A complete set of documents shall be used in preparing bids; neither the Orleans Parish School Board, nor its representatives assume any responsibility for errors or misinterpretations resulting from the use of incomplete sets of Invitation to Bid Documents.

The forms furnished as part of the specifications **MUST** be used for filing of Invitation to Bid, and must be signed by the Bidder. No bids will be considered unless made on the forms provided and must not be detached from the quote document of which it forms a part. Failure to follow these instructions may result in your quote being disqualified.

**OBJECTION TO THE AWARD:** If any Bidder who submitted a quote has an objection to the award of the contract to the Selected Bidder, the objecting Bidder shall furnish that protest, in writing, to the Executive Director of Procurement within ten (10) Business Days of the notification of non-award. The protest shall describe in detail the basis for the protest, and shall request a determination under this section of the Instructions to Bidders.

If a protest is filed in a timely fashion, the Executive Director of Procurement will review the basis for the protest and relevant facts under such terms and conditions as considered proper. Upon completion of the review, the Executive Director of Procurement shall submit applicable findings and recommendations to the Superintendent and/or Chief Financial Officer, who shall then review the matter under such terms and conditions, as deemed proper. Upon receipt of authority to act from the Superintendent or OPSB, the Executive Director of Procurement will notify those Bidders involved of its decision. The decision shall be final and binding on the objecting Bidder.

**WITHDRAWAL OF QUOTE:** Any quote may be withdrawn if clear and convincing sworn, written evidence of obvious mechanical, clerical or mathematical error is furnished by the Bidder to the Executive Director of Procurement within 48 hours of quote receipt.

**SUPPLIER PERFORMANCE AND EVALUATION:** The Bidder, vendor, service provider and/or supplier performance process will involve evaluating the Bidder, vendor, service provider and/or supplier's overall quality status, as well as evaluating the quality of each material or service the OPSB wishes to purchase. Prior to the invoice submission, the Bidder, vendor, service provider and/or supplier, shall meet with a purchasing representative to discuss and review deliverables and timeline events for said services. Contract with automatic renewals will be based upon the OPSB evaluating and analyzing Bidder, vendor, service provider, and/or supplier performance.

**DEBARMENT AND SUSPENSION:** To ensure that the Orleans Parish School Board does not enter into a contract with a debarred or suspended company or individual, each responsive Bidder must include a certification statement with each quote. By signing the certification statement, the Bidder certifies that neither it nor any of its principals (e.g., key employees) have been proposed for debarment, debarred or suspended by a Federal Agency. It is the responsibility of each Bidder to sign the attached certification statement and submit it with the quote. Failure to comply with this requirement will cause your quote to be disqualified and declared non-responsive.

**BACKGROUND CHECK:** Contractor will not employ any person to provide services who has been convicted, or pled nolo contendere to, any one of the crimes listed in the Louisiana Child Protection Act. La R.S. 15:587.1 (C). Criminal History Record must be obtained by contractor for all employees to be hired and shall be retained during the duration of the employment. Records are to be updated on an annual basis.

**PERFORMANCE INVESTIGATIONS:** As part of the quote evaluation process, the OPSB may make inquiries and investigations, including verbal or written references from the firm's customers, to determine the ability of the firm to provide service(s).

**EMPLOYMENT:** It is understood that all employees will be employees of the successful firm(s), including but not limited to the successful firm's subcontractors, partners, etc.

**NOTICE TO OFFEROR:** The OPSB shall consider the intentional employment by the selected firm of unauthorized aliens in violation of U.S. immigration laws cause for unilateral cancellation of the contract resulting from this ITB.

**QUOTATION FORMAT:** Bids should be prepared simply but completely, providing a straightforward, concise description of capabilities to satisfy the requirements of the ITB. Please carefully read Sections as outlines within the Table of Contents. Emphasis should be on completeness and clarity of content.

**SELECTION:** Selection shall be made of one or multiple firm(s) deemed to be fully qualified and best suited among those submitting bids on the basis of the evaluation factors contained in this ITB. Fee structure/pricing will be considered, but will be one among many determining factors. The OPSB may cancel this ITB, reject bids or any portion thereof at any time prior to an award, and is not required to furnish a statement of the reason why a particular qualification was not deemed to be the most advantageous. Should the OPSB determine in writing and in its sole discretion the firm(s) that is fully qualified, or that one firm is clearly more highly qualified than the others under consideration, a contract may be awarded to that firm.

**DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM:**

The Disadvantaged Business Enterprise (DBE) Program is race & gender-neutral, and open to all business owners regardless of race, ethnicity or gender. DBE firms currently certified with the Louisiana Unified Certification Program (LAUCP), or the State & Local Disadvantaged Business Enterprise (SLDBE) Program must submit a copy of their certification letter for eligibility with the offer/response to this solicitation.

When sourcing, Contractors/Consultants will use certified DBE Firms, as a first initial source. If selected, Contractors/Consultants will be required to report actual Disadvantaged Business Enterprise Sub-Consultant(s) or Distributor(s) participation and the dollar amount, after award of contract for professional services. If at any time it's determined the Contractor/Consultant did not in fact utilize the DBEs submitted in the aforementioned DBE forms, to the extent initially indicated, the Contractor/Consultant shall be issued a Notice of Noncompliance, and will be expected to reach the levels of projected participation, as listed in DBE Provisions. Contractors/Consultants shall be required to report actual DBE participation and the dollar amount of each professional hired. A current DBE certification letter must remain valid for the duration of their contracted work.

The Bidder shall submit the following forms located in Appendix below:

- DBE Responsiveness Form 1 (for each selected firm)
- DBE Responsiveness Form 2
- DBE Certification Letter (for each selected firm)
- DBE Professional Services Compliance Certification Checklist (Notary Required)

**QUOTE REJECTION:** The OPSB shall have the right to reject any or all bids and in particular to reject a quote not accompanied by data required by the ITB or in any way incomplete or irregular, including omission of cost and budget information; i.e. in the best interest of OPSB. Conditional bids will not be accepted.

**CONTRACT/PURCHASE ORDER:** Contract/Purchase Order shall be made to the lowest Bidder whose quote is most responsive.

**ERRORS: The OPSB is not liable for any errors or misinterpretations made in responding to this Invitation to Bid.**

**INQUIRIES:** The OPSB will not give verbal answers to inquiries regarding the Invitation to Bid, or verbal instructions prior to the award of a contract. A verbal statement regarding same by any person shall be non-binding. The OPSB is not liable for any increased costs resulting from the acceptance of verbal direction. Cost or problems associated with misinterpretation of the intent of the OPSB will be the responsibility of the proposing firm.

All inquiries must be in writing and email addressed to: Paul Lucius, Executive Director of Procurement, in the form of an addendum after the pre-quote meeting. No contact in any form or manner is to be made with any employee of the District except through the Executive Director of Procurement. Violation of this provision shall be considered grounds for disqualification.

**INVITATION TO BID DOCUMENTS:** A complete set of Invitation to Bid documents shall be used in preparing bids. Neither the Orleans Parish School Board, nor its representatives assume any responsibility for errors or misinterpretations resulting from the use of incomplete sets of Invitation to Bid Documents.

**OPEN COMPETITION:** The OPSB encourages free and open competition. Whenever possible, specifications and quote terms and conditions are designed to accomplish this objective, consistent with the necessity to satisfy the needs of the OPSB and to guarantee an economically sound solution. The signature on this quote guarantees that the prices quoted have been established without collusion with other firms and without effort to preclude the OPSB from obtaining the best possible competitive value. The firm certifies that neither its officers nor its employees have bribed or attempted to bribe or influence in any improper manner any officer, employee or agent of the OPSB.

**PREPARATION EXPENSE:** All bids submitted in response to this ITB must be submitted at the sole expense of the proposing firm, irrespective of the final decision of the OPSB as to contract award.

**TITLE VI SOLICITATION NOTICE:**

OPSB, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all Bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation, and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

**REVIEW AND EVALUATION OF BIDS:****1. ALL OR NONE**

- a. The Orleans Parish School Board reserves the right to evaluate bids, and make awards on an “all or none” basis as provided below.
- b. A bid submitted on an “all or none” or similar basis will be evaluated as follows: The lowest acceptable bid exclusive of the “all or none” bid will be selected with respect to the group of items when the solicitation provides for aggregate awards, and the total cost of all items thus determined shall be compared with the total of the lowest acceptable “all or none” bid. Award will be made to result in the lowest total cost to the Orleans Parish School Board.

**ADDENDUM TO INVITATION TO BID:**

OPSB reserves the right to revise and amend the specifications prior to the date set for the opening. Bidders are requested to clarify any ambiguity, conflict, discrepancy, omission or other error(s) in this ITB in writing, and request the modification or clarification desired. OPSB will issue an addendum to evidence any revisions or amendments made to this ITB. As a courtesy, every effort will be made to send an issued addendum to the parties known to have been furnished a complete copy of this ITB. Addendums are made available on the OPSB website under community/business resources/solicitations. Please acknowledge receipt of addendum on Signature Page.

**FINAL SELECTION:**

The OPSB shall have the option to select the most responsive bidder, base on the required specifications and documents within this advertised solicitation.

## 2.0 INSTRUCTION TO BIDDERS

### 2.1 Vendor Instructions:

#### Cafeteria Cleaning and Equipment Supplies Requirement

All Cafeteria Cleaning and Equipment Supplies items must meet the USDA requirements for the National School Lunch Program and School Breakfast Program.

1. Prices must include all carton, drayage, packaging, handling, palletizing, shipping, freight, delivery, set-up cost, labor costs. All products must be delivered to schools listed on page 6. Vendors are responsible for delivering any back order items that are not delivered on the first delivery date within a reasonable time. Any items delivered that are defective, or fail in any way to meet the specifications and instructions on this price quote may be rejected.
2. All items are subject to final inspection and acceptance at the point of delivery. Wherever the name of a certain brand, make, manufacturer, or definite specification is listed, they are only used to denote the quality standard of the product desired.
3. All products delivered shall have been processed and packed in accordance with good commercial practice. All products shall conform in every respect to the provisions of the Federal Food, Drug and Cosmetic Act and regulations promulgated hereunder. Failure to do so will result in removal from future quote consideration.

Federal or state inspections or any certification concerning quality, grade, etc. required for any food item shall have been completed in a timely manner and certificates furnished prior to delivery to the Child Nutrition Department, Orleans Parish School Board, Attention: Rosie L. Jackson, Director, 2401 Westbend Parkway, New Orleans, Louisiana 70114.



### **3.0 TERMS AND CONDITIONS**

#### **1. PERIOD OF CONTRACT**

The Orleans Parish School Board (OPSB) is soliciting bids to furnish Cafeteria Cleaning and Equipment Supplies for the Child Nutrition Program for the 2024-2025 Fiscal Year, effective **from the date of the Purchase Order through July 31, 2025**.

#### **2. COST/PRICE ANALYSIS STATEMENT:**

Based on analysis of prior quote pricing and previous quote history of like or similar items, the anticipated total value of this quote is TBA, due to rapid inflation. This estimated value provides vendors a point of reference of prior quote costs. This value is only an estimate and the Orleans Parish School Board shall not be held to this estimated dollar value for total purchases in relation to this quote.

#### **3. OPSB SUPPLIER**

Vendor(s) receiving awards resulting from competitive bids on the listed item(s) will be established as the supplier of the respective item(s) for the OPSB for the duration of the order period. A Blanket Purchase Order listing items awarded will be the official notification of award

#### **4. BLANKET ORDER PERIOD/PRICES**

Blanket Purchase Orders will be issued for the respective item(s) awarded. The order period shall be from date of Purchase Order through **JULY 31, 2025**. All prices are to be firm for the Blanket Order period, but wherever there is a general reduction in price to any segment of the trade in Louisiana, which is lower than the contract price said reduction must be presented directly to the PROCUREMENT DEPARTMENT, OPSB. Purchase Orders will be issued by mail, email, or fax by the PROCUREMENT DEPARTMENT staff for a supply of the items required and delivery location and when needed.

5. All prices are quoted FOB anywhere within the Parish of Orleans (City of New Orleans, Louisiana) and do not include City or State sales taxes or federal excise tax.
6. The Bidder shall not be liable for any excess costs if the failure to perform the contract arises from causes beyond the control and without the fault or negligence of the Bidder which causes are limited to (1) acts of God or of the public enemy, (2) fires, (3) floods, (4) epidemics, (5) quarantine restrictions, or (6) hurricanes. The Bidder must provide written notice within ten (10) days of any such event. Failure to do so shall constitute a waiver on the part of the Bidder.
7. The rights and remedies of the Orleans Parish School Board in this clause are in addition to any other rights and remedies provided by law or under this contract.

#### **SAMPLES**

Brand to be as specified, alternate or approved equal. If item quoted as “approved equal” or “alternate”, Bidder must provide graphics, literature, product code(s), and a list of all deviations from the specifications with quote document. Failure to comply may result in disqualification of quote. Samples may be required prior to award being made.

8. **QUANTITIES**

The estimated quantities of items as specified cannot be confirmed. However, any contract awarded as a result of the Invitation to Bid will obligate the OPSB to purchase only the quantity needed and the availability of funds. Quantities on orders may be adjusted/changed (decreased or increased) as needed based usage per School Site. The successful Bidder must supply at quote prices actual requirements as ordered whether the total of such requirements is more or less than the quantities estimated to prepare the quote. The OPSB binds itself to accept and the Bidder agrees to supply only what is actually required by the OPSB during the life of the contract. Additional quantities, if needed, will be ordered at the same unit price quote through July 31, 2025.

6. **PRICE CHANGES**

Act 312 of the regular session of 1974 Louisiana Legislature dictates: Only bids based on specifications that are subject to a recognized escalation index shall be legal and valid.

7. **DELIVERY/SHIPMENT:** Items are to be delivered as requested to various designated locations. Delivery shall be made within ten (10) operating days of request. No shipments are to be delivered on weekdays before 7:00 a.m. or after 2:00 p.m., during weekend or during a holiday period (unless requested). Back orders will not be accepted without prior approvals and explanations. Prices must include FOB delivery to all schools on the attached list.

Deliveries are to be made to approximately **thirteen (13) schools or sites** according to the scheduled dates as determined and furnished by the Child Nutrition Program. (Additional schools or sites may be added at a later date.)

Deliveries are to be made on the date scheduled between the hours 7:00 a.m. to 2:00 p.m., **MONDAY THROUGH FRIDAY**. However, weekend deliveries may be requested. Within reason, the Bidders are requested not to make a delivery during the serving of lunch, but delivery at this time cannot cause rejection of the order. In each instance, the price quoted is understood to include delivery.

Deliveries must be made in the quantity and quality specified. Food products must be safely delivered in properly packaged containers and, if required, in refrigerated delivery vehicles.

Inspections will be made of each delivery by a duly qualified representative of the Child Nutrition Program. Such inspections may include rejection if the item delivered fails to meet the specifications or is damaged in any way. If rejected, the vendor will be required to replace the rejected food or merchandise or to issue a credit on the invoice at the option of the Child Nutrition Program.

The Bidder is expected to deliver all products on schedule, even if the product has to be procured from a local competitor or flown in by special delivery. If shortages occur, the Bidder should be prepared to make same day or next day delivery, if requested.

If the Bidder fails to deliver the food, supplies or materials or perform the services within the time specified in the contract, or any extension; thereof, the Bidder shall, in place of actual damages, pay to the Orleans Parish School Board as fixed and agreed liquidated damages, for each calendar day of delay, the sum of \$225.00 per day. The Bidder shall not be charged with liquidated

damages when the delay in delivery or performance arises out of causes beyond the control and without the fault or negligence as defined in this paragraph.

Bidder must demonstrate the ownership or the source of a sufficient number of trucks or vehicles to deliver to the **thirteen (13) different sites** between the designated hours and on the dates specified in the delivery schedule. The contractor shall make emergency delivery orders in the event of a truck breakdown, spoilage or theft at no additional cost to the Orleans Parish School Board.

Delivery or performance shall be made only as authorized by orders issued by the Child Nutrition Department. In no event shall a delivery be made without proper authorization from the Child Nutrition Department.

If the Orleans Parish Board urgently requires delivery of any quantity of an item before the earliest date that delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated delivery, the Orleans Parish School Board may acquire the urgently required food, goods or services from another source.

Delivery for each school showing quantities will be provided by the Child Nutrition Department to the Vendor. A Delivery Receipt signed by the cafeteria manager, must be sent with a copy of the vendor's Summary Invoice bi-weekly to: Orleans Parish School Board, Child Nutrition Department, 2401 WESTBEND EXPRESSWAY., New Orleans, LA 70114.

The Child Nutrition Department reserves the right to cancel that portion of the order, which the contractor fails to deliver at the specified time.

If the Bidder fails to meet the requirements or to deliver articles within the time specified elsewhere in these specifications, the Board reserves the right, without prior notice or putting in default but by mere lapse of time, to obtain the articles from any other person or firm at such price as may be charged without competitive bids. The difference between the price paid and the contract price shall be deducted from the following or any subsequent payment to the contractor.

8. **INVOICING**

Invoices will be submitted by the vendor to the OPSB Child Nutrition Department and the invoice shall refer to the purchase order, delivery date, quantity, unit price, and delivery point. Invoices shall show the cash discount (if any), and shall be submitted on the Bidder's own invoice form. All packing slips must be attached to the outside of packages and **MUST** show purchase order number.

9. **PAYMENT**

Invoices will be paid based upon receipt of material or properly executed invoice, whichever is later. Payment will be made on the basis of unit price as listed in the Blanket Order; such price and payment will constitute full compensation of furnishing and delivering the items. In no case will the OPSB refuse to make partial payments to the Bidder although all items have not been delivered. This payment in no way relieves the Bidder of his responsibility to effect shipment of the balance of the order released.

**10. TAXES**

The Orleans Parish School Board is exempt from all Federal, State, and local taxes.

**11. SUBSTITUTES**

Only brand names stated in the award and approved by the OPSB can be delivered under this Blanket Order. Any substitution must receive prior written approval of the Procurement Director. Substitutions **will not** be accepted if they do not appear on the original quote.

**12. INDEMNITY**

The Bidder agrees, upon receipt of written notice of a claim or action, to defend the claim or action, or take other appropriate measures, to indemnify, and hold harmless, the OPSB, 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 Bidder, its officers, its agents or its employees.

The Bidder is obligated to indemnify only to the extent of the fault of Bidder, its officers, its agents, or employees.

However, the Bidder shall have no obligation as set forth above with respect to any claim or action for bodily injury, death or property damages arising out of the fault of the OPSB, its officers, its agents or its employees.

**13. VENDOR CONTACT**

Bidders **MUST** provide NAME and TELEPHONE NUMBER of respective contact person within the firm through whom orders and/or information will be handled.

**14. QUOTE INQUIRY**

All inquiries regarding this Invitation to Bid should be addressed in writing to:  
[procurement@nolapublicschools.com](mailto:procurement@nolapublicschools.com)

No contact in any form or manner is to be made with any employee of the District except through the PROCUREMENT DEPARTMENT. Violation of this provision shall be considered grounds for disqualification of the violator employer's quote.

**15. CANCELLATION**

**THE ORLEANS PARISH SCHOOL BOARD RESERVES THE RIGHT TO CANCEL THE CONTRACT WITH VENDOR UPON THIRTY (30) DAYS WRITTEN NOTICE.**

The continuation of this Blanket Order is contingent upon the appropriation of funds to fulfill the requirements of the Blanket Order.

**16. DEFAULTS AND TERMINATION**

The Orleans Parish School Board may, subject to paragraphs below, by written notice of default to the Bidder, terminate this contract in whole or in part if the Bidder fails to:

- a. Deliver supplies or materials, or to perform the services within the time specified in this contract or any extension

- b. Furnish supplies or materials, or to perform the services in accordance with the specifications. If the Bidder fails to deliver supplies or materials or perform the services within the time specified in the contract, or an extension thereof, the Bidder shall, in place of actual damages, pay to the OPSB as fixed and agreed liquidated damages for each calendar day of delay, the sum of \$225.00 per day. The Bidder shall not be charged with liquidated damages when the delay delivery or performance arises out of causes beyond the control and without the fault or negligence of the Bidder;
- c. Perform any of the other provisions in this contract.

If the OPSB terminates this contract in whole or in part, it may acquire, under the terms and in the manner the Procurement Director considers appropriate supplies or materials, or services similar to those terminated, and the Bidder shall be liable to the Orleans Parish School Board for any excess costs for such supplies, materials, or services in addition to liquidated damages. However, the Bidder shall continue the work not terminated or furnish the supplies or materials not terminated.

**17. BIDDER'S NAME**

Legal identification of the Bidder's company and/or organization must be listed on the quote form where indicated, including its corporate name and complete mailing address.

**18. QUOTE CONSIDERATION**

Bid(s) shall be valid through July 31, 2025. Terms understood as net 30 days.

The Orleans Parish School Board reserves the right to select any part of the quote or the whole quote as well as to reject any and all bids received whenever such rejection is in its best interest in accordance with law.

The Board reserves the right to select any part of the quote or the whole quote; as well as to reject any and all bids, whenever such rejection is in its best interest in accordance with law.

All blanks within the Quote Document shall be filled in by type or manually in ink. When Make/model section of item is not filled in, the item specified in the specifications must be delivered. Brand name, unit price and extended price must be quoted.

The Bidder's name, complete address, phone number and principals of the company must be furnished.

Prices are to include inside delivery to the Various Schools as per attached list.

Bidders are cautioned to insure the unit prices are correct as written/typed. A careless error in the quote preparation or in quoting prices will not relieve the Bidder's responsibility.

Bids submitted are subject to provisions of the laws of the State of Louisiana and USDA Federal laws, including, but not limited to, Louisiana Revised Statutes (LRS) 38:2211-2296 and 2 CFR Part 200 and NSLP: 7CFR#210.21(d); SBP: 7CFR#220.16 (d); SFSP: 7CFR 225.17; CACFP: 7CFR 226.22; the

Standard Terms and Conditions, Special Terms and Conditions and the Specifications listed in this solicitation which form the Quote Package. For a complete reference on all Federal regulations cited, go to the following link <http://www.ecfr.gov/cgi-bin/ECFR?page=browse>, Title 7 Agriculture, and for the Louisiana Revised Statute reference link, go to <http://legis.la.gov/Legis/Law.aspx?d=94915>.

19. **RETURN POLICY**

Bidders are required to include return policy terms, conditions and procedures.

20. **PRIOR APPROVAL LIST**

On certain items specific brand(s) have been pre-approved. Bids on brands which are not on the Prior Approval List is a non-responsive quote, for ONLY the approved brands and codes will be awarded. If an inconsistency exists between approved brands and product descriptions, the approved brands and codes will prevail.

The Child Nutrition Program has established procedures and a schedule for testing. Vendors who want to submit new items for approval may do so by contacting the Director of Child Nutrition for the procedures and testing dates.

21. **PRODUCT SPECIFICATIONS AND GUIDELINES**

All products delivered shall have been processed and packed in accordance with good commercial practice. All products shall conform in every respect to the provisions of the Federal Food, Drug and Cosmetic Act and regulations promulgated hereunder. Failure to do so will result in removal from future quote consideration.

Federal or state inspections or any certification concerning quality, grade, etc. required for any food item shall have been completed in a timely manner and certificates furnished prior to delivery to the Child Nutrition Department, Orleans Parish School Board, Attention: Rosie L. Jackson, Director, 2401 Westbend Parkway, New Orleans, Louisiana 70114.

22. **EXTRA SALES PROGRAM**

Selected menu items will be used for the Extra Sales Program only. The quantities specified are estimates based on projected sales to student customers. Any contract established as a result of this proposal will not obligate the Orleans Parish School Board to purchase any quantity in excess of actual requirements (based on student preference) and the availability of funds.

23. **REQUIREMENTS**

The quantities of food or supplies specified in the Schedule are estimates based on previous usage. However, any contract established as a result of the invitation will not obligate the Orleans Parish School Board to purchase any quantity in excess of actual requirements and the availability of funds. **Bidders must be aware that the volume of purchases of any item may be influenced by the availability of "free" USDA Commodities.** Contractors are advised to monitor the status of USDA Commodities.

Any order issued during the effective period of this contract and not completed within that period shall be completed by the contractor within the time specified in the order. The contract shall govern the contractor's and the Orleans Parish School Board's rights and obligations with respect

to that order to the same extent as if the order were completed during the contract's effective period; provided, that the contractor shall not be required to make any deliveries under this contract after 60 days.

**24. BUY AMERICAN PROVISION REQUIREMENTS:**

Vendors shall comply with the Buy American Provision for contracts that involve the purchase of food, USDA Regulation (7 CFR Part 250 and 7 CFR Part 210). Vendors are required to utilize, to the maximum extent practicable, domestic commodities and products.

School Food Authorities must comply with the Buy American Provision when purchasing food products served in school meals programs. The Orleans Parish School Board participates in the National School Lunch Program and the National School Breakfast Program and is required to use the nonprofit food service funds, to the maximum extent practical, to buy domestic commodities or products for program meals. A “domestic commodity or product” is defined as one that is either produced in the United States or is processed in the United States substantially using agricultural commodities that are produced in the United States as provided in 7 CFR Part 210.21 (d). “Substantial” means that over 51 percent of the final processed product consists of agricultural commodities that were grown domestically in the United States. Products from Guam, American Samoa, Virgin Islands, Puerto Rico, and the Northern Mariana Islands are allowed under this provision as territories of the United States.

There are limited exceptions to the Buy American Provision and they are to be used as a last resort. The exceptions are:

- The product is not produced or manufactured in the U. S. in sufficient and reasonable available quantities of a satisfactory quality; or
- Competitive bids reveal the costs of a U. S. product are significantly higher than the non-domestic product.
- If a non-domestic product is used, the School Food Authority must keep documentation to justify the exception.

**Note this Requirement: The “Buy American Provision Certification” Form included with this quote must be completed, signed and returned with this quote for the quote to be considered.**

- Any substitution of a non-domestic product for a domestic product (which was originally a part of the solicitation), must be approved, in writing, by the Child Nutrition Director, prior to the delivery of the product to the School.
- Any non-domestic product delivered to the School, without the prior, written approval of the Child Nutrition Director, will be rejected.
- Distributor must affirm their willingness to assert their best and reasonable efforts to ensure compliance with this federal rule.

**25. PIGGYBACKING ON QUOTE**

The Orleans Parish School Board will allow up to two (2) school food authorities or public agencies to piggyback on this quote contract as long as all parties agree, i.e. the school district, the awarded vendor, and the district or agency desiring to piggyback. If all parties agree, then signatures of all parties involved must be obtained on a statement of agreement to piggyback.

**26. SCHOOL FOOD AUTHORITY-ADDING GOODS AND SERVICES TO A CONTRACT (SFS-21-x132)**

NOLA Public Schools reserve the right to add goods if the following conditions are met:

- The SFA must state in the original solicitation that the total value of all additional goods and quantities of listed goods may not exceed the limit specified in the solicitation and contract. The SFA may use a percentage of the estimated total value of the contract to determine the value of goods and quantities of goods that may be added. FNS recommends limiting additional costs to 5%-10% of the estimated value of the contract. The total estimated value of the contract must be included in the solicitation.
- If the contract allows a renewal option and the renewal is approved as established in the original contract, then upon renewal, any goods added to the contract must be included in the contract amendment.
- If the contract is renewed, a new basis for contract value, including the actual expenditures of the previous quote period plus the value of the additional items must be established. Actual expenditures may fall below the initial estimated value of the contract and could result in a lower contract value in subsequent contract periods.
- Program operators must maintain records of all additional goods purchased to ensure that the value of additional goods purchased does not exceed the specified limit.



**INDEMNITY AND INSURANCE:**

A. The Contractor shall indemnify and hold harmless the OPSB, its Board Members, Officers, Staff Directors, etc. for and against any and all losses, damages, and liabilities whatsoever for injury to or death of persons, or loss of or damage to property, including Government property of any kind or nature caused by or arising out of the performance of the work or services required hereunder by the contractor or the officers, employees, or agents of the Contractor.

B. The Contractor shall, as a minimum, obtain and maintain during the entire period of performance of this contract insurance provided by insurers authorized to transact business in the State of Louisiana, has and maintains a minimum of a “A” rating or better financial size category as shown in the most current AM Best Company ratings the following coverage placements:

1. Workmen's Compensation and Employees Liability Insurance – Worker’s Compensation insurance limits as required by the Labor Code of the State of Louisiana meeting minimum statutory requirements and Employer’s Liability coverage with a minimum of \$500,000. The policy shall include a **waiver of subrogation** in favor of the District (OPSB).
2. Comprehensive General Liability/ Professional Liability Insurance – **For Standard Contracts**, minimum limits of \$1,000,000 per occurrence. The policy shall include a **waiver of subrogation** in favor of the OPSB with an **additional insured** endorsement. **For Architectural & Engineering (A&E)** projects, the Contractor shall provide evidence of coverage for Professional Liability and or E&O Liability subject to limits of not less than \$1,000,000 with **additional insured and/or a waiver of subrogation** endorsement in favor of the District (OPSB). The liability insurance shall remain in effect until the end of the Correction Period and at all times after that when the Contractor may be correcting or removing and replacing, defective work.
3. Motor Vehicle Liability Insurance - Minimum limits of \$250,000 per person and \$500,000 per occurrence for bodily injury liability and \$100,000 for property damage liability is required on each vehicle owned, non-owned or hired to be used in conjunction with the contract. The policy shall include a **waiver of subrogation** in favor of the District (OPSB).
4. Property, Builder’s Risk Insurance – The Contractor (for repair, construction, fabrication, etc. projects) shall purchase and maintain property insurance, including earth movement and flood, covering work at the site in the full amount of the respective contract and/or changes in contract values due to change orders. The property insurance shall be “All Risk Builder’s Risk Completed Value Form Insurance or equivalent manuscript policy and shall include the interests of the OPSB, Contractor, Subcontractors and Suppliers, Architect and the Owners and Architect’s consultants as their interest may appear, all of whom shall be named **as additional insured’s**. The corresponding deductibles, shall be borne by the Contractor & the policy shall also be endorsed to comply with the **waiver of subrogation** rights in favor of or applicable to the OPSB.
5. Bonding – The Contractor (other than A&E and Demolition projects) shall furnish a Performance Bond in the full amount of the contract price. The Labor and Material Payment Bond shall also be in the full amount of the contract price. The Performance Bond shall remain in effect until the end of the “correction period” and at all times after that when the contractor may be correcting or removing and replacing defective work. The Contractor shall also furnish any maintenance bonds

and manufacturer performance bonds, each in the amount and for specified that are required in the Supplementary conditions or technical Specifications. Attorney-in-Fact who sign bonds shall attach a certified copy of their Power of Attorney to sign bonds and conduct business in the respective State.

6. Excess Liability Insurance – The OPSB reserves the right to require this coverage subject to the value of the contract or scope of work required in the contract. If required, the excess liability insurance shall follow the same form and offer the same protections as employer’s liability, general liability and auto liability. It shall also be as broad as the underlying policies of liability. Limits of Excess Liability coverage will be established based on the size and scope of the contract project. **Additional insured and/or waiver of subrogation endorsements will be required.**

C. The minimum insurance amounts specified in paragraph B shall not include a deductible. Notwithstanding, if there is a deductible incorporated into the terms of the insurance policy, then OPSB shall not be liable for the deductible, nor shall it be an allowable cost if paid by the CONTRACTOR. Insurance issued on a claims-made basis and completed operations insurance shall be maintained for 2 years after acceptance and evidence of coverage shall be furnished to the OPSB yearly.

D. The insurer’s cost of providing the insured’s a defense and appeal, including attorney fees, shall be supplementary and shall not be included as part of the policy limits, but shall remain the insurer’s separate responsibility. If any of the Contractor’s sureties or insurers is declared bankrupt or placed into receivership, ceases to meet any of the requirements of the Contract Documents or its license to do business in the State of Louisiana is revoked or expires, the Contractor shall meet the requirements of the contract documents.

E. Certificates of insurance evidencing that the requirements of paragraph B have been met shall be furnished to OPSB before work is commenced with respect to performance under this Contract. In addition to the certificate of insurance, a copy of all required endorsements will be required as proof of the coverage placement. The insurance required pursuant to the provisions of this clause shall be in such form and for such periods of time as OPSB may require or approve, and with insurers approved by OPSB. Provisions shall be made for 30 days advance written notice by mail to OPSB of change in or cancellation of such insurance.

F. In the event the CONTRACTOR fails to furnish such certificates prior to the commencing of work or to continue to maintain such insurance during the performance of the Contract OPSB shall have the right to withhold any payments or partial payments required to be made under this Contract; and shall have the right to continue withholding any or all of said payments so long as the CONTRACTOR has not complied with the requirements of this clause.

#### **G. ADDITIONAL INSURANCE REQUIREMENTS**

The Contractor shall provide a Certificate of Insurance evidencing Errors and Omissions liability insurance coverage subject to limits of liability of not less than \$1,000,000.00. Furthermore, it shall be mutually agreed that OPSB shall be solely responsible for the contents of any information or documentation, which OPSB may provide to the Contractor to rely upon in the process of this service agreement. Notwithstanding the aforementioned provision, the Contractor shall be responsible for any damages or liabilities to the extent that they result from the Contractor’s actual errors, omissions, or negligence pursuant to this Agreement. No changes, modifications, or limitations to these insurance requirements shall be permitted.

## REQUIRED CONTRACT PROVISIONS FOR PROCUREMENT CONTRACTS IN CHILD NUTRITION PROGRAMS

### Required Contract Provisions from Appendix II of 2 CFR Part 200

1. **Equal Employment Opportunity.** By submitting and signing the Quote, Bidder agrees that he will not discriminate in the rendering of services to and/or employment of individuals because of race, religion, sex, age, national origin, handicap or disability. Bidders shall keep informed of and comply with all Federal, State and Local laws, ordinances and regulations which affect his employees or prospective employees. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60 – 1.3 will include the equal opportunity clause provided under 41 CFR 60 – 1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p.339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR Part 60. "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor" (Appendix II of 2 CFR Part 200 E).

2. **Davis-Bacon Act**, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency Appendix II of 2 CFR Part 200(D).

3. The vendor shall comply with the **Copeland "Anti-Kickback" Act** (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or sub recipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency (Appendix II of 2 CFR Part 200 (D)).

4. **Contract Work Hours and Safety Standards Act** (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence (Appendix II of 2 CFR Part 200(I)).

5. Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate (Appendix II of 2 CFR Part 200(A)).

6. All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement (Appendix II of 2 CFR Part 200(B)).

**7. Rights to Inventions Made Under a Contract or Agreement.** If the Federal award meets the definition of “funding agreement” under 37 CFR §401.2 (a) and the recipient or sub recipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or sub recipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency (Appendix II of 2 CFR Part 200(F)).

8. **Clean Air Act** (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended—Contracts and sub grants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA) (Appendix II of 2 CFR Part 200(G)).

9. **Debarment and Suspension** (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549 (Appendix II of 2 CFR Part 200(H)).

10. **Byrd Anti-Lobbying Amendment** (31 U.S.C. 1352)—Contractors that apply or quote for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award (Appendix II of 2 CFR Part 200(I)).

#### **Required Contract Provisions from 2 CFR Part 200**

1. Procurement of Recovered Materials- A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item **exceeds \$10,000** or the value of the quantity acquired by the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines (2 CFR Part 200.322)

2. The vendor agrees to take all necessary affirmative steps to assure that minority businesses, women’s business enterprises, and labor surplus area firms are used when possible (2 CFR Part 200.321)

#### **Required Contract Provisions from 7 CFR Part 210**

1. The vendor shall comply with the *Buy American Provision* for contracts that involve the purchase of food, USDA Regulation (7 CFR Part 250 and 7 CFR Part 210). The vendor is required to utilize, to the maximum extent practicable, domestic commodities and products.

The District participates in the National School Lunch Program and School Breakfast Program and is required to use the nonprofit food service funds, to the maximum extent practical, to buy domestic commodities or products for Program meals. A "domestic commodity or product" is defined as one that is either produced in the U.S. or is processed in the U.S. substantially using agricultural commodities that are produced in the U.S. as provided in 7 CFR Part 210.21(d).

Exceptions to the Buy American provision should be used as a last resort; however, an alternative or exception may be approved upon request. To be considered for the alternative or exception, the request must be submitted in writing to a designated official, a minimum of 14 days in advance of delivery. The request must include the:

A. Alternative substitute (s) that are domestic and meet the required specifications:

- Price of the domestic food alternative substitute (s); and
- Availability of the domestic alternative substitute (s) in relation to the quantity ordered.

B. Reason for exception: limited/lack of availability or price (include price):

- Price of the domestic food product; and
- Price of the non-domestic product that meets the required specification of the domestic product.

### Other Contract Provisions

1. The vendor shall comply with the following civil rights laws, as amended: **Title VI of the Civil Rights Act of 1964**; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; Title 7 CFR Parts 15, 15a, and 15b; the Americans with Disabilities Act; and FNS Instruction 113-1, *Civil Rights Compliance and Enforcement in School Nutrition Programs*.

### Civil Rights Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

Vendors shall comply with the following civil rights laws, as amended: Title VI of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; Title 7 CFR Parts 15, 15a, and 15B; the Americans with Disabilities Act; and FNS Instruction 113-1, Civil Rights Compliance and Enforcement in School Nutrition Programs.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

Civil Rights Statement Continued:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;  
(2) fax: (202) 690-7442; or  
(3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

**ORLEANS PARISH SCHOOL BOARD  
REQUIRED CONTRACT PROVISIONS**

**CHECKOFF LIST FOR VENDORS**

**Required Contract Provisions from Appendix II of 2 CFR Part 200**

- 1.                 Read the **Equal Employment Opportunity** Provision.  
Initial
  
- 2.                 Read the **Copeland “Anti-Kickback Act”** (40 U.S.C 3145)  
Initial            Provision
  
- 3.                 Read the **Civilian Agency Acquisition Council and the Defense**  
Initial            **Acquisition Regulation Council (Councils)** 41 U.S.C. 1908
  
- 4.                 Read the **Termination of Contracts** Provision  
Initial
  
- 5.                 Read the **Clean Air Act** (42 U.S.C. 7401-7671q.) **and the**  
Initial            **Federal Water Pollution Control Act** (33 U.S.C. 1251-1387) Provision
  
- 6.                 Read and Sign the **Debarment and Suspension** (Executive  
Initial            Orders 12549 and 12689) Provision
  
- 7.                 Read the **Byrd Anti-Lobbying Amendment** (31 U.S.C. 1352)  
Initial

**Required Contract Provisions from 2 CFR Part 200**

- 1.                 Read **Procurement of recovered materials** Provision  
Initial

**Required Contract Provisions from 2 CFR Part 200**

- 1.                 Read and Sign the **Buy American Provision** (7 CFR Part 250 and 7 CFR  
Initial            Part 210)

**Other Contract Provisions**

- 1.                 Read the **Civil Rights Statement** Provision  
Initial

**Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transactions**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7 CFR Part 3017, Section 3017.510, Participants' responsibilities. The regulations were published as Part IV of the January 30, 1989, Federal Register (pages 4722-4733). Copies of the regulations may be obtained by contacting the Department of Agriculture agency with which this transaction originated.

**(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS THAT FOLLOW)**

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Organization Name \_\_\_\_\_

Name and Title of Authorized Representative \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Instructions for Completing Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions (Form AD-1048)

NOTE: A School Food Authority must require that each responsive Bidder include this certification statement with each quote on each contract equaling or exceeding \$100,000, or any contract for audit services regardless of amount.

1. By signing and submitting this form, the prospective lower tier participant providing the certification set out on the above in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. 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 U. S. Department of Agriculture regulations 7CFR 3017 implementing Executive Order 12 549. (Contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.)
5. The prospective lower tier participant agrees by submitting this form 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 with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction" without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification that a prospective participant in a lower tier covered transaction has not been debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless the participant knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Non procurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under Paragraph 5 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 with which this transaction originated may pursue available remedies, including suspension and/or debarment.



**CERTIFICATION REGARDING LOBBYING**

**CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS  
EXCEEDING \$100,000 IN FEDERAL FUNDS**

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub awards (exceeding \$100,000 in Federal funds) at all tiers (including subcontracts, sub grants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

This certification is a material representation of fact which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

NAME/ADDRESS OF VENDOR \_\_\_\_\_

TITLE/TITLE OF SUBMITTING OFFICIAL \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

### CERTIFICATE OF INDEPENDENT PRICE DETERMINATION

Both the School Food Authority (SFA) and the Vendor (offeror) shall execute this Certificate of Independent Price Determination.

\_\_\_\_\_  
Name of Vendor

Orleans Parish School Board  
\_\_\_\_\_  
Name of School Food Authority

(A) By submission of this offer, the offeror certified and in the case of a joint offer, each party thereto certifies as to its own organization, that in connection with this procurement:

- (1) The prices in this offer have been arrived at independently, without consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other offeror or with any competitor;
- (2) Unless otherwise required by law, the prices which have been quoted in this offer have not been knowingly disclosed by the offeror and will not knowingly be disclosed by the offeror prior to opening in the case of an advertised procurement, or prior to award in the case of a negotiated procurement, directly or indirectly to any other offeror or to any competitor; and
- (3) No attempt has been made or will be made by the offeror to induce any person or firm to submit or not to submit, an offer for the purpose of restricting competition.

(B) Each person signing this offer on behalf of the Vendor certifies that:

- (1) He or she is the person in the offeror’s organization responsible within the organization for the decision as to the prices being offered herein and has not participated, and will not participate, in any action contrary to (A)(1) through (A)(3) above; or
- (2) He or she is not the person in the offeror’s organization responsible within the organization for the decision as to the prices being offered herein, but that he or she has been authorized in writing to act as agent for the persons responsible for such decision in certifying that such persons have not participated and will not participate, in any action contrary to (A)(1) through (A)(3) above, and as their agent does hereby so certify; and he or she has not participated, and will not participate, in any action contrary to (A)(1) through (A)(1) above.

To the best of my knowledge, this Vendor, its affiliates, subsidiaries, officers, directors and employees are not currently under investigation by any governmental agency and have not in the last three years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to quoteing on any public contract, except as follows:

\_\_\_\_\_  
Signature of Vendor’s  
Authorized Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**In accepting this offer, the SFA certifies that no representative of the SFA has taken any action which may have jeopardized the independence of the offer referred to above.**

\_\_\_\_\_  
Signature of School Food Authority’s  
Authorized Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**BIDDER'S CERTIFICATION AND INVITATION TO BID**

This form is to be completed, signed and left attached to the Bids Documents and emailed to the Orleans Parish School Board by the time and date advertised.

DATE: \_\_\_\_\_

Orleans Parish School Board  
PROCUREMENT DEPARTMENT  
2401 Westbend Expressway  
Fifth Floor, Room 5055  
New Orleans, LA 70114

**Re: Invitation to Bid No. 25-CN-0005 | Cafeteria Cleaning and Equipment Supplies**

**To whom this may concern:**

In compliance with the Bids Documents, the undersigned agrees, if this offer is accepted and awarded within forty (45) calendar days from the date for the receipt of the offer specified in the Advertisement for Bids, to furnish any or all items awarded at the unit price offered at the price set opposite each item, delivered at the designated points on the dates specified in the Delivery Schedule and during the time period specified from date of Purchase Order through **July 31, 2025**.

Acknowledgment of Addenda:

Addendum No. \_\_\_\_\_ , dated \_\_\_\_\_

Addendum No. \_\_\_\_\_ , dated \_\_\_\_\_

Addendum No. \_\_\_\_\_ , dated \_\_\_\_\_

I propose to provide and furnish the various items at the prices set forth on the attached sheet.

The quote prices accepted by the Orleans Public School Board must remain valid until **July 31, 2025**.

**SEE ATTACHED SPECIFICATIONS.**

**A1: PRINCIPALS OF THE COMPANY**

**PRESIDENT:** \_\_\_\_\_

**VICE-PRESIDENT:** \_\_\_\_\_

**SECRETARY:** \_\_\_\_\_

**TREASURER:** \_\_\_\_\_

**BIDDER:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**NAME:** \_\_\_\_\_  
(PRINT OR TYPE)

**ADDRESS:** \_\_\_\_\_

**CITY, STATE, and ZIP:** \_\_\_\_\_

**AREA CODE & PHONE:** \_\_\_\_\_

**AREA CODE & FAX:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

LIST THE BIDDER'S FEDERAL TAX IDENTIFICATION NUMBER \_\_\_\_\_

Bidder is (check one) \_\_\_\_\_ Sole Proprietorship; \_\_\_\_\_ Partnership; \_\_\_\_\_ Corporation  
(If corporation, in what state incorporated) \_\_\_\_\_; or  
\_\_\_\_\_ Joint venture. Identify parties:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# ORLEANS PARISH SCHOOL BOARD

Procurement Department

## VENDOR REGISTRATION FORM

DATE (MM/DD/YYYY): \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

CONTACT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

REMIT TO ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

TAX ID NO: \_\_\_\_\_

DUNS NO. \_\_\_\_\_

- MANUFACTURER     DISTRIBUTOR     SALES OFFICE     SERVICES     STATE CONTRACT

NO. \_\_\_\_\_

**PLEASE IDENTIFY COMMODITIES AND/OR SERVICES THAT YOUR COMPANY PROVIDES:**

\_\_\_\_\_

\_\_\_\_\_

In addition to the Vendor Registration form the OPSB requires that each Bidder submit a recent W-9 form.

The most recent W-9 form, as provided by the Internal Revenue Service, can be accessed at <http://www.irs.gov/pub/irs-pdf/fw9.pdf>.

**APPENDIX A**

**A2: NON-COLLUSION STATEMENT**

State of Louisiana  
Parish of Orleans

\_\_\_\_\_

States that he/she is \_\_\_\_\_ (a partner of the firm, officer of the corporation, or individual making the foregoing proposal or quote); that said quote is genuine and not collusive or sham; that said Bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any Bidder or person to put in a sham quote or to refrain from Bids, collusion, or communication or conference, with any person, to fix the quote price or affiant or any other Bidder, or to fix any overhead, profit or cost element, or that of any other Bidder, or to secure any advantage against any person interested in the proposed contract, and that all statements contained in the said quote or proposal are true.

\_\_\_\_\_  
**(Signature)**

**A discount for prompt payment:**

20 calendar days \_\_\_\_\_ % / 30 calendar days \_\_\_\_\_ % / \_\_\_\_\_ calendar days \_\_\_\_\_ % is included. (Fill in applicable item).

(Discounts for prompt payment will not be considered in evaluation of offers. However, any offered discount will form a part of the award and will be taken if payment is made within the discount period indicated above.)

All prices quoted are F.O.B. anywhere within the city limits of the City of New Orleans, Louisiana and do not include city or state sales taxes or federal excise taxes.

I have completed the Certificate of Insurance and secured signatures by a duly authorized representative of the company.

\_\_\_\_\_  
Initial

I have signed the Certificate of Debarment.

\_\_\_\_\_  
Initial

I have signed the Certificate of Lobbying.

\_\_\_\_\_  
Initial

I have signed the Buy American Provision

\_\_\_\_\_  
Initial

I have signed the Certificate of Independent Price Determination. I will provide Bread in the quality and quantity specified and shall meet the specifications accordingly.

\_\_\_\_\_  
Initial

I have completed Taxpayer Identification Number and Certification, and secured signature by a duly authorized representative of the company.

\_\_\_\_\_  
Initial

I understand that each delivery will be inspected by a representative of the Child Nutrition Program and an item may be rejected if it fails to meet the specifications or is damaged in any way.

\_\_\_\_\_  
Initial

I understand that if shortages occur, it is my company's responsibility to deliver the difference the same day if requested.

\_\_\_\_\_  
Initial



I understand that Child Nutrition may cancel that portion of an order which I fail to deliver at the specified time.

\_\_\_\_\_  
Initial

I understand that the volume of purchases of any item may be less than the quote quantity, due to the availability of "free" USDA Commodities.

\_\_\_\_\_  
Initial

I understand that the unit cost remains as quantities may increase when additional Schools are added to the Child Nutrition Program.

\_\_\_\_\_  
Initial

I have checked my quote for mathematical and typographical errors.

\_\_\_\_\_  
Initial

I have listed the Principals of the Company.

\_\_\_\_\_  
Initial

I have completed the Non-Collusion Statement.

\_\_\_\_\_  
Initial

I agree to deliver, if needed, additional quantities through July 31, 2025 at the same unit price quote.

\_\_\_\_\_  
Initial

I (or We) acknowledge and accept the General Terms and Conditions as set forth

\_\_\_\_\_  
NAME OF COMPANY

\_\_\_\_\_  
AUTHORIZED SIGNATURE OF BIDDER

\_\_\_\_\_  
DATE

**NOLA Public Schools – Child Nutrition Department  
Participating Charter Schools  
School Year 2024-2025**

<b>Elementary</b>	
<b>Site Name</b>	<b>Address</b>
Ben Franklin Elementary	1116 Jefferson Ave. New Orleans, LA 70115
Ben Franklin Annex	3649 Laurel St. New Orleans, LA 70115
Bethune Elementary	2401 Humanity St. New Orleans, LA 70122
Hynes Charter Elementary-Lakeview	990 Harrison Ave. New Orleans, LA 70124
Hynes Charter Elementary-Parkview	4617 Mirabeau Ave. New Orleans, LA 70126
Hynes Charter Elementary-UNO	6101 Chatham Ave. New Orleans, LA 70122
The Willow School - Elementary	7315 Willow St. New Orleans, LA 70118
The Leah Chase School	2727 S. Carrollton Ave. New Orleans, LA 70118
Noble Minds	1333 S. Carrollton Ave. New Orleans, LA 70118
The Willow School – Middle School	5625 Loyola Ave. New Orleans, LA 70115
The Willow High School	5624 Freret St. New Orleans, LA70115
Franklin High School	2001 Leon C Simon Dr. New Orleans, LA 70122
N.O. Center for Creative Arts (NOCCA)	2800 Chartres St. New Orleans, LA 70117

NOLA PUBLIC SCHOOLS  
CHILD NUTRITION OFFICE

<b>NOLA PUBLIC SCHOOLS - CHILD NUTRITION</b>					
<b>Invitation to Bid No. 25-CN-0005</b>  <b>CAFETERIA CLEANING and EQUIPMENT SUPPLIES</b>	<b>Vendor:</b>				
	<b>Point of Contact:</b>				
	<b>Phone #:</b>				
	<b>Email Address:</b>				

<u>ITEMS</u>	<u>Quantity</u>	<u>Approved Brand(s)</u>	<u>Unit Price</u>	<u>Extended Price</u>
<b>1.) Bleach</b>	25	Clorox		
Brite SBC-FCC-917 PK 6/1 GALLON	Cases	Purex		
Price/Case		Brite or approved equal		
<b>2.) Mop #24</b>	50	Abco		
Abco AB-CD50024 pack 12 each/ per case	each	Impact		
Price/Each		or approved equal		
<b>3.) Broom, Parlor</b>	25	Hitch		
Hitch EJ-100P 12 each	each	Rubbermaid		
Price/Each		Abco or approved equal		
<b>4.) Wire Brush - Straight Handle Scratch Brush</b>	8	Magnolia		
Magnolia EC-8SS PK 12/CS	Cases	Wilco		
Price/Case		Unger or approved equal		

# NOLA PUBLIC SCHOOLS CHILD NUTRITION OFFICE

<b>5.) Wire Brush - Curved Handle Wire Scratch</b>	8	Magnolia	
Magnolia EC-1SS PK 12/CS	Cases	Wilen	
Price/Case		Unger	
		or approved equal	
<b>6.) Scotch Brite</b>	10	Scotch Brite	
AL5-S096 PK 6/10 6 PK/10 EACH/CASE	Cases	Royal	
Price/Case		or approved equal	
<b>7.) 6 Quart Bucket</b>	35	Impact	
IMPACT SS06-65	Each	San Jamar	
Price/Each		Winco	
		Rubbermaid	
		or approved equal	
<b>8.) 10 Quart Bucket</b>	15	Impact	
San Jamar KP320RD Sanitizing Kleen-Pail	Each	San Jamar	
Price/Each		Winco	
		Rubbermaid	
		or approved equal	
<b>9.) 4' Rubber Mat with Holes for Drainage</b>	15	Superior	
RBM-35K	Each	Rubbermaid	
Price/Each		or approved equal	
<b>10.) 8' Rubber Mat with Holes for Drainage</b>	10	Superior	
Superior SOIS38BIK	Each	Rubbermaid	
Price/Each		or approved equal	

# NOLA PUBLIC SCHOOLS CHILD NUTRITION OFFICE

<b>11.) Dust Pan, Continental Lobby</b>	5		
Continental CN-912, 12" Collection Bin, Handle locks to bin	Cases	Continental	
Rust proof aluminum, pack 6 each /per case		Abco	
Price/Case		Rubbermaid	
		or approved equal	
<b>12.) Mop Bucket w Ringer Combo</b>	15	Continental	
Continental CN-226-312YW	Each	Rubbermaid	
Price/Each		or approved equal	
<b>13.) Stainless Steel Polish</b>	12	Hi Tech	
EJ-841 pack 12/20oz Cans/Case	Cases	Sheila Shine	
Price/Case		Sprayway	
		or approved equal	
<b>14.) Wall Theremometer - White</b>	20	Taylor	
Taylor 5154 8" This thermometer boasts a weather resistant and rustproof design for added durability.	Each	Acurite	
Price/Each		or approved equal	
<b>15.) Roll Paper Towel - Natural</b>	10	Cascades	
Cascades CTG-1757, 7.9" x 350', Natural, pack 12 each/per case	Cases	GP Pro	
		Scotts	
		or approved equal	
<b>16.) Heavy Duty Cleanser w Bleach</b>	12	Ajax	
Ajax CP-14278, 21 oz., pack 24 each/per case	Cases	Comet	
		or approved equal	

**NOLA PUBLIC SCHOOLS  
CHILD NUTRITION OFFICE**

<b>17.) Yellow Latex Flock Lined Glove- Medium</b>	3	Ambitex	
Ambitex TI-LMD6500, 12" length. 15 mil thickness., pack 144 each/per case	Cases	Ansell	
(For cleaning ovens and hand dish washing)		Noble Products	
		or approved equal	
<b>18.) Yellow Latex Flock Lined Glove- Large</b>	3	Ambitex	
Ambitex TI-LLG6500, 12" length. 15 mil thickness., pack 144 each/per case	Cases	Ansell	
(For cleaning ovens and hand dish washing)		Noble Products	
		or approved equal	
<b>19.) L200 Cream Latex Powder Free Exam Glove - Medium</b>	0	Ambitex	
Meets ASTM and FDA examination glove standards.	Cases	Ansell	
Passes ASTM F1670 for resistance to penetration by bloodborne pathogens.		Noble Products	
Ambitex TI-LMD200, 10/100 each/per case		or approved equal	
(Food Preparation)			
<b>20.) L200 Cream Latex Powder Free Exam Glove - Large</b>	0	Ambitex	
Meets ASTM and FDA examination glove standards.	Cases	Ansell	
Passes ASTM F1670 for resistance to penetration by bloodborne pathogens.		Noble Products	
Ambitex TI-LLG200, pack 10/100 each/per case		or approved equal	
(Food Preparation)			
<b>21.) Sheet Pans</b>	10	Winco	
Winco ALXP-1200, 18"x 26", 12 Gauge, pack 12 each/per case	Cases	Baker's Mark	
Price/Case		Carlisle	
		or approved equal	
<b>22.) 4" Counter - Stainless Steel - Anti-Jam</b>	3	Winco	
Winco SPJL-104, 20-3/4" x 12-3/4", 4" Depth, pack 12 each/per case	Cases	Advance Tabco	
Price/Case		or approved equal	

**NOLA PUBLIC SCHOOLS  
CHILD NUTRITION OFFICE**

<b>23.) 2" Counter - Stainless Steel - Anti-Jam</b>	5	Winco		
Winco SPJL-102, Full-Size, 2-1/2" Depth, pack 12 each/ per case	Cases	Advance Tabco		
Price/Case		or approved equal		
		Winco		
<b>24.) 8" Disher - Stainless Steel</b>	2	Solula		
Winco ISS-8, 4oz, 2-3/4" Dia Scoop Size 8" pack 48 each/ per case	Cases	Vollrath		
Price/Case		or approved equal		
<b>25.) 16" Disher - Stainless Steel</b>	2	Winco		
Winco ISS-16, 2-3/4 oz, 2-1/4" Dia Scoop Size 16" pack 48 each/ per case	Cases	Solula		
Price/Case		Vollrath		
		or approved equal		
<b>26.) 30" Disher - Stainless Steel</b>	0	Winco		
Winco ISS-30, 1-1/4 oz, 1-7/8" Dia Scoop Size 30" pack 48 each/ per case	Case	Solula		
Price/Case		Vollrath		
		or approved equal		
<b>27.) Mitten, Terry Cloth, Silicone Lining</b>	75	Winco		
Winco OMT-17, 17" Each	Each	Safemitt		
Price/Each		Choice		
		or approved equal		
<b>28.) Pot Holder, Terrycloth w/ Pocket</b>	10	Winco		
Winco PH-9W, 8-1/2" x 9-1/2" pack 15 each / per case	cases	Safemitt		
Price/case		Choice		
		or approved equal		

**NOLA PUBLIC SCHOOLS  
CHILD NUTRITION OFFICE**

<b>29.) Chef Knife - Acero 8"</b>	2	Winco		
Winco KFP-80, 8" pack 36 each /per case	Cases	Mercer Culinary		
Price/Case		Dexter-Russell		
		or approved equal		
<b>30.) Chef Knife - Acero 10"</b>	1	Winco		
Winco KFP-100, 10" pack 36 each /per case	Case	Mercer Culinary		
Price/Case		Dexter-Russell		
		or approved equal		
<b>31.) Utility Knife, Acero</b>	2	Winco		
Winco KFP-50, 5" pack 36 each /per case	Cases	Mercer Culinary		
Price/Case		Dexter-Russell		
		or approved equal		
<b>32.) Bread Knife, Acero</b>	1	Winco		
Winco KFP-82, 8" pack 36 each /per case	Case	Mercer Culinary		
Price/Case		Dexter-Russell		
		or approved equal		
<b>33.) Towels, Terry Cloth Green</b>	2	Winco		
Winco BTW-30, 16" x 19", pack 20 dozen/ per case	Cases	Choice		
Price/Case		Oxford		
		or approved equal		
<b>34.) Towels, Microfiber Green</b>	6	Winco		
Winco BTM-16W, 16" x 16", pack 120 each / per case	Cases	Choice		
Price/Case		Oxford		
		or approved equal		



# NOLA PUBLIC SCHOOLS CHILD NUTRITION OFFICE

<b>35.) Full-Length Bib Apron, Black with Pockets</b>	255	Winco	
Winco Signature Chef BA-3226WH, 33"L x 26"W, pack 60 each/per case	Each	Choice	
Price/Each		Uncommon or approved equal	
<b>36.) Pizza Cutter</b>	5	Winco	
Winco PPC-4, pack 12 each/per case	Cases	Dexter-Russell	
Price/Case		American Metalcraft or approved equal	
<b>37.) Digital Portion Scale, 22 Lb</b>	10	Winco	
Winco SCAL-D22, 2-1/2" x 1" Digital Screen, pack 36 each/per case	Each	Avaweigh	
Price/Each		Rubbermaid or approved equal	
<b>38.) Measuring Cup with Color Graduations, 2 Quart</b>	50	Winco	
Winco PMCP-200, Dishwasher safe, pack 36 each/per case	Each	Choice	
Price/Each		Rubbermaid or approved equal	
<b>39.) Digital Thermometer, White</b>	40	Winco	
Winco TMT-DG4, 1-1/4" LCD, 3-1/8" Probe	Each	Taylor	
Price/Each		Comark	
(Meat Thermometer)		or approved equal	
<b>40.) Refrigerator/Freezer Thermometer</b>	50	Winco	
Winco TMT-RF2 2" Dia, Temperature Range -26-86 F, -30-30 C	Each	Taylor	
pack 144 each/per case		Comark	
Price/Each		or approved equal	

NOLA PUBLIC SCHOOLS  
CHILD NUTRITION OFFICE

<b>41.) Vegetable Cleaning Brush</b>	4	Winco		
Winco BRV-10, 9-1/4" long" Probe, pack 48 each/ per case	Cases	Catrlisle		
Price/Case		Weston		
		or approved equal		
<b>Total:</b>				
<b>Authorized Signature:</b> _____	<b>Date:</b> _____			



# **OPSB DBE POLICY | PROVISIONS AND PROCEDURES FOR PROFESSIONAL SERVICE SOLICITATIONS: DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM**

## **I. Orleans Parish School Board Policy -Disadvantaged Business Enterprise**

It shall be the policy of the Orleans Parish School Board (OPSB) to ensure every opportunity is made available to include disadvantaged business concerns in its letting of contracts and purchases, by providing bidders for each contract or purchase being bid. At no time shall any School Board department, school or representative exclude any responsive bidder from participation in, deny any person the benefit of, or otherwise discriminate against anyone in connection with the award and performance of any contract or purchase on the basis of race, color, sex, or national origin.

The OPSB shall provide or participate in programs and offer services to assist disadvantaged business concerns in the development and growth of their business. Each department and school shall take measures to evaluate and ensure optimum contracting and purchasing opportunities shall be made available.

The Superintendent shall be responsible for maintaining appropriate administrative regulations and procedures assigned to ensure participation of certified economically disadvantaged businesses in purchasing procurement contracting opportunities with the School Board.

## **II. Provisions**

OPSB - Office of Business Partnerships would like to offer firms exciting business opportunities in Professional Services, Public Works, and Materials and Goods through its Disadvantaged Business Enterprise (DBE) Program. The DBE program's policy intent is to assist certified disadvantaged businesses to attain parity by providing equal access to procurement contracts and purchasing opportunities in the OPSB marketplace. Moreover, OPSB shall support local business, community and economic development, in part, by providing competitive business opportunities.

## **III. Administrative Procedures**

### **A. Certification**

The OPSB does not conduct an independent DBE Certification process. However, OPSB does grant "Reciprocity" to Certified DBE Firms which possess a DBE Certification letter. To be qualified as a DBE for OPSB purchasing agreements and/or procurement contracts, a firm must be certified as a DBE by the Louisiana Unified Certification Program (LAUCP) or any of the following five (5) agencies conducting DBE certification within the City of New Orleans. These five agencies are: The City of New Orleans, Sewage and Water Board of New Orleans, New Orleans Aviation Board (NOAB), New Orleans Regional Transit Authority (RTA) and Harrah's Casino DBE Program. The lists are not an endorsement of the quality of performance of the firm listed therein, but is simply an acknowledgment of the firm's eligibility as a DBE, once a



certified DBE letter is submitted as form of verification.

## **B. DBE Compliance**

1. The Orleans Parish School Board's Disadvantaged Business Enterprise (DBE) Program shall apply to this solicitation and contract. It is the policy of the OPSB to practice nondiscrimination based on social and economic disadvantage, race, color, disability, national origin, gender identity, sex, age, disability, marital status, sexual orientation, religion or veteran status. All firms qualifying under this solicitation are encouraged to submit proposals/bids. Award of this contract shall be conditioned upon the *Most Qualified Proposer* satisfying the OPSB DBE Program goal assigned to the particular contract. The Proposer shall agree to use its best efforts, as determined by the DBE Committee in accordance with the factors set forth in the DBE Program to meet the contract goal for DBE participation in the performance of this contract.

## **C. DBE Participation**

1. DBE Participation for Professional Services: The *Most Qualified Proposer*, shall submit the following information on the DBE Responsiveness Forms 1 & 2, as attachments with proposals for professional services before the bid opening deadline reflecting:
  - a. The names and addresses of all DBE firms that will participate in the contract;
  - b. The dollar amount commitment of the participation of each DBE firm participating in the contract;
  - c. Written confirmation from the named DBE(s), verifying their participation in the contract, as provided in the commitments made under (a) and (b) above;
  - d. Submit copy of DBE Certification letter of participating firm(s);
  - e. If the contract target goal is not met, written evidence of Good Faith Efforts are verified via OPSB DBE Compliance Officer.



3. For all OPSB solicitations that are awarded based on evaluation criteria the DBE documentation must be submitted with the proposal by the proposal submission deadline.
4. It is the policy of the board that all contracts correctly show the agreed upon DBE percentage (goal) for that project prior to the signing of the contract. Any variation must be subject to agreement of the contracting entity and the board.
5. Upon receipt of the above-referenced materials, the DBE Representative shall then render opinion to the board as to whether the *Most Qualified Proposer* has satisfied the DBE contract goal or if not has demonstrated their satisfactory good faith efforts. If it is determined by the board that the *Most Qualified Proposer* has not satisfied the DBE contract goal or shown satisfactory good faith effort to do so, the bid may be rejected as non-responsive to the DBE contract goal, and consideration may then be given to the next *Most Qualified Proposer*. The procedure set forth in this section shall be repeated with each successive apparent lowest bidder until the lowest bidder satisfying the DBE contract goal or showing satisfactory good faith effort is determined.
6. It is the Policy of the Board to ensure that DBE subcontractors on OPSB contracts receive prompt payment for services rendered. The DBE Representative shall establish written procedures to ensure that DBE subcontractors are timely paid by Prime Contractors. Such written procedures shall set forth the time period within which payments to DBE subcontractors shall be made by Prime Contractors.

#### **D. Outreach**

1. In recruiting potential Economically Disadvantaged Businesses, part of our outreach efforts consist of participating in the following:
  - a. Small Business – Industry Day Events
  - b. Business to Business Trade Shows
  - c. Procurement and Supply Chain Conferences
  - d. Supplier Diversity Conferences and Certification Seminars
2. Engaging all Contractors, Material Providers, Professional Service Consultants/Vendors and Community Organizations with Certified DBE Membership
3. Attend all programs sponsored by government, non-profit and private entities where opportunities to network are maximized including but not limited to:
  - a. Conducting monthly vendor assistance meetings for potential client
  - b. Conducting one-on-one vendor assistance meetings for potential clients



## **E. Good Faith Efforts**

1. A Bidder's compliance with the requirement to make Good Faith Efforts to locate and engage the services of DBE businesses in connection with the Project shall be a matter of Bidder responsiveness. The Bidder can demonstrate that it has complied with the requirement by certifying to the DBE Executive Director or his/her designee in writing, that as of the date of the bid submittal:
  - a. the Bidder has selected and engaged the services of DBEs, in which case the certification shall include:
    - i. the names and addresses of those enterprises engaged by the Bidder
    - ii. the value of the subcontract and
    - iii. a description of the work on the Project to be performed by such firm(s) and/or individuals, or
  - b. if despite the Bidder's Good Faith Efforts, the Bidder was not able to select and engage the services of such enterprises, in which case the Bidder shall include in its written certification the following:
  - c. affirmation that, prior to determining that it was unable to locate DBEs, the bidder consulted business registries including those identified by the School District;
  - d. affirmation that the bidder attended any pre-bid meeting scheduled to inform DBEs of subcontracting opportunities;
  - e. a copy of the written notifications sent to DBEs soliciting their interest in being a subcontractor or supplier on the Project;
  - f. the names, addresses, and telephone numbers of DBEs contacted, the date of such contact and the date set for receipt of bids from those businesses;
  - g. a copy of the information or a description of the information provided to DBEs regarding the plans and specifications for the work proposed to be subcontracted and how that information could be accessed;
  - h. a statement from the Bidder explaining why any DBEs contacted by bidder were not engaged
2. Upon the Bidders application for waiver of the DBE goals, based on the above circumstances, the DBE Executive Director and Committee shall determine whether or not the bidder satisfied the good faith effort and shall make the appropriate recommendation.
3. Upon written request of the DBE Executive Director, the bidder will attend a meeting of the Orleans Parish School Board to discuss the specific measures the Bidder has utilized in undertaking the Bidder's Good Faith Efforts.

## **F. Calculations**

1. DBE participation will be counted toward meeting the goals as follows:
  - a. The total dollar value of a direct contract or subcontract or indirect subcontract awarded to a certified DBE will be counted toward the applicable goal.
  - b. In the case of a joint venture, the portion of the total dollar value of the contract



equal to the percentage of the ownership and control of the DBE in the joint venture will be counted toward the applicable goal.

- c. Only DBEs that perform a commercially useful function in the work of a contract or subcontract or indirect subcontract will be counted toward the DBE goals. A DBE is considered to perform a commercially useful function when it is responsible for execution of a distinct element of work of a contract or subcontract and carries out its responsibilities by performing, managing, and supervising the work involved. If a DBE contractor subcontracts a significantly greater portion of the work of the contract than would be expected on the basis of normal industry practices, the DBE is presumed not to be performing a commercially useful function. The DBE may present evidence to rebut this presumption.
- d. The total dollar value of materials and supplies obtained from DBE suppliers and manufacturers will be counted toward DBE goals if the DBE assumes the actual and contractual responsibility for the provision of the materials and supplies.
- e. OPSB through the DBE Executive Director will review the contractor's DBE involvement efforts throughout contract performance. Such review will include but will not be limited to, the contractor's and the DBE's quarterly statements of income from the District which shall document the portion of said income paid to DBE. The Contractor agrees to supply copies of any documentation the District requires in order to complete such a review.

## **G. Procurement Management**

1. As a result of our procurement management process, several activities are conducted on a monthly basis:
  - a. Reviewing other DBE agency's certified listings, matching their capabilities to upcoming contracts and encouraging these DBE businesses to seek recertification to update their certification status in order to be eligible for the Orleans Parish School Board DBE participation.
  - b. Advise DBEs or certified vendors about bidding opportunities by submittal of written correspondence to these businesses.
  - c. Providing program information on the Orleans Parish School Board's website and other compliance enforcement forms for the vendors.
  - d. Attend and participate in the Staff Contract Review Committee meetings.
  - e. Attend and participate in the Construction Review Committee meetings.

## **H. Staff Contract Review Committee (services)**

1. The purpose of the Staff Contract Review Committee (SCRC) is to review all contracts involving goods/services and professional services and make recommendations on a suitable percentage and feasible areas of DBE participation.
2. The SCRC consists of the DBE Executive Director (who facilitates the meeting), and designated OPSB Representatives.
3. At the Staff Contract Review Committee meeting the operations department head or



representative and/or consultant makes a presentation on each contract brought before the SCRC being considered for public bid. Details provided include the project cost, subcontract areas, percentage of associated cost of each subcontract area recommended for DBE participation and the recommended goal.

## **I. DBE Committee**

1. The DBE Committee is responsible for setting the DBE participation goal for each project. The specific goal will be set on a project by project basis. Upon receipt of all information relative to and closing of the bid process the DBE Committee consisting of the DBE Executive Director, the Procurement Director and the Head of the Department seeking the Procurement, and in the case of Capital Projects the Executive Director of Facilities/Capital Projects/Operations shall then make a recommendation to the Superintendent as to whether the lowest bidder/offeror has agreed to satisfy the DBE contract goal, or if not has demonstrated satisfactory good faith efforts to satisfy the DBE contract goal. In determining the percentage of participation by certified DBEs, the DBE Committee shall consider the following:
  - a. The type or nature of the work required under the contract
  - b. The estimated dollar amount of the contract
  - c. The availability of subcontractors for the particular project
  - d. Whether the items of work have been broken down to the smallest reasonable components to facilitate DBE participation target goal up to 35% (Thirty Five Percent) pursuant to the Board's policy.

## **J. Involvement in Bid Process**

The DBE Program is responsible for the following bid process:

1. Consult with Program Management (Capital Projects and/or Facilities), Division Chief, or Departmental Representative on each solicitation to ensure that every item of work has been broken down to the smallest reasonable components to facilitate DBE participation.
2. Attend pre-bid/pre-proposal conferences and offer instruction(s), and clarification on DBE bid specifications procurement policy and procedures for sub-contracting.
3. Answer questions posed by prime contractors at pre-bid conferences relative to DBE issues.
4. Provide written responses to detailed questions posed by prime contractors on DBE issues.
5. Consult with Legal Department before releasing responses, as they may have legal considerations.
6. Review bid specifications for consistency with goals established by Staff Contract Review Committee.
7. Review participation summary sheets to determine if the percentage and DBE dollar amount of subcontract work reported is consistent with established goals.
8. Review DBE vendor listing to determine if DBE firm listed on participation summary sheet is certified to perform required work.
9. Review affidavit(s) and supporting documents for consistency in instances when





DBE goals are not met, and "good faith effort" is submitted.

10. Verify DBEs submitted responses which indicate that they were not interested in pursuing work with prime contractors.
11. Review quality of good faith effort, analyze and make an assessment on same (i.e., whether the prime contractor attended pre-bid meetings, advertised in a general circulation and trade association publications concerning DBE opportunities and allowed them reasonable time to respond, provided written response to a reasonable number of DBE firms and allowed them to participate effectively, followed up initial solicitation of interest by contacting DBEs to determine for sure if they were interested in bidding specific portions of the work was selected to be performed by DBEs to increase likelihood of meeting DBE goals, provided interested DBEs with adequate information about the plans, specifications and requirements of the contract, negotiated in "Good Faith" with interested DBEs and did not reject them as unqualified without sound reasons based on a thorough investigation of their capabilities, stated in writing reason for rejecting DBEs as unqualified, used the services of available community organizations, small and/or disadvantaged business groups, local state and federal small or disadvantaged business assistance offices, and other organizations that provide assistance in the recruitment and placement of DBE firms, and made sufficient efforts to negotiate with DBEs for specific subcontractor bids).
12. Make presentations to appropriate committees and full Board on bid disputes and other DBE participation concerns.
13. Provide signed affidavits to Legal Department in instances where litigation is required in bid disputes.
14. Participate as witnesses in depositions and court cases involving bid disputes.

## **K. Regulatory Compliance | Monitoring**

After contracts are awarded and work has begun the DBE Office through the Executive Director monitors actual utilization of DBEs. This process is carried out by utilizing the following:

1. Review Board Reports for approved names of prime contractors, DBE Subcontractors percentage of participation and areas of work to be performed.
2. Advise prime contractors in writing through the appropriate forms provided, that the percentage and dollar amount of work to be performed on each contract may not be changed, and any changes in DBE subcontractor will require prior DBE Office approval, and monthly report forms on the status of contract expenditures will be submitted.
3. Advise DBE Subcontractors in writing as to which prime contractor will be utilizing that firm, the dollar amount of participation, percentage of participation and notification that any changes in acceptances of the subcontract should be reported immediately to the DBE office.
4. Advise prime contractors of the need to complete monthly compliance report two (2) weeks before due date.
5. Attend Owner-Architect-Contractor (OAC) progress meetings.
6. Review monthly compliance reports for instances of non-compliance.
7. Conduct site visit to job sites (i.e. conduct visual inspection of labels on



trucks and equipment, determine how many workers are present, determine nature of work being performed).

8. Interview Internal and/or External Stakeholders (i.e., clarify what work is being performed, inquire how often Prime Contractor visits job site, inquire to determine if there are any problems which need to be addressed).
9. Make follow-up phone calls to prime contractors to determine why participation is not in compliance.
10. Schedule meetings with both Prime Contractors and DBE Subcontractors in instances of non-compliance or where problems are evident.
11. Send follow up correspondence detailing non-compliance and penalties for same.
12. Take required action in instances of fronting and non-compliance.

#### **L. Subcontractor Payment and Mobilization Fee**

1. DBE subcontractors shall be paid within ten (10) calendar days of the General Contractor's receipt of payment from the OPSB for services rendered by the DBE subcontractor. This provision regarding payment shall be included in the General Contractor's contract with the OPSB as well as in the General Contractor's subcontract with its DBE Subcontractors.
2. Requests for mobilization fee assistance shall be submitted by DBE Subcontractors to their General Contractor on forms approved by the DBE Executive Director if any. Within five (5) calendar days of its receipt of mobilization assistance fee request the General Contractor shall sign the request indicating its agreement or disagreement with the request and if denied copy the request to the DBE Executive Director who shall if appropriate process the request for payment. Payment of a mobilization assistance fee shall be made by OPSB to the General Contractor who shall in turn render payment to the DBE subcontractor.



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## DISADVANTAGED BUSINESS ENTERPRISE (DBE) REPORTING OVERVIEW

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### I. Responsiveness Reports

- A. During the RFP/RFQ Procurement process, the Most Qualified Proposer shall submit DBE Responsiveness Forms 1 & 2, as attachments with proposals for professional services before the proposal submittal deadline. Failure to properly complete this form may constitute the Proposer as being non-responsive and sufficient cause for rejection from the scoring process.

- II. Professional Services Reports will be used to set a baseline of anticipated DBE participation and document Good Faith Efforts used to reach established goal. The Prime Contractor must submit the Professional Services Reports at the pre-mobilization meeting or ten (10) days prior to mobilization. All Subcontractors with contracts over \$50,000 must submit Professional Services Reports no later than ten (10) days prior to mobilizing on respective contracts.

- A. **Contracting Schedule – DBE Participation Commitment**

- This report will indicate anticipated DBE participation as percentage of total bid/contract and must be substantiated by **Monthly Compliance Reports**. However, *anticipated* DBE participation will not suffice for DBE compliance. *Actual* participation (i.e., payments made), coupled with Good Faith Efforts, determines DBE compliance.

- B. **Good Faith Efforts**

- This report will allow Contractors and Subcontractors to demonstrate the good faith efforts used to reach DBE participation goal prior to mobilization. It will also allow them to specify which DBEs were contacted, methods of communication, and outcome. Moreover, this report will provide information needed to verify efforts with DBEs listed on report.

- C. **Anticipated DBE Mobilization & Completion Dates**

- Prime Contractor must provide a mobilization strategy of anticipated DBE participation for this project. Plan shall incorporate actions to be taken by the Bidder's/Proposer's proposed Subcontractors/Suppliers, and shall correlate with project schedule submitted to the Owner/Owner's Representative. Bidders must submit form within 10 days before mobilization. Proposers must submit form within 10 days after Letter to Proceed. Provide attachments if necessary.

- D. **Professional Service Cover Letter**

- If DBE participation goal is not met at the mobilization phase, Contractor and Subcontractors must also submit a cover letter, on company letterhead, including any relevant information explaining the circumstances surrounding the failure to meet DBE participation goal at the mobilization phase. Cover letter must also include specific information regarding Contractor and Subcontractor plan of action to continue good faith efforts in pursuit of OPSB's DBE Participation Goal until Contract buy-out is 100% complete.

- III. Monthly Contractor Compliance Certification will be used to certify Contractor's compliance with all Disadvantaged Business Enterprise, Equal Employment Opportunity, and Affirmative Action Provisions. It will also certify that all information contained in Monthly Compliance Reports (DBE Reports I-IV) is true and correct. Rather than having each DBE Report notarized separately, each notarized Contractor Compliance Certification will be sufficient for the Monthly Compliance Report for Contractor and respective Subcontractors.



**IV. Monthly DBE Compliance Reports** will be used to track Contractor and Subcontractor actual DBE participation, payments to DBEs, on-going good faith efforts to engage DBEs, and EEO/Affirmative Action compliance. Subcontractors and Sub-subcontractors must submit Monthly DBE Compliance Reports to Prime Contractor by 7<sup>th</sup> day following the end of the previous month. Prime Contractor must submit the combined report to Owner and Owner's Program Manager with monthly pay application/invoice, or by the 14<sup>th</sup> day following the end of the previous month. Failure to complete all DBE reports properly or late submittal, may constitute the Bidder/Proposer as being Non-Responsive, and sufficient cause for Non-Compliance.

**A. DBE Report I: Contracting Compliance**

This report will show actual DBE participation and payments for both the reporting month and the contract to date. It will also collect information pertaining to individual vendors including subcontractor contact information, DBE status, scope(s) of work, contract amount, contract start date, and scheduled completion date. Contracting Compliance Reports will be compared to Contracting Schedules to determine whether or not *anticipated* DBE participation commitment is realized. *Anticipated* DBE participation will not suffice for compliance goals. *Actual* DBE participation must be confirmed. Contractor and Subcontractor must also specify the percentage of contract/subcontract buy-out complete as of last day of report month (e.g., 30%, 50%, 75%, 90%, etc.).

**B. DBE Report II: Good Faith Efforts (GFE)**

This report will allow Contractors to indicate the good faith efforts used to reach DBE participation goal during report month (i.e., if contract is *not* completely bought out, good faith efforts should continue throughout the project thru substantial completion—see Pre-Construction Cover Letter). It will also allow Contractors to specify which DBEs were contacted, methods of communication, and outcome.

*Meticulous* (i.e., Parts A-C completed) Good Faith Efforts Reports will be required for all Contractors and Subcontractors throughout the buy-out period for respective contracts. Once contracts are bought out, shortened (i.e., Part C only completed) Good Faith Efforts Reports will satisfy monthly GFE reporting requirements. However, if a Subcontractor is released prematurely (i.e., before scope of work for contract is complete) Good Faith Efforts must resume, along with exhaustive GFE reporting, if Contractor intends to re-bid remaining subcontract. Contractor must also request a *Subcontractor Release Notification Form*, from OPSB Procurement Office, for each subcontractor that is released prematurely.

**C. DBE Report III: Affirmative Action Steps/Equal Employment Opportunity Efforts**

This report will allow Contractors to indicate affirmative actions taken and efforts made toward equal employment opportunity.

**D. DBE Report IV: Minority/Female Participation**

This report will collect the payroll and demographic information needed to determine minority and female participation in each Report Month. It will also correlate with certified payrolls for Pay Applications from preceding month as a means of verifying veracity.



# Orleans Parish School Board Disadvantaged Business Enterprise Program (DBE)

## DBE RESPONSIVENESS FORM 1

RFP/RFQ/P.O./Bid/Solicitation/Other # \_\_\_\_\_ Bidder/Proposer: \_\_\_\_\_

Project Name & Description: \_\_\_\_\_

**FOR BIDS:** THIS COMPLETED FORM SHOULD BE FURNISHED TO THE OFFICE OF PROCUREMENT BY THE LOWEST PROPOSER WITHIN TEN (10) DAYS OF THE BID OPENING. FAILURE TO COMPLETE THIS FORM PROPERLY MAY CONSTITUTE THE BID/OFFER AS BEING NON-RESPONSIVE AND SUFFICIENT CAUSE FOR REJECTION.

**FOR RFPS/RFQS:** THIS COMPLETED FORM SHOULD BE FURNISHED TO THE OPSB-DBE OFFICE THROUGH THE OFFICE OF PROCUREMENT WITH YOUR PROPOSAL. FAILURE TO COMPLETE THIS FORM PROPERLY MAY CONSTITUTE THE PROPOSAL/OFFER AS BEING NON-RESPONSIVE AND SUFFICIENT CAUSE FOR REJECTION.

The undersigned Bidder/Proposer has satisfied the requirements of the bid/proposal specifications for the above-referenced Orleans Parish School Board project in the following manner.

**Please check the appropriate space:**

The Bidder/Proposer is **committed to achieving and/or exceeding** the DBE target goal of **35%** DBE utilization on this contract, and will require all Subcontractors to assist in achieving 35% DBE participation before this project is substantially complete.

The Bidder/Proposer is **unable to meet** the DBE target goal, but is committing to a minimum of \_\_\_\_\_% DBE utilization before notice-to-proceed; utilize Good Faith Efforts/Best Efforts, and will require all Subcontractors to assist in achieving 35% DBE participation, before this project is substantially complete.

Name of Bidder's/Proposer's Firm: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

By: \_\_\_\_\_ / / \_\_\_\_\_  
(Signature of Bidder's/Proposer's authorized representative) (Title) (Date)

**THE BIDDER/PROPOSER IS COMMITTED TO UTILIZING DBE PARTICIPATION ON THE PROJECT IN THE FOLLOWING MANNER:**

**COMPLETED BY PROPOSER:**

The Bidder/Proposer is committed to utilizing the **DBE FIRM NAMED BELOW** for the *Scope(s) of Work* as described below. The estimated dollar value of the scope of work is \$ \_\_\_\_\_ and \_\_\_\_\_% of the total dollar value of the contract.

Copy this form, if you are utilizing more than one (1) DBE firm to achieve the DBE participation percentage on the project.

**Name of DBE Firm:** \_\_\_\_\_

DBE Firm Owner or Contact: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**DBE TYPE:**  SLDBE CERTIFIED  LAUCP DBE CERTIFIED

DBE Certification Letter is attached

**COMPLETED BY DBE FIRM (below):**

**DBE AFFIRMATION.** The above-named DBE firm affirms that it will perform the scope(s) of work on this contract for the estimated dollar value and contract percentage as stated above.

By: \_\_\_\_\_ / / \_\_\_\_\_  
(Signature of DBE firm's owner/authorized representative) (Title) (Date)

*Note: If the Bidder/Proposer does not receive award of the prime contract, then any and all representations in this form shall be null and void.*



## DBE RESPONSIVENESS FORM 2

### SUBCONTRACTING STRATEGY FOR DBE PARTICIPATION

Business Name: \_\_\_\_\_ Project Name/Number: \_\_\_\_\_

Business Contact Information: \_\_\_\_\_  
(Phone, Fax, E-Mail and Address:) \_\_\_\_\_

Provide a strategy to identify specific subcontracts that will be awarded to DBEs and anticipated DBE participation for project. This Plan shall incorporate actions to be taken by the Bidder's/Proposer's proposed Subcontractors/Suppliers. **Proposers:** Must submit form with proposal. Provide attachments if necessary.

DBE Subcontractor   Supplier	Scope of Services Professional Service   Materials	Subcontractor Value	Percent of Contract
<b>Total of Subcontracts &amp; Percentage:</b>			

NOTE: If the Bidder/Proposer does not receive award of the prime contract, then all representations in this form shall be null and void.

Representative's Name: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

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



ORLEANS PARISH SCHOOL BOARD

Month of: \_\_\_\_\_  
Year: 20 \_\_\_\_\_  
Correlates with RFP # \_\_\_\_\_

## DBE PROFESSIONAL SERVICES COMPLIANCE CERTIFICATION CHECKLIST

(Note: Form must be submitted with one or more of the supporting documents identified and initialed below. Failure to submit completed certification constitutes non-responsiveness and cause for ejection.)

Business Name: \_\_\_\_\_

Proposer's Name & Contact No.: \_\_\_\_\_

If Subcontractor, Name of Business Performing Work Under: \_\_\_\_\_

Business Principal Contact Information: \_\_\_\_\_

(Print Name, Phone, E-Mail, and Physical Address)

I, \_\_\_\_\_ hereby certify that,  
(Print Name & Title of Company Representative)

\_\_\_\_\_ has complied with all Disadvantaged Business  
(Print Business Name)

Enterprise, Equal Employment Opportunity, and Affirmative Action Front End Provisions set forth in the OSPB DBE Policy and with all of the provisions of Federal Executive Order 11246, as amended, including implementing and related rules, regulations and relevant orders of the U.S. Secretary of Labor. I also certify that all information contained in \*Supporting Documents is true and correct.

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

Date: \_\_\_\_\_

### \*Supporting Documents Attached:

- DBE Responsiveness Form 1 \_\_\_\_\_ (Initial)
- DBE Responsiveness Form 2 \_\_\_\_\_ (Initial)
- DBE Professional Services Report 1 \_\_\_\_\_ (Initial)
- DBE Professional Services Report 2 \_\_\_\_\_ (Initial)
- DBE Professional Services Report 3 \_\_\_\_\_ (initial)

STATE OF LOUISIANA, ORLEANS PARISH IN WITNESS  
WHEREOF, I have hereunto set my hand and official seal  
this \_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_\_.

Notary Public, State of Louisiana

My Commission Expires \_\_\_\_\_

## DBE Vendor Directories and Certification Information

Resource	Contact Name	Contact Phone	Contact E-Mail   Web Site
OPSB DBE Program	Jonathan Temple	(504) 304-3847 (o) (504) 206-6686 (m)	jtemple@nolapublicschools.com <a href="http://www.nolapublicschools.com">http://www.nolapublicschools.com</a>
LAUCP Directory (web based & searchable)	n/a	n/a	1. <a href="http://www8.dotd.la.gov/UCP/UCPSearch.aspx">http://www8.dotd.la.gov/UCP/UCPSearch.aspx</a>
Armstrong International Airport (SLDBE Directory - PDF)	n/a	n/a	1. <a href="http://www.flymsy.com/dbe-program">http://www.flymsy.com/dbe-program</a>
City of New Orleans Office of Supplier Diversity (SLDBE Directory – PDF)	n/a	n/a	1. <a href="https://neworleans.dbesystem.com/?TN=neworleans">https://neworleans.dbesystem.com/?TN=neworleans</a> 2. <a href="https://www.nola.gov/economic-development/supplier-diversity/">https://www.nola.gov/economic-development/supplier-diversity/</a>
Sewerage and Water Board of New Orleans	n/a	n/a	1. <a href="http://www.swbno.org/business_disadvantagedbusinessprogram.asp">http://www.swbno.org/business_disadvantagedbusinessprogram.asp</a>