

City of Shreveport



REQUEST FOR PROPOSALS

RFP 23-813

Meal Service for Inmates and Jailers

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NOTE: All items listed in Part V must be submitted with your proposal

Index of reference items **not** included herein that is incorporated by reference with the same force and effect as if set forth in full text. Should any of these be in conflict with those listed herein, the more stringent will apply.

The General Contract Clauses (**Section 20**), the Standard Instructions/Conditions for Request for Proposals (**Section 30**) will no longer be incorporated in solicitations but will be incorporated by reference in the City of Shreveport (hereinafter the City) book of Standard Solicitation Instructions / Provisions and General Contract Clauses; which are available at www.shreveportla.gov (click on Business, then on Bids & RFPs). If you do not have a computer, you can use one of the public use computers that are available at the Shreve Memorial Library or at most library branches.

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***Required for all RFPs**

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The Felony Conviction/ E-Verify Affidavit (Appendix 3) should be submitted with your proposal. Revised 01-20-21

CITY OF SHREVEPORT-PURCHASING DIVISION

P.O. BOX 31109 SHREVEPORT, LOUISIANA 71130-1109 □ Suite 610, 505 TRAVIS SHREVEPORT, LA 71101-3042
Phone 318/673-5450 web site: www.shreveportla.gov Fax 318/673-5408

May 18, 2023

RFP 23-813

MUST BE RECEIVED NOT LATER THAN 3:00 P.M. (CST) ON: June 20, 2023

PROPOSAL TITLE: Meal Service for Inmates and Jailers

You are invited to submit proposals in accordance with the requirements of this solicitation which are contained herein.

In order for your proposal to be considered, it must be received in the Purchasing office not later than the date and time as listed above. Solicitation documents are posted on BidSync.com. To view the general RFP information and receive notices by email, register with BidSync. Registration is free. If you wish to view or download entire RFP packages, you may do so for an annual fee. It takes about two weeks to get a digital signature. *Allow additional time to set up the digital signature in BidSync.* **Go to BidSync.com for more information on this.** Solicitation documents are also available at www.shreveportla.gov/Solicitations. BidSync shall be the official source of solicitation documents.

It shall be the responder's responsibility to make inquiry as to the addenda issued. All inquiries pertaining to this RFP shall reference RFP number as shown above. Paper proposals received by the Purchasing Office after the time specified will be documented and then returned to the Offeror unopened. Due to the possibility of negotiation with all Offerors, the identity of any Offeror or the contents of any proposal will not be public information until after the contract award is made. Paper proposals and modifications received in response to this Request for Proposals shall be time stamped upon receipt and secured in the Purchasing Division until the established due date. Attendance by the submitter on the established due date is unnecessary, because submittals will be opened at a later time in the presence of a procurement employee or selection committee member.

The proposals must be signed in ink by an official authorized to bind the Offeror, and it shall contain a statement to the effect that the proposal is firm for a period of at least 120 days from the closing date for submission of proposals. **Paper proposals must be submitted using the envelope format as provided in this solicitation document in a sealed opaque envelope/container showing the above proposal title, number, opening date, time of opening and appropriate license number(s) on the outside of the envelope or if a sealed container is used, then all this information shall be shown on the top of the container. The City does not accept faxed or emailed responses for formal solicitations.**

All submittals (see Part V, Submission Requirements) received in response to this Request for Proposals will be rated by the City's Selection Committee, based upon the Evaluation Criteria as listed in Part IV. If the best Offeror is clearly identified from the point summary, there will not be a need for oral presentations. If not, then an oral presentation from a minimum of two (the highest rated) firms shall be required. This solicitation does not commit the City to award a contract, to pay any costs incurred in the preparation of a proposal, or to procure or contract for the articles of goods or services. The City reserves the right to accept or reject any or all proposals received as a result of this request, to waive informalities, to negotiate with all qualified Offerors, or to cancel in part or in its entirety this proposal, if it is in the best interest of the City to do so.

City of Shreveport

Renee Anderson, MBA, CPPB
Purchasing Agent

Important- If you consider the specifications as restrictive or have a problem with this document please contact the Purchasing Agent at least five days before the proposal opening at (318) 673-5450.

PART I

GENERAL INFORMATION

- 1.0 Proposals will be considered as specified herein or attached hereto under the terms and conditions of this proposal.
- 2.0 Proposals must be made in the official name of the firm or individual under which business is conducted (showing an official business address) and must be signed in ink by a person duly authorized to legally bind the person, partnership, company, or corporation submitting the proposal.
- 3.0 Offerors are to include all applicable requested information and are encouraged to include any additional information they wish to be considered.
- 4.0 It is up to you to make sure that all the information requested is returned to us by using the envelope format shown in this package.
- 5.0 ***Each Proposer shall submit one (1) signed original response. Four (4) additional copies of the proposal should be provided, as well as one (1) redacted copy, if applicable (See Section 8.0) and a searchable electronic copy on two (2) separate CDs or USB flash drives.***
- 5.1 Proposals should be sent to:
- 5.1.1 City of Shreveport
- 5.1.2 Office of The Purchasing Agent
- 5.1.3 Government Plaza-Suite 610
- 5.1.4 505 Travis Street
- 5.1.5 Shreveport, LA 71101-3042
- 5.1.6 **If required-** STATE CONTRACTORS LICENSE NUMBER MUST BE SHOWN ON THE OUTSIDE OF THE ENVELOPE.

6.0 QUESTIONS

- 6.1 Offerors requiring additional information may email or fax their questions so that they will be received at least five (5) working days prior to proposal opening to:
- 6.2 Email shay.meadows@shreveportla.gov or fax Shay Meadows at 318-673-5408.
- 6.3 Answers to questions received that should change and/or clarify this solicitation will be provided in writing to all Offerors via an amendment.

7.0 EXPENDITURE

- 7.1 Estimated Expenditure: \$75,000

8.0 CONFIDENTIAL INFORMATION, TRADE SECRETS, AND PROPRIETARY INFORMATION

- 8.1 The designation of certain information as trade secrets and/or privileged or confidential proprietary information shall only apply to the technical portion of the proposal. **The financial proposal will not be considered confidential under any circumstance.** Any proposal copyrighted or marked as confidential or proprietary in its entirety may be rejected without further consideration or recourse.
- 8.2 For the purposes of this procurement, the provisions of the Louisiana Public Records Act (La. R.S. 44.1 et. seq.) shall be in effect. Pursuant to this Act, all proceedings, records, contracts, and other public documents relating to this procurement shall be open to public inspection. Proposers are reminded that while trade secrets and other proprietary information they submit in conjunction with this procurement may not be subject to public disclosure, protections must be claimed by the Proposer at the time of submission of its Technical Proposal. Proposers should refer to the Louisiana Public Records Act for further clarification.
- 8.3 The Proposer shall clearly designate the part of the proposal that contains a trade secret and/or privileged or confidential proprietary information as "confidential" in order to claim protection, if any, from disclosure. The Proposer shall mark the cover sheet of the proposal with the following legend, specifying the specific section(s) of the proposal sought to be restricted in accordance with the conditions of the legend:
- 8.4 "The data contained in pages _____ of the proposal have been submitted in confidence and contain trade secrets and/or privileged or confidential information and such data shall only be disclosed for evaluation

purposes, provided that if a contract is awarded to this Proposer as a result of or in connection with the submission of this proposal, the City of Shreveport shall have the right to use or disclose the data therein to the extent provided in the contract. This restriction does not limit the City of Shreveport's right to use or disclose data obtained from any source, including the Proposer, without restrictions."

- 8.5 Further, to protect such data, each page containing such data shall be specifically identified and marked "CONFIDENTIAL".
- 8.6 If the Proposer's response contains confidential information, the Proposer should also submit a redacted copy of their proposal along with their original proposal. When submitting the redacted copy, the Proposer should clearly mark the cover as such - "REDACTED COPY" - to avoid having this copy reviewed by an evaluation committee member. The redacted copy should also state which sections or information has been removed. The proposer should also submit one (1) electronic redacted copy of its proposal on a USB flash drive. The redacted copy of the proposal will be the copy produced by the City if a competing proposer or other person seeks review or copies of the Proposer's confidential data.
- 8.7 **If the Proposer does not submit the redacted copy, it will be assumed that any claim to keep information confidential is waived.**
- 8.8 Proposers must be prepared to defend the reasons why the material should be held confidential. By submitting a proposal with data, information, or material designated as containing trade secrets and/or privileged or confidential proprietary information, or otherwise designated as "confidential", the Proposer agrees to indemnify and defend (including attorney's fees) the City and hold the City harmless against all actions or court proceedings that may ensue which seek to order the City to disclose the information.
- 8.9 The City reserves the right to make any proposal, including proprietary information contained therein, available to other agencies or organizations for the sole purpose of assisting the City in its evaluation of the proposal. The City shall require said individuals to protect the confidentiality of any specifically identified proprietary information or privileged business information obtained as a result of their participation in these evaluations.
- 9.0 Additionally, any proposal that fails to follow this section and/or La. R.S. 44:3.2.(D)(1) shall have failed to properly assert the designation of trade secrets and/or privileged or confidential proprietary information and the information may be considered public records.

Part II

Introduction

1.0 INTENT

2.0 TERM OF CONTRACT

2.1 Contract Term: For one year from the award date unless terminated or extended in accordance with the provisions listed herein. The City of Shreveport reserves the right to renew any resultant contract(s), if mutually agreeable with the consultant, for four additional years in one-year increments with price changes limited to Price Changes paragraph below, unless prices are requested for a longer period in this RFP.

3.0 PRICE CHANGES

3.1 Prices will be firm for the contract term as specified in paragraph 2.1 above. After the term of the contract, the Consultant may request price increases that are limited to the increase in the Consultants actual documented cost of doing business or the appropriate CPI or PPI, whichever is lower. Written requests for price increases must be sent by Certified Mail-Return Receipt Requested. The City reserves the right to accept or reject the price increase within fifteen days after receipt of the request. Should the City reject the price increase, the City reserves the right to cancel the contract and award to the next best Offeror or to solicit new proposals. No increase will be effective until approved in writing by the Purchasing Agent. Any decrease in the cost of the contract items shall be forwarded to the Purchasing Office with immediate inception into the contract. Any decrease in pricing shall not be less than the appropriate CPI or PPI.

4.0 AWARDS

4.1 An award resulting from this request shall be awarded to the responsive and responsible Offeror whose proposal is determined to be most advantageous to the City, taking into consideration price and the evaluation factors set forth in the RFP; however, the right is reserved to reject any and all proposals received, to waive any informalities, and in all cases the City will be the sole judge as to whether an Offerors proposal has or has not satisfactorily met the requirements of this RFP.

5.0 EVALUATION OF PROPOSALS FOR MULTIPLE AWARDS

5.1 In addition to other factors, proposals will be evaluated on the basis of advantages to the City that might result from making more than one award (multiple awards). For the purpose of making this evaluation, administrative costs to the City for issuing and administering each contract awarded under this invitation will be considered, and individual awards will be for the items and combinations of items which result in the lowest aggregate price to the City, including such administrative costs.

6.0 PURCHASE ORDER REQUIREMENT

6.1 The City of Shreveport shall not be responsible for invoices exceeding \$1,000 that do not have a written purchase order covering them.

7.0 PUBLIC ACCESS TO PROCUREMENT INFORMATION

7.1 Proposals will be available for public inspection at the time and date approved by the Purchasing Agent.

8.0 PAYMENTS DUE THE CITY

8.1 Section 26-211 of the City's Code of Ordinances requires the following:

8.1.1 On every contract to which the City is a party and for which written specifications are prepared, the specification shall include the requirement that before the contract is awarded the Consultant shall pay all taxes, licenses, fees, and other charges which are outstanding and due to the City.

Part II (cont'd):

- 8.1.2 No contract to which the city is a party shall be awarded to any person who:
- 8.1.3 Has not paid all taxes, licenses, fees and other charges which are outstanding and due the city, or owns any property which is adjudicated to the city or which has demolition liens, grass cutting liens, or any other property standards liens on it, or owns more than 25% of a legal entity that owns any property which is adjudicated to the city or which has demolition liens, grass cutting liens, or any other property standards liens on it.
- 8.1.4 For purposes of this section, Own shall mean to be the last record owner of property prior to a tax sale or adjudication.
- 8.1.5 Bids/proposals will not be accepted from or contract awarded to any person, firm, or corporations which have at any time failed to execute a contract that has been awarded to them by the City, or which is in arrears to the City upon debt or contract, or which is a defaulter as surety or otherwise upon any obligation to the City.
- 9.0 ASSIGNMENT
- 9.1 This contract shall not be assigned without the prior written consent of the city through its Mayor.
- 10.0 UNSATISFACTORY WORK
- 10.1 The City shall not be obligated to pay for unsatisfactory work.
- 11.0 COMPLIANCE WITH CIVIL RIGHTS LAWS
- 11.1 By submitting and signing this bid, bidder agrees to abide by the requirements of the following as applicable: Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, Federal Rehabilitation Act of 1973, as amended, the Veterans Readjustment Assistance Act of 1974, Title IX of The Education Amendments of 1972, the Age Act of 1975, and bidder agrees to abide by the requirements of the Americans with Disabilities Act of 1990. Bidder agrees not to discriminate in its employment practices, and will render services under any contract entered into as a result of this solicitation without regard to race, color, religion, sexual orientation, national origin, veteran status, political affiliation, or disabilities. Any act of discrimination committed by bidder, or failure to comply with these statutory obligations when applicable, shall be grounds for termination of any contract entered into as a result of this solicitation.
- 12.0 JOINT VENTURE
- 12.1 If the Proposer is a joint venture, provide the following information:
 - 12.1.1 Date of formation
 - 12.1.2 Name and address of each venture partner
 - 12.1.3 Principals of each venture partner
 - 12.1.4 Venture partner holding the majority interest in the venture and its percentage of interest
 - 12.1.5 Proposer shall include a copy of the Joint Venture agreement as an attachment to proposal.

PART III

SCOPE OF WORK

1.0 CITY JAIL RESPONSIBILITIES

- 1.1 The City Jail will provide insulated trays, carts, eating utensils, food preparation items.
- 1.2 The City Jail will provide equipment to prepare food and utilities fees.
- 1.3 Will provide and maintain repair and upkeep of necessary appliances, utensils, and other kitchen equipment necessary for the Consultant to carry out their responsibilities.
- 1.4 Will provide inmate worker labor for work in the kitchen.

2.0 SILENCE OF SPECIFICATION

- 2.1 The apparent silence of this specification, as to any detail or the omissions from it of a detailed description concerning any point, shall be regarded by the offeror as meaning only the best commercial practices are to prevail and that only materials of first quality and correct type, size, and design are to be used. All workmanship is to be first quality. All interpretations of this specification are to be based on this statement.

3.0 EXISTING EMPLOYEES

- 3.1 The successful offeror shall agree to hire those local qualified employees who are currently providing this service and are needed to perform this service. Contingent on Jail Management approval.

4.0 MEAL SERVICE

- 4.1 The Consultant shall furnish all labor, food, beverages, supplies, and chemicals necessary to provide food services for the inmates and staff at the City Jail Facilities.
- 4.2 Food Service preparation activities shall be performed in the Detention Center.
- 4.3 The Consultant shall also provide staffing and meals for the Detention Center. City Jail may require service to additional sites in the future.
- 4.4 The Consultant shall serve from a twenty-eight (28) day cycle menu, at proper temperature, nutritious, wholesome, and palatable meals and special diets to the inmates, staff, and designated visitors of Detention Center in accordance with the terms of the agreement. Consultant will provide meals and food service three (3) times per day, seven (7) days per week. City Jail does not and will not guarantee tile number of meals required annually. Meals shall meet or exceed all present local, county, state, and federal laws, and ACA (American Correctional Association), and other regulations relating to standards for food service in correctional facilities for City Jail, SC. The Consultant must ensure compliance with American Correction Association Certification Standards for Food Service Programs (January 1989 or most recent). The Consultant shall manage a civilian and inmate kitchen staff which shall prepare pre-plated meals for service on thermal insulated trays.
- 4.5 The Consultant will be responsible for sanitizing the food service equipment for re-entry into the food delivery cycle. Offeror should indicate how tray assembly will be accomplished and portions controlled equally, for all inmates.

5.0 FOOD QUALITY

- 5.1 The Consultant shall use the following standards for purchase of raw food products:
 - 5.1.1 USDA Good Graded Beef or USDA Good Graded Lamb may be used for pot roast or stews. Otherwise, only first quality foods, such as Grade A eggs, Grade A or B poultry, U.S. Choice Grades of Beef, Grade A or B fancy fresh or frozen vegetables and fruits and Grade A or B canned goods shall be used. All foods served shall be wholesome and free from spoilage. Dented canned items are not acceptable.
 - 5.1.2 Any item containing any pork product or pork derivative shall not be used. The City Jail may require manufacturer 's statement of ingredients for items used by Consultant. Gelatins with pork derivatives are not acceptable.
 - 5.1.3 Ground beef and ground beef patties shall be provided with a minimum lean to fat ratio of 75/25. Ground beef shall not contain any: gland meat, bull meat, stag meat, nor head meat. Only USDA inspected meat is acceptable.

5.1.4 All food and beverage products used in the performance of this Agreement must be served prior to the expiration date, when so dated.

5.1.5 City Jail encourages the Consultant to serve fresh vegetables.

6.0 MENUS & SAMPLE TRAY RETENTION

6.1 The Consultant shall base its proposal and serve the menus based upon the menus written and submitted with its proposal. Offeror is required to include in their proposal a twenty-eight (28) day cycle menu, which shall be used for not less than the first six months of operation. The menu should be a minimum of 2700 calories per day, averaged per week, and meet all ACA standards. The nutritional values, variety, quality, and appearance of meals shall be consistent with the Recommended Dietary Allowances as listed in the American Correctional Association Standards. Proposals shall be prepared based on the menus submitted with the offeror's proposal.

6.2 **No pork or pork by-products are to be used for inmate meals.** Any and all menu substitutions must be approved in advance, in writing, by the City Jail. All written menu portion sizes shall be identified as cooked weight or raw. Any change in portion size or additional items or substitutions, shall meet American Correctional Association Certification Standards for Food Service Programs and be subject to the approval of the City Jail Commander. Menus shall be available for a minimum of four (4) weeks in advance and kept on file a minimum of three (3) years, with records of meals actually served.

6.3 Records of all special diets served, substitutions and diet orders, shall be retained at the site office permanently. Special medical or religious diets may be ordered from time to time. Sack (cold) meals are required for inmates being transported to another facility and work release program.

6.4 Inmate workers are provided a heavier meal, e.g. Double meat and double desert at one meal per day. It is estimated that 25% of the total inmate population is inmate workers.

6.5 Assigned nutritional statement by a registered dietitian must accompany each menu. The nutritional statement must indicate that the menu meets all requirements of the Detention Center, the ACA, and the City Jail Contract. The Consultant shall submit a nutritional analysis for each menu with its proposal.

6.6 Meals will be prepared fresh, each day and be served between the hours of (approximately) 5:30 a.m. to 6:00 p.m. A thermal tray system will be used for inmate meals; however, and all inmate (cold) lunches will be packaged in a clear plastic bag.

6.7 Offerors should calculate the approximate number of meals to be served, based on the daily population estimated ranges at between 1-50, 51-100, 101-150, 151-up.

7.0 HOURS OF SERVICE

7.0.1 Breakfast 5:30 a.m. - 6:30 a.m. (Except on weekends one hour later)

7.0.2 Lunch 12:00 p.m. - 1:00 p.m.

7.0.3 Dinner 5:00 p.m. - 6:00 p.m.

7.0.4 Under no conditions must there be more than 14 hours between meals.

7.0.5 The Consultant will be required to serve the same meals, i.e., the same food items and beverage items to all inmates at any meal. With the exception of special medical or religious diets, serving more than one menu at any meal period to the general inmate population will be considered a material breach of the contractual agreement, and may be cause for the City Jail to immediately terminate the contract, or the City Jail may assess a fine to the Consultant in the amount of \$500 for the first occurrence, and \$1,000 for subsequent occurrences in any six month period.

7.0.6 A sample tray with items that are prepared, mixed, cooked or baked, is to be retained at each kitchen where the food cooking is performed, in a frozen state for 72 hours. For large casserole dishes, a minimum of 2 oz. of the casserole will be sufficient. Each tray is to be covered with plastic film or aluminum foil. All trays are to be labeled with the date, time of day, menu cycle, and meal number and the tray preparers initials.

8.0 SPECIAL DIETS

8.1 Consultant shall prepare special medical diet meals consistent with the general population cycle menu,

where such diets are ordered by the City Jail Doctor(s) or with the approval of the City Jail. Special diets shall conform to medical criteria provided to Consultant and shall be served as ordered, at the same cost per meal as a standard general population meal. Liquid supplements (such as "Ensure") shall be provided by Food Service Consultant. Diabetic snacks are to be included and delivered with the dinner meal at no additional charge to City Jail. Consultant shall provide special medical diets based on the list of diets as listed in the agreement.

9.0 SPECIAL FUNCTIONS, HOLIDAYS

9.1 Consultant shall prepare special menus for meals to be served on the following holidays: Memorial Day, July 4, Labor Day, Thanksgiving, and Christmas, or as determined by the City Jail Commander, but not less than five (5) times annually. Such menus shall be submitted in *advance* for approval by the price for these meals shall be the same price per meal as a general population cycle menu meal. Offerors shall provide holiday meals similar to the meals shown under the attachment section of this Request For Proposal specification or the equivalent thereof.

9.2 Offeror's should note, larger than usual portion sizes for these holiday meals. The holiday meal is to be served at 12:00 p.m. to 1:00 p.m. for lunch (not for supper).

9.3 The City Jail Commander may, from time to time, require special meals for guests or for meetings. Contractor shall provide meal planning and food services for such events when requested. The cost for such services shall be negotiated prior to service and approved in writing by the City Jail Commander.

10.0 STAFF DINING

10.1 The Consultant shall, in addition to providing inmate food services, provide food services for staff and correctional officers.

10.2 The Detention Center requires the contractor to adhere to ACA standards for staff meals, providing essentially the same meal for staff as is provided the inmates.

10.3 Staff meals served for breakfast and the dinner meal are to be identical to the inmate meal.

10.4 Cold bag lunches for staff should vary from day to day and include extra items such as fruit, chips, cookies, brownies, or a portion of salad. A staff lunch menu should be included with the offeror's proposal.

11.0 MEAL ORDERS

11.1 The Detention Center Office will order meals daily. The Detention Center Office may from time to time change these orders up to three (3) hours prior to scheduled meal service to direct accurate meal delivery to the areas of need as result of transfers and discharged inmates. Consultant will charge for meals served or ordered, whichever is greater, based upon the order for each serving period.

12.0 VEHICLES AND TRANSPORTATION/ DELIVERY OF FOOD TO INMATES

12.1 Vehicles to be used for delivery of all food and/or meals and any and all supplies, chemicals and employees to and from the City Jail Center kitchen are to be supplied by the Consultant. Offeror's are required to detail in its proposal the type, size and model of all vehicles proposed for use.

12.2 All vehicles used in the course of business while serving the Detention Center shall be the property of the Consultant and as such, all costs for operation, maintenance, repair shall be borne by the Consultant.

13.0 KITCHEN INMATES AND INDEMNIFICATION

13.1 The City Jail will make available without cost to Consultant, a pool of four inmates per shift. Inmates are to be cleared by the Detention Center Medical Provider, prior to starting work. Consultant may elect to assign any or all such inmates to food service operations. As population increases the number of meals, the number of inmates available to use will increase.

13.2 Consultant shall be fully responsible for the training and supervision of all assigned inmates. Consultant may at its discretion assign or reject any or all inmates on any given shift, at any time. The Detention Center will require the Consultant to use the Detention Center administrative procedures for the discipline of or removal of inmates from any kitchen. Kitchen inmates will not be permitted to ride in any

Consultant's Vehicle at any time.

- 13.3 The Offeror should state, in its proposal, the number of inmates required for its operation of this Agreement. Kitchen inmates receive two portions of the standard meat and dessert whenever they are assigned to the kitchen area(s). Kitchen inmates receive no other compensation or gratuity for their kitchen duties. Inmates are not to be paid by Consultant nor become employees of the Consultant.
- 13.4 The Detention Center shall be responsible for security and shall be entitled to remove any or all inmate(s) at any time from kitchen or food service assignment, if in his discretion the inmate(s) presence poses or creates a security risk. Consultant shall indemnify and hold harmless, City Jail, its officials, officers, employees and agents from and against all liability for loss, costs, damages, injuries and claims which may result from the Consultant's use of inmates in the food service operation at the Detention Centers when such liability is attributable to any act of negligence or omission by Consultant, its officers, employees, agents, consultants, sub-consultants, vendors, owners, or shareholders.
- 13.5 The indemnities herein provided for are in addition to all other indemnities provided for in the attached RFP.
- 14.0 FOOD SERVICE EMPLOYEES
- 14.1 City Jail is specifically interested and concerned about the quality and ability of Consultant's employees, including the Food Service Director, Assistant Director, Chefs, Cooks, etc. The management and control of inmates, quality, portions, and timelines are generally related to the performance of the on-site staff. The Offeror should address in its proposal, how employees will be recruited, hired, trained, supervised, and motivated to meet the needs of the Detention Center Facilities.
- 14.2 The Offeror should include a list of positions and the corresponding range of wages per hour to be paid. City Jail will require the Consultant to pay at least the minimum wage stated in the range for each position. The Consultant should allow at least seven days for the Detention Center to process a criminal records check, prior to beginning the employment of any new person. Potential employees with any criminal record shall not be offered employment or employed by the Consultant.
- 14.3 The Consultant shall provide a Food Service Director and/ or not less than one full-time supervisor(s), to be in attendance whenever the kitchens are in operation, to assure quality performance.
- 14.4 Any change in supervisory personnel must be cleared in advance and approved by the City Jail Commander. A complete roster of all employees' names and addresses shall be kept in the Consultant's site office and shall be updated and submitted quarterly to the Detention Center for the records.
- 14.5 All Consultant employee training by the Consultant must be documented and meet current published ACA guidelines. A Training Plan shall be submitted as part of the Proposal, demonstrating how Offeror would comply with the requirements of this section. The final plan to be used for employee training must be approved by the Detention Center.
- 14.6 The Consultant shall provide the staff necessary for the full and timely delivery of food services at all times during the term of the Agreement.
- 15.0 SECURITY
- 15.1 All employees shall be thoroughly screened by the Detention Center before commencing work at the Detention Center, due to their contact with inmates, and other matters relating to security. The Detention Center shall have the sole right, at any time, to reject any such employee who, in the Detention Center's judgment poses a risk or potential risk to the security or operations of the Detention Center. Employees shall authorize the release of personal information, if requested.
- 15.2 ENERGY CONSERVATION
- 15.3 The Consultant's work force shall perform services in such a manner as to conserve electricity, gas, and water as part of the scope of operations under the agreement. The Consultant shall structure and implement a recycling plan.

16.0 INSPECTIONS AND REPORTS

16.1 At the end of each quarter during the term of the Agreement, the Detention Center shall designate representatives to function as a formal inspection and evaluation team. This team shall evaluate food portion sizes, food temperature and compliance with health and safety issues. As a part of this evaluation, the team may meet with inmates to review their needs and desires regarding food services. A report will then be prepared by the Detention Center's Office and forwarded to the Consultant for review. Additional inspections (scheduled or unscheduled) may be conducted by the Detention Center's, or any persons authorized by City Jail at any reasonable time and from time to time during the term of the Agreement.

17.0 KEY CONTROL

17.1 The Consultant shall have keys and access to those areas where food and supplies are stored and processed.

17.2 The Consultant will have control of and access to the kitchen, except for matters related to security, fire protection, and building repair; in these specific instances, the Detention Center shall have absolute control and shall maintain a master set of all keys.

18.0 CONTINGENCY PLANNING

18.1 Each Offeror shall provide in its Proposal a Contingency Plan for providing service in the event of lockdowns, strikes by Consultant's employees, tornadoes, riots, fire, power failure or other catastrophic events that may curtail or impact on the normal operation of the Detention Centers. Contingency Plans shall include the Consultant's plans for providing uninterrupted food services including, but not limited to, designation of off-site locations for food preparation where necessary; alternative staffing plans; and any other proposals to demonstrate Consultant's capability of responding to catastrophic occurrences. The plan included in the Proposal will be finalized by the Consultant within thirty (30) days after the commencement of the Agreement and submitted to the Detention Center for approval. The Consultant will be required to have on site, not less than five (5) days of three (3) complete meals, in case of emergency.

19.0 UNIFORMS AND LAUNDRY

19.1 Each Offeror shall submit a detailed description of the uniforms proposed to be worn by on-site paid civilian personnel. Employee uniforms shall not be similar in color of orange, yellow or red than that of inmate uniforms. All uniform costs for employees shall be borne by the Consultant.

19.2 The Consultant shall furnish kitchen towels, aprons, tablecloths, and cloth napkins and other linen items for special functions as may be required and will launder or have these items laundered at its expense. All Consultant employees are required to wear an approved uniform when in the Detention Centers. Consultant's management staff will be permitted to wear business attire.

20.0 MAINTENANCE OF FACILITIES AND EQUIPMENT

20.1 The Detention Center will furnish repairs to the facility structure, including roof, ceilings, walls, floors, docks exterior surfaces, plumbing and sewers behind floors or walls, elevators and general fire protection systems, security monitoring systems, HVAC, exhaust systems and all other structural components of the buildings. Repairs due to negligence or abuse by the Consultant's employees will be charged to the Consultant.

21.0 EQUIPMENT

21.1 The Detention Center will furnish to consultant existing City Jail owned inventory of equipment in the Kitchens for use by consultant during the term of this Agreement. All such equipment shall remain the property of the Detention Center. The Consultant and the Detention Center shall jointly conduct an initial inventory of the equipment provided by the Detention Center assessing both the quantity and condition of such equipment, as well as any serial and/or model numbers. Unless otherwise, expressly noted, it shall be presumed that Consultant accepts the equipment as initially inventoried, as in good working order, and sufficient for the purpose of performing this Agreement.

- 21.2 At the end of the contract term or upon termination, Consultant shall return all equipment in good condition, normal wear and tear expected. Consultant and Detention Center shall jointly conduct a closing inventory, documenting additions and deletions from the initial inventory and condition of equipment.
- 21.3 Any equipment purchased by consultant outside the scope of this Agreement for use at the City Jail must have the prior, written approval of the City Jail Commander. Any such equipment shall remain the property of the Consultant when purchased by the Consultant.
- 21.4 The Detention Center shall be responsible for the replacement of all City Jail capital equipment. On a quarterly basis, the Consultant shall report to the Detention Center on the status and condition of the equipment. Such report shall state with specificity, the Consultant's recommendations for equipment additions and/or replacement. The Consultant shall use its knowledge and judgment to anticipate the need for equipment and the timing of consultant's recommendations for procurement.
- 21.5 The City Jail shall make the final determination for the purchase of any and all equipment.

22.0 SMALLWARES AND SUPPLIES

22.1 The City Jail will provide all small wares used in performance of this agreement, such as; trays, plastic reusable cups for inmates (as needed), eating, cooking, portioning and serving utensils, pots, pans, and sanitation equipment.

23.0 FEDERAL SURPLUS FOOD PROGRAM (U.S. DEPARTMENT OF AGRICULTURE REGULATIONS)

23.1 The Detention Center's Office may qualify to receive Surplus Commodities from the U.S. Department of Agriculture. There is no guarantee what, if any, commodities will be available to the Detention Centers during the life of this Contract.

23.2 Federal regulations permit a Consultant's use of Surplus Commodities in providing food service in prisons and Detention Centers. However, the Consultant shall assume all costs, both direct and indirect, in procuring such commodities and in complying with the rules and regulations of the U.S. Department of Agriculture; specifically:

23.3 Consultant agrees that USDA commodities received on behalf of Detention Center shall only benefit the Detention Center and shall be utilized only in the performance of this contract. Consultant shall maintain all financial and supporting documents, statistical records, and any other records pertinent to the use of the USDA surplus commodities program. The records and documents shall be maintained for a minimum of three (3) years and ninety (90) days after the termination of this contract.

23.4 Consultant agrees that if any litigation, claim or audit involving these records begins before the three (3) year period expires, the Consultant shall keep the records and documents for not less than three (3) years and ninety (90) days and until litigation claims or findings are resolved. The case is considered resolved when there is a final order issued in litigation, or a written agreement is entered into.

23.5 All Surplus Commodity records shall be made available to representatives of the Facility's Accounting Office as well as the Auditor's Office at any reasonable time and place for inspection and audit. Failure to comply with the provisions set forth above shall be cause for termination of Contract.

23.6 Offeror's are to quote prices without regard to availability of Surplus Commodity or foods. Any Surplus Commodity or food provided for the Detention Center shall be credited to the next month's invoices. Credit shall be separately stated on the invoice and shall be calculated on the wholesale value of the commodities received less shipping expenses. Butter shall be valued based on the wholesale value of margarine.

24.0 FACILITIES

24.1 The Detention Center shall provide the Consultant with adequate ingress and egress to the kitchens and storage facilities, including sanitary toilet and facilities for use by food service employees. The Consultant shall use such facilities in the performance and delivery of food services. The Consultant may, in furtherance of its obligations under the Agreement, utilize

preparation and storage facilities located other than at the Detention Center only on an emergency basis and with the prior approval of the Detention Center, consistent with Contingency Plans. Meals are to be prepared on site at the Detention Center, except during emergencies.

24.2 Specifically, meals are to be prepared and assembled on thermal insulated trays at the Detention Center, for inmates.

24.3 The facilities made available to the Consultant under the Agreement may not be used in connection with operations unrelated to the Agreement, unless approved in writing by the City Jail Commander.

25.0 SANITATION

25.1 The Consultant shall be responsible for cleaning and housekeeping in the food preparation, kitchens, washroom, and service and storage areas, and will keep such areas in a clean and sanitary condition, and in conformity with all applicable federal, state, and local regulations and requirements. The Consultant agrees to submit to inspection by the City Jail and Caddo Parish, State Health Department or other similar County, State or Federal agencies upon the request of the Detention Center.

25.2 The Consultant shall be responsible for proper removal of trash and garbage from the facilities to receptacles located adjacent to the kitchen; this may include utilization and installation of paper recycling apparatus.

25.3 The Detention Center will provide trash receptacles and will thereafter have responsibility for disposal. The Consultant's Food Service Director shall participate in periodic facility inspections with the City Jail. The Consultant shall establish hazardous chemical logs and comply with all applicable laws and standards concerning the use, storage and handling of hazardous substances/chemicals.

25.4 The Consultant shall require all supervisory employees on all shifts to have Federal, State or County Food Service Sanitation Certification when required by any such agency.

25.5 Grease will not be disposed of in drains. Grease will be disposed of in accordance with local health codes and the collection and removal of grease shall be accomplished by an independent hauler, at consultant's expense.

26.0 QUALITY ASSURANCE AND CONTROL PLAN

26.1 The Consultant shall establish and maintain a quality control plan to assure that the requirements of the Agreement are met. The plan shall be submitted as part of the Proposal. An updated copy must be submitted to the City Jail within six (6) weeks after the start of service and as changes occur. The original plan and any future amendments shall include, but not be limited to the following:

26.1.1 An inspections system covering all the services required by these specifications.

26.1.2 The methods of identifying and preventing deficiencies in the quality of service performed before the level of performance becomes unacceptable.

26.1.3 A file of all inspections conducted by the Consultant or an inspection agency and, where necessary, the corrective action taken. This documentation shall be available as requested by the City Jail during the term of this Agreement.

26.1.4 The City Jail requires consistency in its operation of the Food Service including menus be served as written, with a substitutions goal of zero, but not more than one substitution per week. A substitution report may be required monthly for the City Jail. Substitutions should be identified, dated, and explained completely. Excessive substitutions shall be considered a material breach of the contract.

26.1.5 Random temperature checks of food on the tray assembly or serving line are to be taken not less than every 10 minutes, while meals are being assembled on to the trays. Records are to be maintained for six (6) months minimum.

27.0 TRANSITION ON COMMENCEMENT OF CONTRACT

- 27.1 The Consultant shall assume full operations upon award of contract. Proposal should include a preliminary transition plan in its proposal. Consultant shall coordinate and cooperate with City Jail and the City Jail existing employees to assure a smooth and orderly transition with uninterrupted food services. Upon award of contract, the Consultant shall name a Transition Manager who shall have responsibility for transition activities. Within thirty (30) days of award of contract, the Consultant shall submit a final Transition Plan to the City Jail for approval. The final plan shall include, but not be limited to details for conducting inventories of on-site City Jail owned equipment, hiring, and staffing and menu plans, and coordination activity with current operations. The City Jail Commander may request any additional information he determines is necessary to assure smooth operation of the facility.
- 27.2 Prior to beginning meal preparation (upon award of contract) a physical inventory of capital and small wares equipment is to be taken jointly by the Consultant and City Jail representatives.
- 27.3 The existing equipment in the existing City Jail Facilities is to be jointly inventoried prior to the Consultant beginning meal service. The food service equipment in the City Jail Facilities may be transferred from one location to another, with prior written approval signed by the City Jail after the initial inventory, and, at any time during the contract.
- 28.0 TRANSITION AND CONTINUITY OF SERVICE ON EXPIRATION OF CONTRACT
- 28.1 Continuity of service is critical to the City Jail. The successful consultant must agree to this philosophy and upon expiration of their contract agree to:
- 28.1.1 Exercise best efforts and cooperation for an orderly and efficient transition of the food service to a new consultant and to the City Jail.
- 28.1.2 Negotiate a plan in good faith, with the successor to determine the nature and extent of the phase-in, phase-out services required. The plan shall specify a date for work described in the plan and shall be subject to the City Jail's approval. The Consultant shall provide sufficient experienced personnel during the phase-in, phase-out period to ensure that the services called for in the contract are maintained at the required level of proficiency.
- 28.1.3 The Consultant will own all food items, beverage items, chemicals and food inventories (with the exception of Federal surplus foods) used for this contract. The Consultant shall negotiate with the successor any terms and conditions for sale or transfer of ownership, of any or all inventories.
- 29.0 INVENTORY TRANSITION
- 29.1 City Jail will require the successful Consultant to purchase all useable and wholesome food products and all supply, chemical, and miscellaneous items currently used in the operation of the City Jail's Food Service. City Jail, and Consultant shall inventory all products 24 to 48 hours prior to beginning service and the Consultant shall pay previous service provider on a per unit basis for items.
- 29.2 Thirty days prior to the termination of the contractual agreement, Consultant shall notify City Jail of its intent to sell the remaining inventory, which at City Jail's option, may be purchased at fair market value.
- 30.0 SUPPORT SERVICES
- 30.1 Consultant shall provide all support services necessary to assure compliance with the terms, conditions, and specifications of the agreement. Such services shall include, but not be limited to dietitians, management consultants, sanitarians, and training personnel for Consultant's employees. Offer shall describe frequency and length of reviews and meetings with Consultant's on-site employees, by each support service consultant employee. Offerors are encouraged to include support personnel resumes in its proposal.
- 31.0 OTHER CONSULTANT REQUIREMENTS
- 31.1 The Consultant will be responsible for the sanitation of the food service preparation areas, food storage areas, restrooms, inmate break rooms, office, and dock areas. All chemicals and other materials required for the proper sanitation in this contract will be provided for and paid for by the Consultant. The City Jail will approve any chemical prior to its use.

- 31.2 The Consultant and its employees will follow all City Jail regulations, rules, and standards. The Consultant will obtain prior approval from the City Jail Commander for the use of any item with any design, lettering, or advertising of any type on items such as paper plates, or cups and portion control packets of any kind.
- 31.3 The Consultant is not permitted to make any alterations to, additions to, or removal of any walls, windows, floors, ceilings, doors, or fixtures, without prior written approval from the City Jail. Windows and other openings will not be covered with any blinds or drapes without prior approval from the City Jail.
- 31.4 No signs, advertisements, notices, pictures, or any other appurtenances of any kind will be painted, inscribed, or affixed to any part of the premises, or any part of the buildings, without prior approval of the City Jail. Consultant vehicles may have the Consultant's name and address painted on the doors with prior permission from the City Jail.

32.0 LICENSES AND PERMITS

- 32.1 The Consultant shall be responsible for payment of any and all taxes and for obtaining any necessary or required licenses, permits required by Federal, State, and local laws or ordinance. In the event a sales tax or similar tax is imposed, City Jail shall reimburse Consultant for said tax.

Part IV- Evaluation Criteria

RFP#: 23-813

Title of RFP: Meal Service for Inmates and Jailers

Evaluator: _____ Phone #: _____

Date: _____ Company Name: _____

		POINT RANGE	POINTS ASSIGNED
1	Demonstrated understanding of the problems and needs presented by the project. Compliance with the specifications herein	0-25	
2	Soundness of Offeror's approach to the problems and needs presented by the project, including Offeror's methodology for achieving specific tasks and objectives.	0-15	
3	Experience and capacity of Offeror, including recent and related experience.	0-15	
4	Qualifications of project personnel and Offeror's ability to commit a capable staff and support for a project of this size under the time constraints as listed in the RFP. Also, commitment to change computer system to accommodate the year 2005 and beyond.	0-15	
5	Offeror's commitment to meet Fair Share Requirements.	0-15	
6*	Cost effectiveness and reasonableness of Offeror's proposed fee.	0-15	

TOTAL POINTS: 100 Points

*The points for cost shall be furnished by the Purchasing Agent, based upon the standard formula as listed below: Fee schedules, including total life cycle costs (when applicable), will be scored by applying the maximum number of points permissible to the responsible firm submitting the lowest responsive fee. All other Offerors are prorated points, by determining the percentage of differential between the low Offerors responsive total and cost and each of the other Offerors total cost, and then applying the percentage of differential accordingly.

PROVIDE SUBMISSION REQUIREMENTS IN THE FOLLOWING FORMAT
Proposals submitted in the prescribed format and with properly completed exhibit forms, as provided herein, will be evaluated for contract award.

- 1.0 SUBMISSION REQUIREMENTS & CHECKLIST
- 1.1 To achieve a uniform review process and allow for adequate comparability, the proposals must be organized in the manner specified below:
 - 1.1.1 A Table of Contents - clearly identify the material, by section and page number.
 - 1.1.2 A Letter of Transmittal - **limit to four printed pages.**
 - 1.1.3 ___ Provide number of years in business, office location, email address, and financial stability of company.
 - 1.1.4 ___ Briefly state your firms understanding of the work to be done, and make positive commitment to perform the work.
 - 1.1.5 ___ Identify your proposals principal strengths and **verify that any computer equipment/component/software furnished will handle the year 2005 and beyond.**
 - 1.1.6 ___ Give the names of the persons who will be authorized to make representations for your firm, their titles, addresses, and telephone numbers.
 - 1.1.7 ___ State whether or not your firm has been involved in any litigation and/or has been disqualified by any agency within the past five (5) years, because of your performance. Explain fully if your firm has been involved in any litigation and/or has been disqualified.
 - 1.1.8 ___ Indicate the number and dates of amendments that you have received. **(end of transmittal letter)**

- 1.2 Provide narrative on the approach to the scope of work (proposed project plan) using the format of **Exhibit A.**
- 1.3 Submit Schedule of Events using the format of **Exhibit B.**
- 1.4 Document five of Offerors prior similar projects with name, address, and phone number of a contact with whom City can discuss Offerors past performance using the format of **Exhibit C.**
- 1.5 Submit qualifications of personnel that will work on this project using the format of **Exhibit D.**
- 1.6 Provide cost proposal using the format of **Exhibit E.**
- 1.7 **Submit Appendix #1 – FAIR SHARE FORMS.**
- 1.8 **Submit Appendix #3 - FELONY CONVICTION/ E-VERIFY AFFIDAVIT.**
- 1.9 List any exceptions to this RFP (and/or the City’s Standard Agreement).
- 1.10 Other information and materials which the Offeror wishes to submit in support of this proposal, qualification, etc.
 - 1.11 Adult and staff menus and special diet and holiday meal plan.
 - 1.11.1 Contingency Plans
 - 1.11.2 Sanitation Plan
 - 1.11.3 Quality Control Plan
 - 1.11.4 Staff Recruiting, Motivation and Training Plans
 - 1.11.5 Food Service Operation Plan
 - 1.11.6 Nutritional Analysis
 - 1.11.7 Transition Plan
 - 1.11.8 Table of Organization For On-Site Staff

CITY OF SHREVEPORT

Section 40-Fair Share Requirements (Revised 11-10-2020)

Applies to IFB, RFP, RFS, and RFQ Documents except when a Commodity Purchase or if for the Airport.

1.0 DEFINITIONS

1.1 **Bid**-shall mean bid for IFBs, proposal for RFPs, and quote for RFQs.

1.2 **Contractor**-shall mean prime contractor for IFBs, RFPs, and RFQs. For RFSs, **Contractor** shall mean Prime Consultant.

1.3 **Offeror**-shall mean a person who submits an RFP.

1.4 **Subcontractor**-shall mean subcontractor for IFBs, and RFQs. For RFSs, Subcontractor shall mean Sub consultant.

1.5 **FSC**-is Fair Share Certified (specific to City-Funded Projects and included in the Fair Share computation). **Fair Share Certification applications may be obtained as follows:**

1.6 Contact Jeanetta Scott... 318-673-5060

1.6.1 Fair Share Office

1.6.2 505 Travis Street, Suite 260

1.6.3 Shreveport, LA 71101

1.6.4 FSC Application Affidavits maybe downloaded at::

www.shreveportla.gov/FairShareApp

1.7 **DBE-is** Disadvantaged Business Enterprise (specific to Federally-funded Projects - generally FAA, DOTD or FTA projects).

1.8 **S/DBE-is** Small Disadvantaged Business Enterprise (again, specific to Federally-Funded Projects - a group that is defined by the Government as "presumptively disadvantaged" by provisions of CFR 49). **DBE applications may be obtained as follows:** <http://www8.dotd.louisiana.gov/UCP/UCPdownloads.aspx>

1.9 **MBE-is** Minority Business Enterprise. The designation of MBE is obtained through the submission of a Vendor's Application that can be obtained through the Purchasing Office. Vendor Applications may be downloaded at: <http://www.shreveportla.gov/bid/section800.htm>

2.0 PURPOSE OF THE PROGRAM

2.1 The City of Shreveport has implemented this program to ensure that their **construction and service** contracts provide employment and growth opportunities for small disadvantaged businesses.

2.2 Therefore, when the goal has not been met, prime contractors are required to submit proof showing that good faith efforts have been made to contract with FSC, S/DBE or DBE subcontractors.

2.3 All efforts must be documented.

2.4 Direct commodity purchases made by the City are exempt from the program.

3.0 FAIR SHARE CONTRACT CLAUSES

3.1 The following Fair Share Contract Clauses and Good Faith Effort Requirements are only a small part of the Fair Share Program.

3.1.1 The Fair Share Program full text and forms that will be needed are posted in the Purchasing Office, or available upon request, or available on our web site at www.shreveportla.gov, and are incorporated by reference in all solicitation documents with the same force and effect as if set forth in full text.

3.1.2 ANY DEVIATIONS FROM THE FAIR SHARE REQUIREMENTS LISTED HEREIN MUST BE CLEARLY IDENTIFIED WITH EACH SOLICITATION RESPONSE.

3.1.3 PLEASE CALL THE FAIR SHARE OFFICE AT (318) 673-5060 OR THE PURCHASING DIVISION AT (318) 673-5450 IF YOU HAVE ANY QUESTIONS.

3.2 Prompt Payment Clause

- 3.2.1 The City of Shreveport will, after acceptance of goods or services and the receipt of a proper invoice from the contractor, process request for payment, said payment to be paid within thirty (30) days.
- 3.2.2 Prime contractors shall then be required to ensure payment is made to any designated small or disadvantaged business (subcontractors), within fifteen (15) business days of receipt of payment to the prime contractor from the City.
- 3.2.3 Upon satisfactory completion of a contract, the City and/or prime contractor will ensure that any retainage payments are returned within thirty (30) business days.
- 3.2.4 Failure to comply with the terms of this requirement may be grounds for termination of the contract by the City.
- 3.3 **Affirmative Action Clause**
- 3.3.1 The contractor, sub recipient, or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract.
- 3.3.2 The contractor shall carry out applicable requirements of the appropriate funding guidelines for each contract. Failure by the contractor to carry out these requirements is a material breach of the contract which may result in the termination of this contract or such other remedy as the City deems appropriate.
- 3.4 **Participation of Small Disadvantaged Business Concerns**
- 3.4.1 It is the policy of the City of Shreveport that all prime contractors and service providers utilize qualifying small disadvantaged business concerns.
- 3.4.2 The City has set a goal of 25% for participation of these said business concerns in all City-let contracts and/or purchases.
- 3.4.3 Specific goals are set on federally funded contracts as determined by the regulating federal agency and language to that effect shall be included in those contracts.
- 3.4.4 Failure by a contractor or service provider to include these designated businesses could constitute breach of contract and result in remedial action.
- 3.4.4.1 Assurance of utilization of FSC, S/DBE, and DBE subcontractors is given through FSC FORM 4, Letter of Intent.
- 3.5 **Subcontractor Payment Certification**
- 3.5.1 Every contract by the City for the performance of work will contain a provision requiring the prime contractor to certify in writing that all subcontractors and suppliers have been paid for work and materials from previous progress payments received (less any retainage) by the prime contractor prior to receipt of any further progress payments.
- 3.5.2 In the event a contractor is unable to pay subcontractors or suppliers until it has received a progress payment from the City, the prime contractor shall pay all subcontractors or suppliers funds due, from said progress payments within forty-eight hours of receipt of payment from the City.
- 3.5.3 During the contract and upon completion of the contract, the City may request documentation to certify payments to subcontractors or suppliers. This provision in no way creates any contractual relationship between any subcontractor and the City or any liability on the City for the contractor's failure to make timely payment to the subcontractor.
- 3.6 Fair Share Certified (FSC), S/DBE or DBE PARTICIPATION-GOOD FAITH EFFORT REQUIREMENTS
- 3.7 PRE-BID EFFORTS REQUIRED REGARDING S/DBEs or DBEs
- 3.8 Bidders are **required** to contact, and make good faith efforts to contract with City and Louisiana Unified Certification Program (LAUCP) Certified FSC, S/DBE or DBE firms for each division of work identified in these documents which will be performed by a subcontractor.
- 3.9 A list of FSC, S/DBE or DBE contractors specializing in the divisions of work identified for subcontracting on this project can be found at the following Web Sites...City Projects: <http://www.shreveportla.gov/141/online-database> Federal Projects: <http://www8.dotd.louisiana.gov/ucp/>
- 3.10 These requirements are contractual obligations and are included in all contracts.
- 3.11 Failure to comply may result in a finding of breach of the contract, disqualification of the bidder to bid on future contracts, or a claim for damages.

3.12 Who to contact

3.12.1 For each division of work identified in these documents that will be performed by a subcontractor, Bidders must contact:

3.12.2 Every FSC, S/DBE or DBE firm that attended the pre-bid meeting (if one was held) which specializes in a division of work that will be subcontracted, and

3.12.3 In addition to the above, a minimum of five (5) other FSC, S/DBE or DBE firms.

3.12.4 If there are less than 5 firms listed for a particular division of work, all of the subcontractors in that division must be contacted.

3.13 When to contact

3.13.1 All Bidders must provide project information to FSC, S/DBE, or DBE firms in sufficient time to permit the firm to have an equal opportunity to compete for work that the successful bidder will subcontract together with the date and time that subcontractor's bids are due.

3.13.2 The first documented contact with each FSC, S/DBE, or DBE firm must be at least seven (7) working days before bid opening.

3.14 How to contact

3.14.1 First contact: Bidders shall contact FSC, S/DBE or DBE subcontractors by letter or fax to advise them of potential subcontracting opportunities.

3.14.2 Follow-up: Bidders shall follow up with telephone calls to each FSC, S/DBE, or DBE firm contacted to determine if a bid will be submitted or if further information is required.

3.14.3 A firm need not be contacted if that firm responds to the first contact with a statement that the firm will not bid on this project.

3.15 What information must be provided

3.15.1 **The apparent lowest construction/service provider bidder shall be required to complete/submit Fair Share Forms 1 through 4 within 72 hours after notification. If additional information is needed, it must be turned in within 24 hours or the bid will be declared as non-responsive when additional time is not approved by the Fair Share office.**

4.0 **ADDITION/REPLACEMENT OF SUBCONTRACTORS AFTER SUBMISSION**

4.1.1 The successful bidder will not be permitted to add or replace a subcontractor without the consent of the DBE Compliance Manager and/or the Fair Share Office and the Originating Department.

4.1.2 If any subcontractor is added or replaced after the contract award, the contractor shall make good faith efforts to contract with another FSC, S/DBE, or DBE for the work to be performed by that subcontractor.

4.1.3 Documentation of these efforts is required, and must be submitted to the Purchasing Agent and the Fair Share Office **on FSC FORM 2.**

5.0 **DOCUMENTATION OF GOOD FAITH EFFORTS**

5.1 **FAIR SHARE DOCUMENTS TO BE SUBMITTED BY THE APPARENT LOWEST CONSTRUCTION/SERVICE PROVIDER BIDDER.**

5.1.1 **COMPLIANCE AGREEMENT-FSC FORM 1.** Submit completed **FSC FORM 1.**

5.1.2 **UTILIZATION/CONTRACT TRACKING-FSC FORM 2.** Submit **FSC FORM 2** showing all subcontractors/all sub-subcontractors to be used on this contract and use for any changes also. **Note:** Construction Bidders, including 100% Fair Share/DBE, must turn in this form showing all subcontractors to be used on this contract.

5.1.3 **PROJECT CONTACT SHEET-FSC FORM 3.** Submit **FSC FORM 3** showing a completed log of contacts with FSC, S/DBE, or DBE firms.

5.1.4 **LETTER OF INTENT-FSC FORM 4.** Submit a signed **FSC FORM 4**, Letter of Intent indicating FSC, S/DBE and DBE Subcontractors and Sub-Subcontractors along with the scope of work to be performed and price/cost of goods or services to be performed by the Subcontractor. There must be a separate Letter of Intent for each FSC, S/DBE or DBE Subcontractor or Sub-subcontractor. This **letter of Intent** must be submitted within 72 hours of the bidder being designated as "the apparent lowest construction/service provider bidder", or his/her bid **will** be declared non-responsive.

- 5.1.5 Failure to submit these documents shall make a bid non-responsive and the apparent lowest bidder ineligible to receive an award of the contract.
- 5.1.6 The Purchasing Agent and/or the DBE Compliance Manager and/or the Fair Share Office shall have the right to seek clarification to assure good faith effort compliance.
- 6.0 **DOCUMENTS TO BE SUBMITTED AFTER CONTRACT AWARD.**
- 6.1.1 **MONTHLY SUBCONTRACTOR PAYMENT UTILIZATION REPORT-FSC FORM 5:** All subcontractors (including FSC, S/DBE, or DBE firms) and second tier subcontractors shall be reported on the FSC **FORM 5** as well as contract amounts and payments.
- 6.1.2 **Copy of letter or fax sent to FSC, S/DBE, or DBE firms:** *When requested, provide one copy of the letter or fax sent to FSC, S/DBE or DBE firms to solicit bids for this project. If more than one form of letter or fax was sent, submit a copy of each form sent.*
- 6.2 **Optional Good Faith Efforts**
- 6.2.1 Contractors should consider efforts such as:
- 6.2.2 Did the contractor advertise in general circulation, trade association, and small disadvantaged-focus media concerning subcontracting opportunities?
- 6.2.3 Did the contractor provide written notice to a reasonable number of specific FSC, S/DBEs, or DBEs that interest in the contract was being solicited, in sufficient time to allow the FSCs, S/DBEs, or DBEs to participate effectively? (NOTE: It is recommended that certified mail be used to provide documentation).
- 6.2.4 Did the contractor follow up initial solicitations of interest by contacting FSC, S/DBEs or DBEs to determine certainty whether the FSCs, S/DBEs or DBEs were interested?
- 6.2.5 Did the contractor select portions of the work to be performed by FSCs, S/DBEs, or DBEs, including, where appropriate, breaking down contracts into economically feasible units to facilitate participation?
- 6.2.6 Did the contractor provide interested FSCs, S/DBEs, or DBEs with adequate information about the plans, specifications, and requirements of the contract?
- 6.2.7 Did the contractor negotiate in good faith with interested FSCs, S/DBEs, or DBEs, not rejecting them as unqualified without sound reasons based on a thorough investigation of their capabilities?
- 6.2.8 Did the contractor make efforts to assist interested FSCs, S/DBEs, or DBEs in obtaining bonding, lines of credit, or insurance required by the recipient or contractor?
- 6.2.9 Did the contractor effectively utilize the services of available community organizations; contractors' groups; local, state, and federal business assistance offices; and other organizations that provide assistance in the recruitment and placement of FSCs, S/DBEs, or DBEs?

END

RFP NO. 23-813

EXHIBIT A

PAGE _____ of _____

COMPANY _____

NARRATIVE ON THE APPROACH TO THE SCOPE OF WORK

Proposals should respond to the Scope of Work point by point by numeric reference.

SCHEDULE OF EVENTS

The Offeror should briefly describe each step of the schedule of events in its proposed plan of action to accomplish the scope of work in a sequential manner, identifying the specific assignment of key personnel and the time required to complete each step. This form should be completed, in addition to the Offerors narrative description of its proposed plan of action.

Step # Schedule of Events Time Required Person Assignment

OFFERORS EXPERIENCE

Organization	Public Entity? Y / N
Point of Contact	No. Years as Client
Title	
Phone Number	
Email Address	

Organization	Public Entity? Y / N
Point of Contact	No. Years as Client
Title	
Phone Number	
Email Address	

Organization	Public Entity? Y / N
Point of Contact	No. Years as Client
Title	
Phone Number	
Email Address	

Organization	Public Entity? Y / N
Point of Contact	No. Years as Client
Title	
Phone Number	
Email Address	

Organization	Public Entity? Y / N
Point of Contact	No. Years as Client
Title	
Phone Number	
Email Address	

PERSONNEL STAFFING

Name	Resume Attached Y / N
Title	No. Years with Firm?
Experience	

Name	Resume Attached Y / N
Title	No. Years with Firm?
Experience	

Name	Resume Attached Y / N
Title	No. Years with Firm?
Experience	

Name	Resume Attached Y / N
Title	No. Years with Firm?
Experience	

Name	Resume Attached Y / N
Title	No. Years with Firm?
Experience	

Name	Resume Attached Y / N
Title	No. Years with Firm?
Experience	

COST PROPOSAL

Provide Inmate Food Service to the Shreveport city Jail, based upon the guaranteed revenue proposal specified below.

Number Of Meals	Price Per Meal for Firs year	Inmate Workers Needed
1-50.....	\$ _____	_____
51-100.....	\$ _____	_____
101-150.....	\$ _____	_____
151-UP.....	\$ _____	_____
Materials		
Labor		
Overhead, Profit, and Other		
Total Electrical Cost		

Total Cost \$ _____

COST PROPOSAL CONT.

ACKNOWLEDGEMENT

_____ (initial)

OFFERORS CERTIFICATIONS

Has a federal agency or a federally certified state or local agency performed any review of your accounts or records in connection with any grant or contract within any grant or contract within the past twelve months?

YES _____ NO _____ (IF YES GIVE NAME, ADDRESS, AND TELEPHONE NUMBER OF REVIEWING OFFICE.)

- 1.0 In compliance with this Request for Proposal, and subject to all conditions thereof, the undersigned agrees:
- 1.1 This proposal, as stated, is open for acceptance for a period of 120 calendar days from date of opening; and
- 1.2 To furnish all services, materials, and equipment necessary and incidental to perform the proposed project;
- 1.3 That this proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same services, and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this proposal and certify that I am authorized to sign this proposal.
- 1.4 Acting on behalf of the Offeror, this is to attest that the undersigned is a duly authorized representative of the below captioned firm, corporation or business.
- 1.5 By signing this document, the Offeror understands and agrees that the identity of any Offeror or the contents of any proposal will not be public information until after the contract award is made.
- 1.6 If awarded a contract/purchase order, my company understands and agrees to provide the sub consultant information as listed in **GENERAL CONTRACT PROVISIONS (www.shreveportla.gov/bids/bids.htm)**, paragraph 16, **SUBCONTRACTOR TRACKING. I hereby certify that sub consultant(s) _____ (would/would not) be used.**
- 1.7 In accordance with the Fair Share Requirements of this RFP, the Offeror assures the City that he or she will meet or exceed the Fair Share goal, or if cannot meet the required goal, the Offeror will assure the City that he or she will document good faith efforts made toward meeting the goal requirement in accordance with the fair share requirements. Fair share goal for this project is 25%.

Signature Offerors Representative
authorized to enter into contract with
the City of Shreveport

Title

Company

Authorized Signature (typed/printed)

State Contractors License Number

Telephone

Fax Number

Emergency Number(s)

Date

Email Address

Offerors Federal Employer I.D. Number

FROM: _____

*License # _____
*State Contractors License Number or Insert EXEMPTION, IF NOT REQUIRED.

PLEASE RUSH TO:

CITY OF SHREVEPORT
OFFICE OF THE PURCHASING AGENT
505 Travis Street, Suite 610
SHREVEPORT, LOUISIANA 71101-3042

SEALED PROPOSAL FOR:

RFP Number: 23-813

Project Name: Meal Service for Inmates and Jailers

Opening Date/Time: _____

Attention: Use this format on the outside of your container when responding with a paper proposal.
We do not accept faxed responses for formal solicitations! Revised 12-15-11

EXHIBIT F

City of Shreveport

COMPLIANCE AGREEMENT-FSC FORM 1

RFP Number: 23-813 (Revised 9-10-07)

By signing this document, the bidder hereby certifies, understands, and affirms that:

- 1.0 It has not discriminated against any FSC, S/DBE, or DBE firms in awarding subcontracts for this project.
- 2.0 The good faith efforts requirements are contractual obligations that must be fulfilled whether or not listed on these forms.
- 3.0 **The apparent lowest construction/service provider bidder shall be required to complete/submit Fair Share Forms 1 through 4 within 72 hours after notification. If additional information is needed, it must be turned in within 24 hours or the bid will be declared as non-responsive when additional time is not approved by the Fair Share office.**
- 4.0 Failure to provide information may result in a loss of the bidder's bid bond.
- 5.0 Replacement of a subcontractor during contract performance without: a) obtaining the prior written consent of the DBE Compliance Manager and/or the Fair Share Office and the originating department; and b) subsequent good faith efforts in selection of a replacement; is prohibited and a breach of contract. **See UTILIZATION/CONTRACT TRACKING-FSC FORM 2 AS REQUIRED FOR ALL SUBS/SUB of SUBS.**
- 6.0 Consideration was given to waiving bonding requirements for FSC, S/DBE, or DBE subcontractors.

And, Executes this Compliance Agreement as:

Company Name: _____

Address: _____

Phone Number: _____ FAX Number: _____

By: _____
Signature of Authorized Owner or Representative Title Date

Print Name: _____

City of Shreveport

UTILIZATION/CONTRACT TRACKING-FSC FORM 2

This multipurpose form is used to list all types of subs and changes to their status for Fair Share and Contract Tracking Reporting. (Revised 1/20/2021)

1. IFB/RFP/RFS/RFQ # (Circle 1) 23-813 2. Project Name _____
3. Prime Contractor _____ 4. Bid Amount of Total Project (\$) _____
5. Prime Contractor's Federal Tax ID # _____ Change Order? Yes or No C/O # _____

List all Subcontractors (copy as needed)	Status – Circle all that apply	Type of work to be performed	Subcontracted Amount \$ + or (--)
Federal I.D. # _____ Company _____ Name _____ Address _____ Phone # _____ Fax # _____ E-Mail _____ State Class/License # _____	FSC, DBE		
Federal I.D. # _____ Company _____ Name _____ Address _____ Phone # _____ Fax # _____ E-Mail _____ State Class/License # _____	FSC, DBE		
Federal I.D. # _____ Company _____ Name _____ Address _____ Phone # _____ Fax # _____ E-Mail _____ State Class/License # _____	FSC, DBE		

Prime Contractor's Signature _____ Date: _____ Phone: _____

Project Mgr. Signature: _____ Date: _____ Fair Share Office Approval: _____ Date: _____

City of Shreveport

PROJECT CONTACT SHEET-FSC FORM 3

(Revised 8-30-07)

Name of Project: _____ Bid Number: _____

Bidder's Name: _____

Bidders should record their contacts with potential FSC or DBE subcontractors through use of this log. Additional forms may be copied if needed.

Name of Subcontractor	Type of Contact(s)	Date & Time of Contact	Person making/receiving call or other communications	Contact made? Yes/No	Quote received Amount (\$)	Quote accepted Or rejected?	Comments



Bid # _____ PROJECT# _____ FSC FORM 4

Fair Share / Disadvantaged Business Enterprise Compliance Management

LETTER OF INTENT TO PERFORM AS A PRIME CONTRACTOR AND UTILIZE A SUBCONTRACTOR/SUBCONSULTANT

[NOTE: Pursuant to the City of Shreveport's Fair Share Program for Equal Business Opportunity, established by Ordinance No. 105, 1999, 7-27-99, DBE firms participating in the Program must have current certification status prior to award of a contract where they are counted towards subcontracting participation. If the City of Shreveport determines that a firm is not an eligible DBE firm, that firm is advised to immediately submit a completed certification application to the State of Louisiana, Department of Transportation and Development, LAUCP Section, P.O. Box 94245, Baton Rouge, LA 70804-9245 for consideration on subsequent projects.

1. Name of Project _____

2. Name of offeror/prime contractor _____

3. The undersigned is prepared to perform the following described work and/or supply the material listed in connection with the above project (where applicable specify "supply", "install" or "perform particular services"):

_____ at the price of \$ _____

(Name of DBE/FSC Firm) (Date)

Circle one (Owner/Authorized Agent of DBE/FSC firm) Type or Print Name (Signature of Owner or Authorized Agent of DBE /FSC Firm)

(Phone Number) (Fax Number)

AFFIDAVIT OF PRIME CONTRACTOR

I HEREBY DECLARE AND AFFIRM that I, _____ am the duly authorized representative of
(Circle one-Owner/Authorized Agent)

_____ and that I have personally reviewed the material and
Name of Prime Contractor

facts set forth in this Letter of Intent to Perform. To the best of my knowledge, information, and belief, the facts in this form are true, and no material facts have been omitted.

Pursuant to the City of Shreveport Ordinance, No. 105, 1999, 7-27-99, Sec. 2-414, Intentional failure by a contractor or service provider to include these designated businesses could constitute breach of contract and result in remedial action. Further, any person [entity] who makes a false or fraudulent statement in connection with participation of a **DBE** or **FSC** in any City of Shreveport contract may be referred for debarment procedures from subsequent contracts with the City of Shreveport.

I do solemnly swear or affirm that the signatures contained herein and the information provided by the Prime Contractor are true and correct, and that I am authorized on behalf of the Prime Contractor to make this affidavit.

Circle One (Owner/ Authorized Agent) Type or Print Name (Name of Prime Contractor company/firm -Print or Type)

(Signature of Owner or Authorized Agent) (Date)

(Phone Number) (Fax Number) (Revised 8-30-07)

SUBCONTRACTOR PAYMENT AND UTILIZATION REPORT – FORM 5

(Revised 6/20/2020)

Contract Number:		Prime Contract Amount:	
Progress Report Number:		Report Period Dates:	To:
Prime Contractor:		Project Name:	

(1) Subcontractor Name	(2) Class	(3) Work Description	(4) Original Subcontract Amount	(5) Approved Changes	(6) Revised Subcontract Amount (4+5)	(7) Current Period Work Completed	(8) Total Work Completed to Date <small>(Previous Total to Date+(7))</small>	(9) Remaining Subcontract Amount (8-6)
	<input type="checkbox"/> FSC <input type="checkbox"/> DBE <input type="checkbox"/> SBE							
	<input type="checkbox"/> FSC <input type="checkbox"/> DBE <input type="checkbox"/> SBE							
	<input type="checkbox"/> FSC <input type="checkbox"/> DBE <input type="checkbox"/> SBE							
	<input type="checkbox"/> FSC <input type="checkbox"/> DBE <input type="checkbox"/> SBE							
	<input type="checkbox"/> FSC <input type="checkbox"/> DBE <input type="checkbox"/> SBE							

This worksheet assumes a 5% retainage. Changes to Contract: Replacement, substitution, or addition to FSC, S/DBE or DBE firms must be handled in conformance with the contract documents. IT IS HEREBY CERTIFIED THAT THE ABOVE LISTED FIRMS HAVE BEEN FULLY UTILIZED BY OUR COMPANY IN THE AMOUNTS REPRESENTED ABOVE AND THAT THE INFORMATION CONTAINED HEREIN IS COMPLETE AND ACCURATE.	Notary Public Use Only: State of _____ Parish / County of _____ Subscribed and sworn to (or affirmed) before me this _____ day of _____ in the year of _____
Printed Name of Authorized Contractor Representative: _____ Authorized Signature of Contractor Representative: _____ Date: _____	Signature of Notary Public: _____
Instructions: Document must be typed or printed Legibly. Unreadable information will require resubmittal and may cause delays in processing. Submit with request for progress payment and send a copy to: DBE Compliance Manager and/or the City of Shreveport's Fair Share Office, P.O. Box 31109, Shreveport, LA 71130.	

INSTRUCTIONS FOR COMPLETING FSC FORM 5 SUBCONTRACTOR PAYMENT AND UTILIZATION

(Revised 6/20/2020)

1.0 FORM 5 GENERAL INSTRUCTIONS

- 1.1 All form 5 reports must be notarized before submittal. Notarization section is found in lower right corner of form.
- 1.2 All form 5 reports should be electronically. Only the Signature Block and Notary Block require handwritten input.
- 1.3 If the Form 5 Report is handwritten, it must be legibly printed. Any forms with illegible handwriting will be rejected and require resubmittal in acceptable print and could result in delays in processing applications for payment.
- 1.4 When entering current period and cumulative paid amounts into Form 5, enter the amount paid less retainage. It is assumed that 5% retainage has been held out of the payment. Including the retainage amount will result in an overstatement in payments and require all Payment Application Form 5's to be corrected and to be resubmitted. This will hold any current Payment Applications from being processed until satisfactory resolution.

2.0 FORM 5 SPECIFIC INSTRUCTIONS

- 2.1 CONTRACT NUMBER: Enter the contract number for this project as assigned by the City Purchasing Division.
- 2.2 PROGRESS REPORT NO: Enter Report number 1 for the first report submitted and subsequent numbers for reports submitted thereafter. Note, this should be the same as the invoice or payment application number.
- 2.3 PRIME CONTRACTOR: Enter Full Company Name as stated on contract with City of Shreveport.
- 2.4 PRIME CONTRACT AMOUNT: Enter the current Prime Contract Amount including any Approved Change orders.
- 2.5 REPORT PERIOD DATES: Enter the beginning and ending dates corresponding to the progress payment period. Example: 6/1/2020 thru 6/30/2020. Report periods should be sequential and not overlap.
- 2.6 PROJECT NAME: Enter the full project name as indicated on the contract documents.
- 2.7 SUBCONTRACTOR NAME: Enter the names of all subcontractors having performed work or paid on this project during the reporting period.
- 2.8 CLASSIFICATION: Select the appropriate FSC, S/DBE, or DBE status of each contractor listed in item 2.7. Note: Designations should be consistent with how firms were certified by LAUCP or the City of Shreveport at the time of contract award. Only one designation may be used for credit and will be applied accordingly. Non-certified firms should not have a designation selected.
- 2.9 LIST SECOND TIER SUBCONTRACTORS.
- 2.10 WORK DESCRIPTION: Enter a brief description of the work subcontractors are performing. Example: Landscaping, electrical supplier, electrical contractor, remove and replace inlets, furnish, and install catch basins, etc.
- 2.11 ORIGINAL CONTRACT AMOUNT: Enter the original contract dollar amount for each subcontract at time of award.
- 2.12 APPROVED CHANGES: Enter the cumulative dollar value of any changes for each subcontract. If no changes then enter "0". Note: reductions in subcontractor amounts should be shown as negative with parentheses. Example negative amount (\$3,133.85). Additionally, please provide an explanation of any changes.
- 2.13 CURRENT APPROVED SUBCONTRACT AMOUNT: This amount should be the total dollar value current contract amount (Column 4) plus or minus approved changes (column 5).

- 2.14 CURRENT PERIOD CONTRACTOR WORK COMPLETED: Enter the amount paid to the subcontractor during the current reporting period. If the reporting period is June 1, 2020 thru June 30, 2020 and you paid your subcontractor during that period, that is the amount you enter in this section. ONLY the current period amount paid to the subcontractor. Note: If you do not have any payments made to the subcontractor in the current period, you must enter "0".
- 2.15 CUMULATIVE ACTUAL SUBCONTRACTOR WORK COMPLETED TO DATE: Add the Cumulative amount paid to the subcontractor from the previous reporting period form 5 (Previous month Payment Application) to the current period amount paid to the subcontractor from the current form 5 (Current Payment Application). The total of the two is entered here. This should be the total amount paid to subcontractor including the current period.
- 2.16 REMAINING SUBCONTRACTOR AMOUNT: This is a calculated field in form 5. This calculation is the sum of the revised contract amount (Column 6) minus total work completed (Column 8). If filling form 5 out manually please fill in based on the calculation listed above.
- 2.17 PRINTED NAME OF AUTHORIZED CONTRACTOR REPRESENTATIVE: Enter the printed name of responsible party having signature authority and acting as contractor representative on behalf of the contractor. Note: This can be entered electronically.
- 2.18 AUTHORIZED SIGNATURE OF CONTRACTOR REPRESENTATIVE: This signature line must be physically signed by the person having signature authority and acting representative on behalf of the Contractor. Note: This signature must match the printed name.
- 2.19 DATE: Enter the date in which form 5 was signed by the contractor authorized representative.
- 2.20 NOTARY PUBLIC: Contract must have this section completed by a licensed Notary Public before submittal.
- 2.21 RETENTION: Form 5 assumes 5% retention has been withheld from subcontractor payments.
-

END

City of Shreveport

IFB/RFQ/RFP/RFS # 23-813 PROJECT _____

CONTRACT VERIFICATION-DBE/FSC FORM 6

To be used for Architecture/Engineering, Construction & Service Contracts. This document must be furnished within five (5) working days after the City executed contract is picked up by the prime contractor. **The Notice to Proceed will not be issued until this form is received by the Project Manager for the City.** Project Manager sends copy to the Fair Share Office and Purchasing Division.

Is there a possibility other subs will be reported at a later date? Yes/No (circle one). Revised 6-2-10.

By signing this document, the contractor hereby certifies, understands, and affirms that he/she has signed a contract (includes signed proposal, signed purchase order, or written contract) with the following subcontractors:

LIST ALL SUBCONTRACTORS WITH SIGNED CONTRACTS	*ALREADY LISTED ON FORM 2 (YES OR NO)	REPLACES THIS SUB THAT WAS LISTED ON FORM 2	SIGNED CONTRACT AMOUNT \$

***If answer is "no" list sub they replaced in the next column and attached a revised Form 2.**

The City reserves the right to require the contractor to produce or provide copies of any/all contracts listed. Pursuant to the City of Shreveport Ordinance, No. 105, 1999, 7-27-99, Sec. 2-414, Intentional failure by a contractor or service provider to include these designated businesses could constitute breach of contract and result in remedial action. Further, any person [entity] who makes a false or fraudulent statement in connection with participation of a **DBE** or **FSC** in any City of Shreveport contract may be referred for debarment procedures from subsequent contracts with the City of Shreveport.

I do solemnly swear or affirm that the signatures contained herein and the information provided by the Prime Contractor are true and correct, and that I am authorized on behalf of the Prime Contractor to make this affidavit.

(Circle One (Owner/ Authorized Agent) Type or Print Name)

(Name of Prime Contractor company/firm -Print or Type)

(Signature of Owner or Authorized Agent)

(Physical Address)

(Phone Number)

(Date)

(E-Mail Address)

(Fax Number)



AFFIDAVIT

**ATTESTING THAT ENTITY OR PERSON
DOES NOT OWN ADJUDICATED OR LIEN PROPERTY AND
DOES NOT OWE OUTSTANDING DEBT TO CITY**

**** This affidavit is submitted to document compliance with Shreveport City Code 26-211. ****

BEFORE ME, the undersigned Notary Public duly qualified and commissioned, came and appeared

_____ authorized representative of:

_____ with a Federal Tax Identification Number (EIN) of:

_____ and with a current email address of:

_____ who does hereby state as follows, to-wit:

- 1 Business Entity or Person does not own any property which is adjudicated to the City of Shreveport, Louisiana or which has demolition liens, grass cutting liens, or any other Property Standards liens on it. For purposes of this subsection, the term "own" shall mean to be the last record owner of the property prior to a tax sale or adjudication.
- 2 Business Entity or Person does not own more than twenty-five percent (25%) of a legal entity that owns any property which is adjudicated to the City or which has demolition liens, grass cutting liens, or any other Property Standards liens on it.
- 3 Business Entity or Person has paid all taxes, licenses, fees, fines and other charges which are outstanding and due to the City. E.g. false alarm fees, property standard fines, over-due water bills.
- 4 Business Entity or Person will provide written notification to the City's Purchasing Agent no later than the next work day after any of the above statements becomes invalid.
- 5 Upon request of the Purchasing Agent the City reserves the right to require a newly dated/issued Affidavit.

BY: _____
Printed Name: _____
Title: _____

SWORN TO AND SUBSCRIBED BEFORE ME, this ____ day of _____, 20____.

Notary Public

Notary Identification Number or LA Bar Roll Number

Mail original affidavit via U.S. mail or Deliver via other carrier or hand-delivery to:

Purchasing Division
505 Travis St., Suite 610 | Shreveport, LA 71101

Affidavit must be on file in the Purchasing Office before a contract, purchase order or check is issued.

** Form Revised 12/19/2019 **

City of Shreveport

FELONY CONVICTION/E-VERIFY AFFIDAVIT

This document must be furnished with your proposal. Failure to submit at the specified time may result in the proposal being declared as non-responsive.

RFP Number: 23-813

By signing this document in accordance with La. R.S. 38:2227, the appearer, as a proposer on the above project, does hereby attest that:

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

- 1.1 Public bribery (R.S. 14:118)
- 1.2 Extortion (R.S. 14:66)
- 1.3 Corrupt influencing (R.S. 14:120)
- 1.4 Money laundering (R.S. 14:23)

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

- 2.1 Theft (R.S. 14:67)
- 2.2 Identity Theft (R.S. 14:67.16)
- 2.3 Theft of a business record (R.S.14:67.20)
- 2.4 False accounting (R.S. 14:70)
- 2.5 Issuing worthless checks (R.S. 14:71)
- 2.6 Bank fraud (R.S. 14:71.1)
- 2.7 Forgery (R.S. 14:72)
- 2.8 Contractors; misapplication of payments (R.S. 14:202)
- 2.9 Malfeasance in office (R.S. 14:134)

3.0 By signing this document in accordance with La. R.S. 38:2212.10, the appearer, as a proposer on the above project, does hereby attest that:

- 3.1 The private employer is registered and participates in a status verification system (E-Verify) to verify that all employees in the state of Louisiana are legal citizens of the United States or are legal aliens.
- 3.2 The private employer shall continue, during the term of the contract, to utilize a status verification system to verify the legal status of all new employees in the state of Louisiana.
- 3.3 The private employer shall require all subcontractors to submit to the employer a sworn affidavit verifying compliance with Paragraphs (3.1) and (3.2) of this Subsection.

If evidence is submitted substantiating that a false attestation has been made and the project must be readvertised or the contract cancelled, the awarded entity making the false attestation shall be responsible to the public entity for the cost of rebidding, additional costs due to increased cost of bids and any and all delay costs due to the rebid or cancellation of the contract.

And, executes this document as:

Company Name: _____

Address: _____

Phone Number: _____ FAX Number: _____

By: _____
Signature of Authorized Owner or Representative Title Date

Print Name: _____ E-Mail Address: _____

Fax to: 318-673-5408 OR E-Mail to: shay.meadows@shreveportla.gov (10-23-15)

Appendix 4

INSURANCE/BOND/INDEMNIFICATION REQUIREMENTS OF CONSTRUCTION/ PUBLIC WORKS CONTRACTORS

Give a copy of these requirements to your agent.

1.1 Definitions

1.1.1 INSURANCE COMPANY

1.1.1.1 The company or firm which will protect the CONTRACTOR from claims which may arise out of or result from the Contractors operations and for which the CONTRACTOR may be legally liable. An acceptable insurance company is defined as one licensed in the State of Louisiana or an approved non-admitted carrier. Generally, as a minimum, the company issuing a bond must have a current **A. M. Best rating of A- or better**. Companies providing insurance coverage **other than bonds** must have a current **A. M. Best rating of B+VII or better**. This rating requirement will be waived for the Workers Compensation coverage only. Modification of this standard may be considered upon appeal to the Director of Finance.

1.1.1.2 SURETY

1.1.1.3 The bondsman, party or parties who may guarantee the fulfillment of the contract by bond. An acceptable surety company is defined to be a company that is either domiciled in Louisiana or owned by Louisiana residents and is licensed to write surety bonds or appears on the current Treasury List (i.e., U. S. Department of the Treasury Circular 570, Companies Holding Certificates of Authority as Acceptable Sureties on Federal Bonds and as Acceptable Reinsuring Companies) and approved for an amount equal to or greater than the amount of the contract, licensed in the State of Louisiana and qualified to write bonds in the State of Louisiana.

1.2 **SURETY BONDS**

1.2.1 PROPOSAL GUARANTY

1.2.2 **When required**, the bid must be accompanied by a **bid bond in an amount not less than 5% of the total bid amount including additive alternates**. The proposal guaranty shall be a check certified by the cashier of a National or State Bank, or a bid bond guaranteed by an acceptable surety company. The certified check or bid bond shall be made payable to the City of Shreveport, Louisiana. A cashiers check or money order will be accepted; however, currency will not be accepted.

1.2.3 PROCUREMENT OF SURETY BONDS AND INSURANCE

1.2.4 **When required**, any surety bond written for public works project shall be written by a surety or insurance company currently on the U. S. Department of Treasury Financial Management Service list of approved bonding companies which is published annually in the Federal Register or by an insurance company that is either domiciled in Louisiana or owned by Louisiana residents and is licensed to write surety bonds. For any public works project, no surety or insurance company shall write a bond which is in excess of the amount indicated as approved by the U. S. Department of the Treasury Financial Management Service list; companies authorized by this Paragraph who are not on the treasury list shall not write a bond when the penalty exceeds 15 percent of its capital and surplus, such capital and surplus being the amount by which the company's assets exceed its liabilities as reflected by the most recent financial statements filed by the company with the Department of Insurance. In addition, any surety bond written for a public works project shall be written by a surety or insurance company that is currently licensed to do business in the state of Louisiana.

1.2.5 CONTRACT BOND

1.2.5.1 **When required**, prior to the execution of the contract, the CONTRACTOR shall file with the City a performance/maintenance/payment bond with an acceptable surety company, as defined herein, on a form provided by the City. The CONTRACTOR shall pay all premiums and costs thereof and incidental thereto. The bond must be signed by both the CONTRACTOR and surety.

1.2.5.2 The insurance required shall be written for not less than limits of liability specified herein. Coverage shall be written on forms which include contractual liability and independent contractor coverage on an occurrence basis and products/completed operations coverage. Products/completed operations coverage shall be maintained for a two-year period from the date of final payment. The coverages shall be maintained without interruption from date of commencement of the work until date of final payment and termination of any coverage required to be maintained after final payment.

1.2.6 PROPERTY INSURANCE

1.2.6.1 CONTRACTOR shall obtain at CONTRACTORS cost such property insurance covering the work as may be specified in the Special Provisions of the contract.

1.2.6.2 Certificates of insurance on forms provided by the insurer shall be filed with the City prior to commencement of the work. The City has the right to require certified copies of the policies included with the certificates. Evidence that the Authorized Representative signing the Certificate is authorized to bind the insurance company or companies affording coverage may also be required. These certificates and insurance policies required by this shall contain a provision that coverages afforded under the policies will not be materially changed or canceled until at least a 30-day prior written notice has been given to the City by the insurance company. In the event the policies are canceled due to nonpayment of premium, only a 10-day notice will be required. If any of the foregoing insurance coverage are required to remain in force after final payment and are reasonably available, an additional certificate evidencing continuation of such coverage shall be submitted with the final Application for Payment Information concerning reduction of coverage shall be furnished by the CONTRACTOR with reasonable promptness in accordance with the Contractors information and belief.

2.0 **INDEMNIFICATION**

2.1 To the fullest extent permitted by law, the CONTRACTOR shall indemnify, defend, and hold harmless the City and its agents and employees from and against claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from performance of the work, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury or destruction of tangible property (other than work itself) including loss of use resulting there from, but only to the extent caused in whole or in part by negligent acts or omissions of the CONTRACTOR, a subcontractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss or expense is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity which would otherwise exist as to a party or person described in this Paragraph.

2.2 In claims against any person or entity indemnified under this Paragraph by an employee of the CONTRACTOR, a subcontractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, the indemnification obligation under this shall not be limited by a restriction on amount or type of damages, compensation or benefits payable by or for the CONTRACTOR or a subcontractor under workers or workmen compensation acts, disability benefit acts or other employee benefit acts.

3.0 **USE OF LANDS**

3.1 PRESERVATION AND RESTORATION OF RAILWAY PROPERTY

3.1.1 The provisions given elsewhere herein, which require the CONTRACTOR to protect property against damage, and which place upon the CONTRACTOR all responsibility for damage to property, injury to persons, and loss, expense, inconvenience and delay to the owners of property and others, shall be understood to apply in connection with railway lines or railroads the same as in connection with other kinds of property. In the protection of railway lines and railroad, however, the CONTRACTOR will be required to exercise particular care to avoid any damage which might result in train wrecks or in delays in train service. In the performance of work in close proximity to railroad tracks, the Contractor shall consult with the railroad owners or officials in regard to means and methods of conducting the work, and, unless the City orders otherwise, he shall use in the performance of the work means and methods which are not unsatisfactory to said owners or officials, and he shall at his own expense provide such track walkers and flag men as the said owners and officials may deem necessary for the adequate protection of the railroad property and train services.

3.2 The CONTRACTOR shall be solely and directly responsible to the owners and operators of such properties for any damage, injury, expense, loss, inconvenience or delay which may result from carrying out of the work to be done under this contract, and, if the special provisions so specify, he shall give bond or insurance in the amount therein specified to each corporation, company, partnership, or individual owning or operating any of the properties affected, in guarantee of this responsibility. Any extension of time granted the CONTRACTOR in which to complete the contract shall not relieve him or his surety from this responsibility.

4.0 **RESPONSIBILITY FOR DAMAGE CLAIMS**

4.1 Contractors RESPONSIBILITY

4.1.1 Until final written acceptance of the project by the City, the CONTRACTOR shall have the charge and care thereof and shall take every precaution against injury or damage to any part thereof by the action of the elements, or from any other cause, whether arising from the execution or from the non-execution of the work. The CONTRACTOR shall rebuild, repair, restore, and make good all injuries or damages to any portion of the work occasioned by any of the above causes before final acceptance and shall bear the expense thereof except damage to the work due to unforeseeable causes beyond the control of and without the fault or negligence of the CONTRACTOR, including, but not restricted to, acts of God, of the public enemy or of governmental authorities. The CONTRACTOR shall notify in writing his insurer within 10 days of any claim against the project and provide the City with a copy of such notification.

4.2 PERSONAL LIABILITY OF PUBLIC OFFICIALS

4.3 In carrying out the provisions contained herein or in exercising any power or authority granted by this contract, there shall be no personal liability upon any City employee or any official acting for the City, it being understood that in such matters they act as the agents of the City.

4.4 NO WAIVER OF LEGAL RIGHTS

4.5 Inspection by the Engineer or by any of his duly authorized representative, any order, measurement, or certificate by the Engineer; any order by the City for the payment of money, any payment for or acceptance of any work or any extension of time; or any possession taken by the City, shall not operate as a waiver of any provision of the contract; or any power therein reserved to the City or of any right of damages therein provided. Any waiver of any breach of the contract shall not be held to be a waiver of any other or subsequent breach. The City reserves the right to correct any error that may be discovered in any estimate that may have been paid, and to adjust the same to meet the requirements of the contract and specifications. The City reserves the right to claim and recover, by process of law, sums as may be sufficient to correct any error or make good any deficit in the work resulting from such error, dishonesty, or collusion upon conclusive proof of collusion or dishonesty between the CONTRACTOR or his agents and the Engineer or his assistants discovered in the work after final payment has been made.

4.6 THIRD-PARTY LIABILITY.

4.7 It is specifically agreed between the parties executing this contract that it is not intended by any of the provisions of any part of the contract to create in the public or any member thereof a third party beneficiary hereunder, or to authorize anyone not a party to this contract to maintain a suit for personal injuries or property damages pursuant to the terms or provisions of these specifications.

5.0 INSURANCE REQUIREMENTS

5.1 The Contractor shall at its own expense provide and maintain certain insurance in full force and effect at all times during the term of this Agreement and any extensions thereto. Such insurance, at a minimum, must include the following coverages and limits of liability:

5.1.1 Commercial General Liability Insurance in an amount not less than a combined single limit of \$1,000,000 per occurrence. **This policy should be endorsed to name the City as an additional insured and proof provided via a DEC and/or endorsement.** It is the intent of the City that the policy coverage should not be limited by an annual aggregate limitation. If this policy is to be limited by an aggregate annual limitation, the aggregate limitation shall not be less than \$2,000,000 otherwise the contractor must provide a \$1,000,000 per project aggregate applicable for the project specified in this contract. This policy must be endorsed to include coverage for asbestos removal and pollution coverages.

5.1.2 Comprehensive Auto Liability Insurance, including hired, rented or non-owned automobiles, in an amount not less than \$100,000 Per Person and/or \$300,000 per occurrence or a combined single limit of \$500,000 per occurrence. **This policy should be endorsed to name the City as an additional insured and proof provided via a DEC and/or endorsement.**

- 5.1.3 Workers Compensation Insurance as required by the laws of the State of Louisiana and Employers Liability Insurance in a minimum amount of \$1,000,000. This policy shall contain an Other States Coverage Endorsement. When required by the City, this policy shall also be endorsed to include coverage required by the United States Longshoreman and Harbor Workers Compensation Act and Maritime Coverage. The certificate of insurance required herein, must have the following statement shown in the remark section: This policy for workers compensation protects all members of the insured organization, including an employer, a sole proprietor, a partner or bona fide officer of the insured organization, and all employees.
- 5.1.4 Builders Risk Insurance, for the mutual benefit of the Contractor and the City, to be provided in a reporting policy form or other form acceptable to the City. This policy shall be written on an all-risk basis providing coverage for the building structure and construction machinery and equipment. **This policy shall be endorsed to name the City as an additional insured and proof provided via a DEC page and/or by endorsement.**
- 5.2 All coverage provided herein shall be effective under insurance policies issued by solvent insurance carriers qualified to do business in the State of Louisiana and having an A.M. Best Company rating of **B+VII** or better. This rating requirement is waived on workers compensation only. The City reserves the right to inspect any and all insurance policies required pursuant to this Agreement, prior to commencement of the services specified in the Agreement and anytime thereafter.
- 5.3 Proof that such insurance coverage exists shall be furnished to the City by means of a DEC page and/or endorsement form before any part of the service specified by this Agreement are commenced. A provision should be included that in case of cancellation or any material change in the coverage stated above the City shall be notified thirty (30) days prior to any such change or cancellation. Said provision shall include cancellation for non-payment of premium. The Contractor shall be liable for its subcontractors' insurance coverage of the types and in the amounts stated above, and shall furnish the City with copies of such DEC page and/or endorsement.
- 5.4 The Contractor and all of its insurers shall, in regard to the above stated insurance, waive all right of recovery or subrogation against the City, its officers, agents or employees and its insurance companies.
- 5.5 The Contractor shall be responsible for compliance with all safety rules and regulations of the Federal Occupational Safety and Health Act of 1970 and those of all applicable State Acts, Laws or Regulations during the conduct of the Contractors performance of the Agreement. The Contractor shall indemnify the City for fines, penalties and corrective measures that result from the acts of commission or omission of the Contractor, its subcontractors, if any, agents, employees and assigns and their failure to comply with such safety rules and regulations.
- 5.6 The City will give the Contractor prompt notice in writing if the institution of any suit or proceeding and permit the Contractor to defend same, and will give all needed information, assistance, and authority to enable the Contractor to do so. The Contractor shall similarly give the City immediate notice of any suit or action filed or prompt notice of any claim arising out of the performance of the Contract. The Contractor shall furnish immediately to the City copies of all pertinent papers received by the Contractor.
- 5.7 If any part of the services specified by this agreement is sublet, similar insurance shall be provided by or on behalf of the subcontractor to cover their operations, and evidence of such insurance, satisfactory to the City, shall be furnished to the City by the Contractor.

BEFORE A CONTRACT WITH THE CITY IS SIGNED BY THE MAYOR OR THE PURCHASING AGENT, YOUR INSURANCE AGENT MUST VERIFY THE CORRECT COVERAGE ON YOUR INSURANCE CERTIFICATE.

**ACKNOWLEDGMENT AND WAIVER OF
WORKERS COMPENSATION INSURANCE**

(Required of the Successful Bidder-when applicable)

- 1.0 Pursuant to L.A.R.S. 23:1035, should a corporation, partnership, limited liability company or a sole proprietorship elect not to cover the following employees: (a) a President, Vice President, Secretary, or Treasurer of the corporation who owns more than 10% of the stock of the corporation, (b) a partner of the partnership employing the partner (c) a member of the L.L.C. who owns at least a 10% membership interest (d) a sole Proprietor of a sole proprietorship, the following acknowledgment and waiver of Workers Compensation Insurance must be completed and executed by the person authorized to sign such documents.
- 2.0 I, the undersigned, am the owner, partner, executive or officer authorized to execute documents on behalf of _____ for contracting with the City of Shreveport. I hereby acknowledge that I have elected not to provide coverage for one or more employees as permitted by L.A. R.S. 23:1035 under Workers Compensation insurance. I hereby agree to waive any and all claims against the City of Shreveport for any workers compensation benefits made by or on behalf of any person that has been excluded from Workers compensation coverage in accordance with L.A.R.S. 23:1035. Additionally, I agree to indemnify and hold harmless the City of Shreveport from and against any liability claims arising out of injuries occurring to any of the individuals who have been excluded from Workers Compensation coverage pursuant to L.A.R.S. 23:1035 while providing services pursuant to the contract with the City of Shreveport.

Company

Witnesses

Company Name: _____ Attest: _____

Authorized Signature: _____ Attest: _____

Signature (typed/printed): _____ Title: _____

Date: _____
