

STANDARD
FORM
LPSB-AE

1a. Official Name of Firm
Fusion Architecture, APC
Certified Small Entrepreneurship

2. Name and Identification of
Project On which submitting:

RFQ# 20-17 Westside Elementary
Temporary Modular Building Site
Project at Scott Middle School
Lafayette Parish School System

Prime
Architectural & Engineering
Services

1b. Official mailing address
3488 Brentwood Drive
Baton Rouge, La 70809

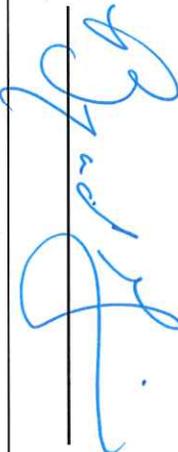
1c. Official street address
3488 Brentwood Drive
Baton Rouge, La 70809

3a. Principal to contact (must be same person certifying Item 3b).

Name: Brad C. Guerin
LA License/Registration No.: 6162
Telephone No.: 225.766.4848
Fax No.: 225.766.4724
E-Mail: brad@fusionarchitecture.com

3b. I certify that the following information is accurate and complete
to the best of my knowledge.

Signature:



Date:

11/14/16

4a. Prime Firm's Louisiana license/registration number and
date granted (note: Attach a copy of document).
Fusion Architecture, APC AC0376 6.30.16

4b. Current local occupational license number, if applicable.
Fusion Architecture, APC 00700468

5. Personnel by discipline (list each person only once, by primary function).

3	Administrative	_____	Electrical Engineers	_____	Landscape Architects	_____	2	Other (intern architects)
6	Architects	_____	Engineer-In-Training	_____	Land Surveyor-In-Training	_____		
	Civil Engineers	_____	Environmental Engineers	_____	Mechanical Engineers	_____		
	Construction Inspectors	_____	Estimators	_____	Professional Land Surveyors	_____		
	Draftsmen/CADD Operators	_____	Geologists	_____	Sanitary Engineers	_____		
1	Designer/Technician	_____	Geotechnical Engineers	_____	Specification Writers	_____		
	Ecologists	_____	Interior Designers	_____	Structural Engineers	_____	13	Total Personnel

6. Indicate the area(s) of responsibility for this project.
Fusion Architecture, APC (a Certified Small Entrepreneurship – SE), as prime will perform 76% of this project and is responsible for full Architectural
Services. Our teaming strategy provides 16% DBE participation. Roles of team members, consultants and critical staff are shown in detail on
subsequent pages.

7. List Consultants/Associates to be utilized on this project. A Consultant/Associate not listed here may be utilized on this project only after obtaining written concurrence from the Lafayette Parish School System, if applicable. Complete separate DBE forms (if applicable)

Name and Address	Specific Responsibilities and scope of work on this project	Approximate % of work this project	Worked with Prime before (yes or no)
1. Forte & Tablada, Inc. (Est. 1961) 9107 Interline Avenue Suite E. Baton Rouge, La 70808	Civil Engineer Certified DBE	6%	Yes
2. Wardlaw & Lasseigne, LLC. (Est. 2004) 554 Colonial Drive Baton Rouge, La 70806	Structural Engineer	5%	Yes
3. Thompson, Luke & Associates, Inc. (Est. 2004) 3071 Teddy Drive Baton Rouge, La 70809	Mechanical Engineer	3%	Yes
4. Forte & Tablada, Inc. (Est. 1961) 9107 Interline Avenue Suite E. Baton Rouge, La 70808	Electrical Engineer Certified DBE	10%	Yes
5.			
6.			
7.			
8.			

8. Project organization chart. Identify the key personnel and their responsibilities for this project. Include Consultants/Associates as appropriate.

Fusion Architecture, APC (est. 2002) is a full service, architectural/interior design firm that specializes in educational architecture, with local offices in Baton Rouge and Plaquemine, Louisiana. We are a multi-disciplinary team of 13 professionals in Architecture, Interior Design and Campus Planning. Fusion Architecture, APC is currently and has designed educational projects for numerous public school systems throughout the State, totaling more than 200 projects completed ranging from minor renovations to new campus design, including several modular campus projects.

Our firm is committed to delivering a superior project within the resources allotted through a proven, collaborative process that will ensure a seamless delivery. Direct involvement of firm principals in all phases of the project development will assure peer evaluations to confirm decisions and maximize project potential.

Our track record on educational projects is second to none because we always follow through. Proper and timely communication throughout the entire design and construction process always leads to success. Our educational architecture professional record combined with the intense dedication to properly communicate throughout the design and construction process, provides our team with the confidence to successfully provide a level of service that cannot be duplicated. In response to the request for design services, we have organized a team of design professionals who not only excel at our given tasks, but we exceed the typical standard of care. We have worked together with our team of consultants on numerous educational projects for several School Systems throughout the State. We hope you find our response both compelling and advantageous to your efforts.



9. List temporary modular classroom building design site package projects completed at the official address listed in item 1c within the last 5-10 years.				
a. Project Type or Name Project Description Name of Architect in Responsible Charge Client Contact Person and Phone Number	b. Nature of firm's responsibility	c. Actual (A) or Estimated (E) fee	d. Current status or percent complete	d. Actual (a) or estimated (e) completion date
1. Magnolia Woods Elementary School Modular Classroom Buildings Project Architect: Brad Guerin Client Contact: Earl Kern 225.572.5721	Architecture	(A) \$86,309.70	Complete	(A) August 2014
2. Lake Pontchartrain Elementary School Modular / Temporary Campus Project Architect: Brad Guerin Client Contact: Peter Montz 985.536.1106	Architecture	(A) \$267,275.93	Complete	(A) March 2013
3. Iberville Parish Head Start Modular Building Campus Project Architect: Brad Guerin Client Contact: Randall Dunn 225.687.5186	Architecture	(A) \$88,819.00	Complete	(A) December 2010
4. Lee High School Modular Building Campus Project Architect: Brad Guerin Client Contact: Earl Kern 225.572.5721	Architecture	(A) \$167,772.96	Complete	(A) March 2010
5. McKinley High School Modular Building Campus Project Architect: Brad Guerin Client Contact: Earl Kern 225.572.5721	Architecture	(A) \$164,384.76	Complete	(A) March 2009

10. Brief resume of key personnel. These must be employed by the Prime or Consultant/Associate and work at the official address listed (Item 1c).

<p>a. Name and title</p> <p style="text-align: center;">Brad C. Guerin, AIA, NCARB Principal</p>	<p>a. Name and title</p> <p style="text-align: center;">Kyle M. Kramer, AIA, NCARB Architect</p>
<p>b. Position or assignment for this project</p> <p style="text-align: center;">Project Principal / Project Design Architect</p>	<p>b. Position or assignment for this project</p> <p style="text-align: center;">Project Principal / Project Design Architect</p>
<p>c. Years professional experience</p> <p style="text-align: center;">With this firm <u>14</u> With other firms <u>8</u></p>	<p>c. Years professional experience</p> <p style="text-align: center;">With this firm <u>14</u> With other firms <u>8</u></p>
<p>d. Active registration: state/discipline/license number or applicable certifications for inspectors</p> <p style="text-align: center;">Louisiana Registration No. 6162 – 2005 NCARB Certificate No. 60348 – 2006</p>	<p>d. Active registration: state/discipline/license number or applicable certifications for inspectors</p> <p style="text-align: center;">Louisiana Registration No. 5281 – 1999 NCARB Certificate No. 56698 – 2003</p>
<p>e. Specific experience and qualifications relevant to this project</p> <p>Brad has been involved in numerous educational projects during his years in practice ranging from renovations to new construction. He has been involved in all aspects of these projects including programming, design, production, bidding and construction management.</p> <p><u>Relevant Experience</u></p> <p>EBRPSS Magnolia Woods Elementary Modular Classrooms, 2014 SUBPSS Lake Pontchartrain Elementary Temp Campus, 2013 IPSS Head Start Modular Building Campus, 2010 EBRPSS Lee High School Modular Campus, 2010 EBRPSS McKinley High School Modular Campus, 2009 EBRPSS FEWA – Hurricane Katrina Modular Classrooms, 2006 EBRPSS Forest Heights Elementary Modular Classrooms, 2004</p>	<p>e. Specific experience and qualifications relevant to this project</p> <p>Kyle has been involved in numerous educational projects during his years in practice ranging from renovations to new construction. He has been involved in all aspects of these projects including programming, design, production, bidding and construction.</p> <p><u>Relevant Experience</u></p> <p>IPSS Iberville ES Early Childhood Center, 2009 IPSS Westside Academy Entrance Renovation, 2009 IPSS Westside Academy Gymnasium Addition, 2009 IPSS Westside Academy Performing Arts Center, 2010 EBRPSS Scotlandville MS Conversion, 2011 EBRPSS Scotlandville High Engineering Academy, 2013 EBRPSS Transportation Renovations and Additions, 2015</p>

10. Brief resume of key personnel. These must be employed by the Prime or Consultant/Associate and work at the official address listed (Item 1c).

<p>a. Name and title</p> <p style="text-align: center;">Brandon Cooper, AIA Architect</p> <p>b. Position or assignment for this project</p> <p style="text-align: center;">Project Design Architect</p> <p>d. Years professional experience</p> <p style="text-align: center;">With this firm <u>10</u> With other firms <u>5</u></p> <p>d. Active registration: state/discipline/license number or applicable certifications for inspectors</p> <p style="text-align: center;">Louisiana Registration No.6966 – 2008</p> <p>e. Specific experience and qualifications relevant to this project</p> <p>Brandon has been involved in numerous educational projects during his years in practice ranging from renovations to new construction. He has been involved in all aspects of these projects including programming, design, production, bidding and construction management.</p> <p><u>Relevant Experience:</u></p> <p>Labelle Aire Elementary School Renovation and Addition, 2013 Park Forest Middle School Classroom Renovations, 2013 Scotlandville Magnet High School Freshman Academy, 2014 Mayfair Elementary School Roof Replacement, 2014 River Oaks Elementary School Addition, 2015 Transportation Service Center Additions and Renovations, 2015 IPSS Westside Academy Classroom Addition, 2016 Broadmoor Elementary School, 2016</p>		<p>a. Name and title</p> <p style="text-align: center;">Jason Jones, AIA Architect</p> <p>b. Position or assignment for this project</p> <p style="text-align: center;">Project Design Architect</p> <p>d. Years professional experience</p> <p style="text-align: center;">With this firm <u>9</u> With other firms <u>0</u></p> <p>d. Active registration: state/discipline/license number or applicable certifications for inspectors</p> <p style="text-align: center;">Louisiana Registration No. 8142 – 2014</p> <p>e. Specific experience and qualifications relevant to this project</p> <p>Jason has been involved in numerous educational projects during his years in practice ranging from renovations to new construction. He has been involved in all aspects of these projects including programming, design, production, bidding and construction.</p> <p><u>Relevant Experience:</u></p> <p>EBRPSS Magnolia Woods Elementary Modular Classrooms, 2014 SUBPSS Lake Pontchartrain Elementary Temp Campus, 2013 IPSS Head Start Modular Building Campus, 2010 EBRPSS Lee High School Modular Campus, 2010 EBRPSS McKinley High School Modular Campus, 2009 EBRPSS Broadmoor Elementary Modular classrooms, 2016 EBRPSS Wildwood Elementary Modular Classrooms, 2015</p>	
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11. List last five (5) projects completed at the official address listed in item 1c.

a. Project Type or Name Project Description Name of Architect in Responsible Charge Client Contact Person and Phone Number	b. Nature of firm's responsibility	c. Actual (A) or estimated (E) fee	d. Current status or percent complete	e. Actual (a) or estimated (e) completion date
<p>1. East Baton Rouge Parish School System Transportation Service Center Addition & Renovations Project Architect: Brad Guerin Client Contact: Earl Kern 225.572.7271</p>	<p>Prime Architect for Full A/E Services Through Construction</p>	<p>(A) \$362,400</p>	<p>Project Closeout</p>	<p>(A) 11.16</p>
<p>2. River Oaks Elementary School Addition & Site Improvements Classroom Addition Project Architect: Brad Guerin Client Contact: Earl Kern 225.572.7271</p>	<p>Prime Architect for Full A/E Services Through Construction</p>	<p>(A) \$173,000</p>	<p>Project Closeout</p>	<p>(A) 11.16</p>
<p>3. Iberville MSA West Academy Cafeteria Expansion Principal-In-Charge: Brad Guerin Patrick Norris: 225.413.0272</p>	<p>Prime Architect for Full A/E Services Through Construction</p>	<p>(A) \$88,680</p>	<p>Complete</p>	<p>(A) 10.16</p>
<p>4. Dorseyville Elementary School Restroom Renovation Principal-In-Charge: Brad Guerin Patrick Norris: 225.413.0272</p>	<p>Prime Architect for Full A/E Services Through Construction</p>	<p>(A) \$47,890</p>	<p>Complete</p>	<p>(A) 10.16</p>
<p>5. White Castle High School Field House Addition Principal-In-Charge: Brad Guerin Patrick Norris: 225.413.0272</p>	<p>Prime Architect for Full A/E Services Through Construction</p>	<p>(A) \$131,670</p>	<p>Complete</p>	<p>(A) 10.16</p>

(12/21/10)

12. Use this space to best illustrate qualifications of this firm to perform this project, or any additional information or description of resources supporting your firm's qualifications. All information with specific reference to the various items specified in the Request For Qualifications Evaluation Criteria (Section "4.1") and the stated scope of work should be included. A maximum of five (5) additional sheets may be utilized to respond to Section 4.1. All other attachments not specifically requested or embellishments shall be excluded.

Accomplished TEAM

Fusion Architecture, APC is a full service, architectural/interior design firm that specializes in educational, institutional and municipal architecture. We are a multi-disciplinary team of 13 professionals in Architecture, Interior Design and Campus Planning. Fusion Architecture, APC has designed more than 200 modular classroom buildings completed on numerous projects for various School Systems throughout the state. Several of these projects were the results of temporary classroom space needed due to emergencies, such as Hurricanes, Fires or Flooding.

Proven PROCESS

Our continuing success on projects is the result of the process that we have perfected over the years. This process is focused on proper communications throughout the whole project. This starts with meeting with the owner's representative to develop or complete the program for the project, then moves into the design phase with coordination with all consultants. This communication along with attention to detail results in construction documents that produces not only competitive bids, but also minimal change orders during construction. Once bids are received, we work with our clients to secure the contract for construction. During construction, we make minimal weekly site visits and copy both owner and contractor on all field reports so that all parties are on the same page regarding work completed, schedules and any information needed to complete the project. Once the project is deemed completed, we work with the owner and contractor to complete a punch list. We complete any inspection with all permit agencies as well as conducting the final inspection with the owner.

Exceptional COMMITMENT

We specialize in educational architecture because of our passion to help our communities and invest in our future. Most of our projects are time sensitive and we go above and beyond to ensure success. These services have ranged from assisting contractors with construction to helping teachers move into their classrooms when construction is completed. We do this not just because of our passion listed above, but because we understand that our success is your success.



FEMA Experience

Over the years, Fusion Architecture has assisted several School Systems / Municipalities in recovering from disasters ranging from floods and hurricanes to fires. After Hurricane Katrina, Fusion Architecture was selected to work hand in hand with FEMA and the Corp of Engineers to assist EBRPSS with the influx of over 6,000 students. Over the course of 3 months we were able to design, permit and oversee the construction of more than 72 modular classrooms on 30 campuses throughout the School System. After Hurricane Gustav, Fusion Architecture was selected by Iberville Parish to complete assessments on more than 60 facilities and assist with the design of all repair / construction at all damaged facilities. Throughout the whole process, Fusion Architecture corresponded directly with FEMA and the Parish's insurance company until all facilities were repaired / rebuilt. Also after Hurricane Gustav, Iberville Parish School System hired Fusion Architecture to design and oversee the construction of repairs required to all their facilities throughout the Parish. This coincided with work that Fusion Architecture was handling for EBRPSS to repair several campuses following Hurricane Gustav. After Hurricane Isaac, Fusion Architecture was selected by St. John the Baptist Parish School System, after several of their campuses flooded, to design and oversee the construction of a temporary campus for Lake Pontchartrain Elementary School. Fusion worked together with FEMA and the School System's staff to complete 32 modular classrooms and the campus renovation in less than 3 months. Fusion has a vast knowledge of EEOC & ADA Compliance as well as the Copeland \ Contract Work Hours and Safety Standard Acts.

Current Workload \ Firm Location

Fusion Architecture's current workload would allow for immediate engagement on the Westside Elementary Temporary Modular Building Site Project at Scott Middle School. Because of our abundance of experience with Modular Classroom Buildings, we will have no problem with meeting the Fire Marshal submittal of January 6th.

Fusion Architecture's office is approximately 65 miles from the site. This is approximately the same distance of our office from the completed project that we performed for St. John the Baptist Parish School System for their temporary campus for Lake Pontchartrain Elementary. We were devoted to make that project succeed and did everything it took to complete the task that no other Architect would commit to.

We appreciate your consideration of our response to this RFQ and look forward to working with your School System!

LAKE PONTCHARTRAIN ELEMENTARY TEMP CAMPUS *LaPlace . La*

This project was deemed an emergency project in result of the flooding from Hurricane Isaac, which flooded numerous campuses throughout the School System. The scope of work for this project consisted of design, purchase and installation of 15 modular buildings that consisted of classrooms, offices, library, art room, computer lab and restrooms. This project involved connecting to existing utilities including fire alarm and intercom systems.

This project was completed from design kick off to occupancy in less than 80 days and fulfilled a promise that our design team made to the School Board to meet what appeared to be an impossible task.



LEE HIGH SCHOOL MODULAR CAMPUS *Baton Rouge . Louisiana*

This project included the design of several modular buildings to house students that were displaced from another High School in the School system. The modular buildings consisted of 13 classrooms, 2 restroom buildings and a large multipurpose building. The project included site improvements to address covered walkways as well as site drainage. The project site offered several challenges as the buildings were installed at the rear of the campus where the terrain differed greatly.

The modular buildings that were used in this project were later moved to other sites throughout the School System, in which Fusion Architecture handled the design.

EBRPSS FEMA MODULAR BUILDINGS - KATRINA *Baton Rouge . La*

This project was required after Hurricane Katrina to handle the influx of more than 6,000 students that were displaced from Hurricane Katrina. Fusion Architecture was selected by EBRPSS to work with FEMA and Corp of Engineers to design and oversee the installation of 72 modular classrooms on more than 30 campuses throughout the School System.

The project was designed in less than 3 weeks and the design team worked hand in hand with both the local permit office and the State Fire Marshal's office to expedite the permitting process. Several of these modular buildings have been moved over the years. These additional projects were designed by Fusion Architecture, as our firm has handled more than 200 modular classroom projects for this School System.



IBERVILLE HEAD START MODULAR CAMPUS *Plaquemine . La*

This project involved the design and installation of 2 modular buildings that housed 12 classrooms, offices, restroom and a dining room for displaced Head Start students in Iberville Parish. The project also involved the installation of exterior walkways with aluminum covers as well as new playground equipment / rubberized playground surface.

This project was constructed on a site that required demolition / moving of existing modular buildings. The site was very restricted requiring waivers from the local permitting office for building setbacks / parking.



MCKINLEY HIGH SCHOOL MODULAR CAMPUS *Baton Rouge . Louisiana*

This project included the design of 21 modular buildings to house students that were displaced from renovations that were to be completed on this campus. The modular buildings consisted of 17 classrooms and 4 restroom buildings. The project included site improvements to address covered walkways as well as site drainage.

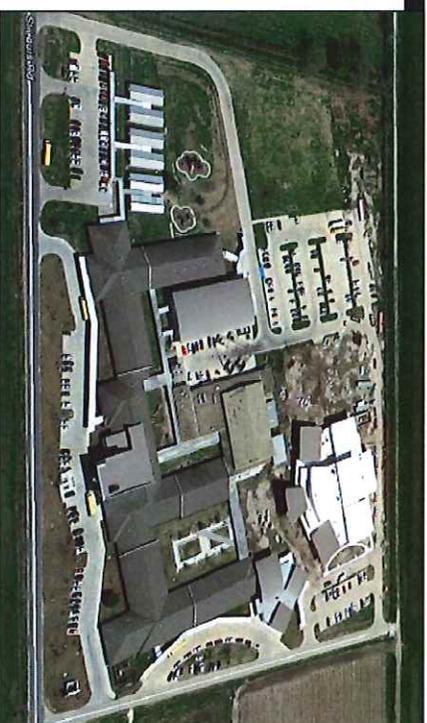
A portion of the modular buildings that were used in this project were later moved to the Lee High School campus to supplement the design of the temporary campus on that site.



IBERVILLE MSA Modular Building Addition *Plaquemine . Louisiana*

This project included the design and installation of 6 modular classrooms to house students while other portions of the campus was being renovated. The project included site improvements, covered walkways and utility tie ins for special system wiring, including fire alarm and intercom. Also included in this project was the adjacent playground equipment.

These classrooms were later repurposed for labs and then later for band and choir rooms as the need had to rotate as the existing campus with through transformations.



13. If your firm has been in litigation with a school system client in the past 10 years, indicate the principal named as a party in any lawsuit regarding any project for which they were the prime designer, the cases that went into litigation, the reason for the litigation and the final result of the litigation.

Fusion Architecture, APC has completed over 200 educational projects over the past 14 years for numerous School Systems throughout the State. Fusion Architecture has never been in litigation with any School System regarding any project since its inception.

State of Louisiana
Board of Architectural Examiners

The person, limited liability company, or corporation whose name appears on this certificate is in compliance with the provisions of the Louisiana State Board of Architectural Examiners' Licensing Law and Rules and Regulations and is duly registered and entitled to practice architecture in the State of Louisiana.

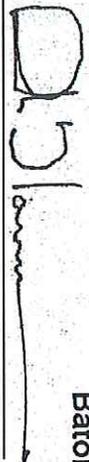
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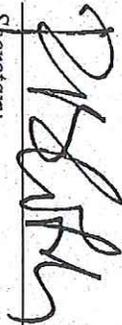
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EXPIRES

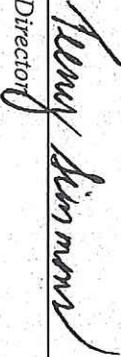
6/30/2017

Fusion Architecture
A Professional Corporation
3488 Brentwood Drive, Suite 101
Baton Rouge, LA 70809


President


Secretary

7/1/2016


Executive Director

50.00

Date

Fee Paid



(ALL LICENSES BECOME DELINQUENT AFTER EXPIRATION DATE)

DEBARMENT CERTIFICATION FORM

- (1) The prospective primary participant certifies to the best of its knowledge and belief that it and its principals:
- (a) Are not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective primary participant shall attach an explanation to this proposal.

Business Name FUSION ARCHITECTURE, APC

Date 11/14/16

Representative

By BRAD GUERIN, PRINCIPAL
Name and Title of Authorized


Signature of Authorized Representative

Envelope containing RFQ should be marked on the outside "RFQ #20-17 Westside Elementary Temporary Modular Building Site Project at Scott Middle School- Opening November 14, 2016 at 11:00 am."

The submitter acknowledges receipt of addendum:

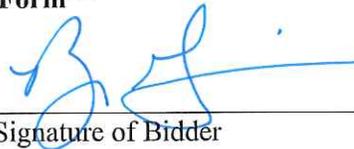
No. 1 DATED 11/10/16 No. 2 DATED _____ No. 3 DATED _____

No. 4 DATED _____ No. 5 DATED _____ No. 6 DATED _____

The proposer acknowledges that he/she has read and agrees to comply with and be subject to the provisions and/or penalties involved in the proposal form as contained herein this RFP.

****A Debarment Certification Form along with this page must be signed and included in your company/firms LPSB-AE Statement of Qualifications Form****

FUSION ARCHITECTURE, APC
Name of Firm


Signature of Bidder

3488 BRENTWOOD DR, SUITE 101
BATON ROUGE, LA 70809
Address

BRAD GUERIN
Typed Name of Bidder

225.766.4848
Telephone Number

brad@fusionarchitecture.com
Email Address

GENERAL CONDITIONS AND INSTRUCTIONS TO BIDDERS Rev.6/7/10

(Bidder: The general rules and conditions that follow apply to all purchases and become a definite part of each formal invitation to bid, purchase order or other award issued by the Lafayette Parish School Board, unless otherwise specified. Bidders are expected to fully inform themselves as to the conditions, requirements, and specifications before submitting bids: failure to do so will be at the bidder's own risk and he cannot secure relief on the plea of error).

INSTRUCTIONS

SUBMITTING OF SEALED BIDS

A. Option 1 - Electronic Bids Submitted Online:

Electronic bids may be submitted online at www.centralauctionhouse.com/rfp.php?cid=87.

Option 2 - Sealed Bid Envelope:

1. The bidder shall be solely responsible for the timely furnishing of bids. In order to guarantee the timely furnishing of bids, the bid must be returned by certified, registered mail with a return receipt requested, or hand delivered. The LPSB will not accept responsibility or guarantee the timeliness of bids received by any other means.
2. All bids must be received in the envelope provided with the invitation to bid or in an envelope labeled as follows: "SEALED BID". Bid/Project Description, Bid Number, Opening Date and Time, Bidder's Company Name and contractor's number (if applicable toward public works project). The LPSB shall not be responsible if a bid is not received due to lack of improper labeling of the envelope.
3. Bid shall be submitted under separate cover. The Board shall not be responsible for bid if not submitted under separate cover.

B. Bid Forms:

1. Bids must be submitted on the forms furnished in the bid package.
2. **Signature:** Bid forms must be signed in ink. Typed, printed or stamped names shall be reason to reject the bid. An unsigned bid shall be considered a "**NO BID**".
3. The forms should not be detached from the specifications of which it forms a part.
4. **Completeness:**
 - a. All information required in the bid must be supplied to constitute a proper bid.
 - b. On lines provided, the bidder must insert the manufacturer's brand name and identifying numbers along with any other information necessary to sufficiently identify the article(s) offered. Failure to do so may prevent consideration of the item bid.
 - c. Failure on the part of any bidder to supply all required information shall be cause to reject said bid from consideration.

5. **Place, Date and Hour:**

- a. All bids shall be submitted to the location specified.
- b. The bid form designates the date and hour of the bid opening. Bids shall be received until the stated date and time: bids arriving after the started date and time **will not be considered**. The responsibility for timely delivery of bids rests solely with the bidder.

6. **Response to Invitations:** In the event you cannot submit a bid, please return the bid package with an explanation why you are unable to bid on these requirements. The large number of firms on the bid list makes it necessary to delete from the "NOTIFICATION TO BID LIST" bidders who fail to respond to three successive invitations to bid.

7. **Bid Response:** More than one offer from an individual, firm, partnership, corporation or association under the same or different name will be rejected. **Bidders shall offer only ONE ITEM AND PRICE for each line item bid.** No alternatives will be accepted, unless requested by the LPSS. If an "equivalent" item is to be bid, the bidder must select the brand and model that is functionally equivalent to the specified item and submit his bid for that item. A discount price offered for a quantity purchase of the same manufacturer and model would not be considered a limitation; however, only the unit price requested will be considered in award.

C. **Specifications:**

1. Specifying of certain brand, catalog number, make or manufacturer is to denote the quality, type and standard of the article desired that has been cited as meeting the needs of the Lafayette Parish School Board; however, bids are invited that are comparable products that would equally satisfy requirements stated herein.
2. Articles offered must be new merchandise (unless specifically excepted) and must be of equal or superior grade.
3. **Questions Regarding Specifications:** Any information relative to interpretation of specifications and drawings shall be requested of the Board in writing. Any interpretation made to prospective bidders will be expressed as an addendum to the specifications which, if issued, will be sent to all prospective bidders no later than three (3) days before the date set for opening of bids. Oral answers will not be binding on the Board.

D. **Technical Data:**

1. **COMPLETE MANUFACTURER'S SPECIFICATIONS MUST ACCOMPANY ALL BIDS WHEN BIDDING AN ALTERNATE. FAILURE TO SUBMIT COMPLETE MANUFACTURER'S SPECIFICATIONS WILL BE REASON TO REJECT THE BID.**
2. All deviations from the specifications must be noted in detail by the bidder, in writing, at the time of submittal on the formal bid where specified. The absence of a written list of specification deviations at the time of submittal of the bid will hold the bidder strictly accountable to the Lafayette Parish School Board to the specifications as written.

- E. Bid Samples:** When required as stated in the Bid Proposal. (May be required after bid opening for evaluation purposes.)
1. **Submittal:** Samples shall be submitted to the Lafayette Parish School Board Purchasing Department, at the same location as the bid opening, **no later than the date and our of the bid opening.**
 2. **Identification:** Each sample shall be identified with the bidder's name, bid number, bid item number, product trade name and identification (catalog number, model number, etc.), and/or as otherwise indicated in the bid invitation forms.
 3. **Payment for Samples:** The Board will buy no samples and will assume no-cost incidental thereto. When samples are requested, they must be sent prepaid and within the specified time.
 4. **Return of Samples:** Samples not destroyed in testing must be claimed by bidders within fourteen (14) days after bid award date. The Board will assume no responsibility for samples not claimed within the time specified, and it will pay for no samples damaged in testing.
 5. **Rejection:** Failure to provide requested sample within specified time may result in forfeiture of award.
 6. **Demonstration/Evaluation:** The Board reserves the right to request a demonstration in order to properly evaluate any item(s) on the bid. Failure to demonstrate as requested without reason acceptable to the Board shall be reason to reject the bid.
- F. Warranty:**
1. Bidder guarantees to replace or repair at his expense all materials of his supply found to be defective within one (1) year from the day of delivery where such defects are due to defective materials and/or workmanship. This is to include any freight/delivery charges required for shipping to or from the particular Lafayette Parish School Board facility.
 2. Warranty repair/service for equipment will be performed at the school when possible.
- G. Asbestos:**
- No asbestos material of asbestos containing material shall be a part of or included in any product sold or furnished to the Lafayette Parish School Board by any person or supplier.
- H. Non-Collusion:**
- Vendors, by submitting a signed bid, certify that the accompanying bid is not the result of, or affected by, any unlawful act of collusion with any person or company engaged in the same line of business or commerce, or any other fraudulent act punishable under Louisiana or United States law.
- I. Freight:**

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Delivery is to be made to the location(s) listed in the bid. All bid prices are to include delivery to the specified location(s). (F.O.B. destination).

J. Taxes:

In accordance with Act 1029, effective September 1, 1991, the Lafayette Parish School Board is exempt from Sales Tax on all purchases.

K. Evaluation of Offers:

1. The Lafayette Parish School Board, in making its award, will consider the lowest responsive bidder. The Lafayette Parish School Board reserves the right to reject any and/or all bids.
2. **Bids for All or Part:** With the exception of public works projects, the Board reserves the right to award on an “**ALL-OR-NONE**” and/or partial basis whichever is in the best interest of the Lafayette Parish School Board. Bidder may restrict his bid to consideration as “**ALL-OR-NONE**” by so stating, but shall give a unit price for each item; any bid in which the bidder names a total price for all the articles without quoting a price on each item shall be rejected.
3. **Cash Discounts:** Cash Discounts, if offered, will be taken in consideration in determining the low bid. **DISCOUNTS OF LESS THAN THIRTY (30) DAYS WILL NOT BE CONSIDERED IN MAKING AN AWARD.** Beginning date of discount period shall be determined by date of invoice or date of delivery of merchandise whichever occurs first.
4. All items listed in this solicitation will be awarded on the basis of a firm fixed price.
5. **Errors in Bids:** Bids containing errors may be withdrawn by the contractor in accordance with L.R.S. 38:3314.C. Erasures or changes in bids must be initialed.
6. **Tie Bids:** Tie bids will be decided on the basis of drawing lots, unless only one instate vendor is involved. In these cases, preference will be given to the instate vendor as provided for in L.R.S. 38.2225.C.
7. **Ability & Experience:** Considerations used for determining bidder responsibility include “financial ability, skill, integrity, business judgement, experience, reputation, quality of previous work on contracts, and any other similar factors bearing on bidders’ ability to successfully perform the contract”. Each proposal will receive equal consideration and special attention directed to the contractor’s qualifications as provided for in L.R.S. 38.2216.C (2) (a).

L. Purchases Without Bid Security, Contracts & Performance (Delivery) Security

1. **Failure to Perform:** In the event a successful bidder fails to perform (deliver) on an awarded bid and no bid security and/or performance securities were required, the Board shall declare the bidder in default. The Board then has the option of excusing the bidder if it determines good cause exists or it may require a penalty as liquidated damages. In the event a penalty is directed,

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it shall be the Board's option to invoke the following:

- a. Payment to the Board in the amount equal to the difference between the unit price bid times the quantity on an item to item basis of that of the successful bidder and the next responsible low bidder(s) and/or
- b. If it becomes necessary to re-bid, payment to the Board in the amount equal to the difference between the unit price times the quantity on an item basis of that of the successful bidder on the original bid and that of the lowest responsible bidder(s) on the re-bid.

M. Change or Withdrawal of Bids:

1. **Change or Withdrawal Prior to Bid Opening:** Should any bidder desire to change or withdraw his bid he shall do so prior to the date and hour of the opening.
2. **Withdrawal After Bid Opening-But Prior to Bid Award:** No bid may be withdrawn after the scheduled closing time for receipt of bids for sixty (60) calendar days, except as provided in Section 2214 of L.R.S. Title 38, which states the bidder shall give notice in writing of his claim of right to withdraw his bid within forty-eight hours after the conclusion of the bid opening procedure.

N. Rejection of Bids:

The Board reserves the right to reject any and all bids for just cause. In accordance with L.R.S. 38:2212(1)(1)(b) those stated in the advertisement for bids, and those requirements in the bid packet shall not be considered informalities and shall not be waived by any public entity.

O. Award & Acceptance:

1. **Bid Tabulation:** Copy of bid tabulation may be received upon written request and by submitting a stamped, self-addressed envelope.
2. If awarded, the LPSS will award the contract to the lowest responsive and responsible bidder. The LPSS reserves the right to award the contract in the aggregate or to make a split award to more than one bidder, whichever is in the best interest of the public.
3. **Notice of Acceptance:** A written award in the form of a purchase order, contract, written notice of award of any combination of these three to the successful bidder shall be deemed to result in a binding contract for the purchase of materials or supplies without further action by either party as provided for in L.R.S 38:2216.B. If the bid and resulting award regards the construction of doing of any public works, a written contract must be entered into according to L.R.S. 38:2216.A(1).

P. Delivery Provisions:

1. Shipment is not to begin until receipt of the purchase order or other notification by the Purchasing Agent to proceed. All deliveries of products shall be made within 45 days ARO designated, freight prepaid. At the time delivery is made an authorized agent must sign a dray

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receipt.

2. **Responsibility of Materials Shipped:** Successful bidder shall be responsible for the materials or supplies until they are delivered to the location(s) specified in the bid specifications. If materials or supplies are rejected they must be removed by and at the expense of the bidder promptly after notification of rejection.
3. **Inspections:** Inspection and acceptance of goods will be made after delivery.
4. **Time of Delivery:** Deliveries will be accepted between 8:30 A.M. and 2:30 P.M.
5. **Packing Slips or Delivery Tickets: ALL SHIPMENTS OR DELIVERIES** shall be accompanied by Packing Slips or Delivery Tickets, and contain the following information:
 - a. Purchase Order number,
 - b. Name of the article and stock number (Supplier's),
 - c. Quantity ordered,
 - d. Back orders,
 - e. Name of the vendor.

Q. Excluded Parties:

Bidders shall complete and sign the "Certification Regarding Debarment, Suspension, and Other Responsibility Matters Primary Covered Transactions" Form. This form must be included with the bid proposal.

BIDDERS ARE CAUTIONED THAT FAILURE TO COMPLY WITH THESE CONDITIONS SHALL BE CONSIDERED SUFFICIENT REASON FOR REFUSAL TO ACCEPT THE GOODS.

The Special Case of Meals:

Contracts which relate to school lunch program are exempt from the provisions and requirements contained herein.

(SPECIAL CONDITIONS found on succeeding pages always supersede the General Conditions).

**LAFAYETTE PARISH SCHOOL BOARD
BILLY D. GUIDRY, EXECUTIVE DIRECTOR & CHIEF FINANCIAL OFFICER**