



TOTAL COMMUNITY ACTION, INC.

INVITATION FOR BIDS NUMBER 2024-06

FOR
TOTAL COMMUNITY ACTION, INC.
1420 S. Norman C Francis Parkway
New Orleans, LA 70125

Sealed bids relative to the above will be received in the fiscal Unit of Total Community Action, 1420 S. Norman C. Francis Parkway, New Orleans, Louisiana 70125 until **4:00 P.M.** on **FRIDAY, JULY 26, 2024.**

REQUEST FOR BID (RFB) CONTRACTOR

Total Community Action, Inc. (TCA) reserves the right to refuse to consider bids that are not submitted in a timely manner.

Bids can be accessed at <https://www.tca-nola.org/current-bids/>

**TOTAL COMMUNITY ACTION, INC.
1420 S. Norman C Francis Parkway
New Orleans, LA 70125**

**REQUEST FOR BID (RFB)
CONTRACTOR**

Issue NUMBER 2024-06

Sealed bids relative to the above will be received in the Office of Children Youth and Families (OCYF) 4521 Martin Luther King Blvd. New Orleans, Louisiana 70125 until **4:00 P.M. on FRIDAY, JULY 26, 2024.**

Specifications and bid documents may be obtained from the TCA website at www.tca-nola.org. Information regarding this bid document should be addressed to terrence.joseph@tca-nola.org or by phone Terrence Joseph at (504) 459 – 4802.

Total Community Action reserves the right to reject any or all bids whenever such rejection is in its best interest in accordance with law. The provisions and requirements of this advertisement shall not be waived. **Total Community Action, Inc. is an equal opportunity employer.**

Total Community Action Inc.

BY: Thelma Harris French, President/CEO

TOTAL COMMUNITY ACTION, INC.
1420 S. Norman C Francis Parkway
New Orleans, LA 70125

INSTRUCTIONS TO BIDDERS

Total Community Action, Inc. (TCA) is issuing this Request for Bid in accordance with Title 45-Subtitle A-Subchapter A-Part 75-Subpart D - Post Federal Award Requirements, Procurement Standards.

Total Community Action, Inc. (TCA Inc.) is requesting Request for Bid (RFB) for Contractor Services from qualified and experienced commercial contractor vendors, with a minimum of three (3) years of experience in providing construction services. Respondents must be capable of providing construction, pursuant to United States Department of Health and Human Service Regulations 45CFR Section 1303.70; Head Start Performance Standards [1302.90](#), [1302.92](#), and [1303.72](#) requirements; TCA, Inc. encourages all minority and women owned businesses to participate in the RFB process.

TCA will assess RFB responses received for compliance, and eligible respondents will be used to develop an Approved Vendor List for TCA program construction services. Contractors will be used to provide construction for Total Community Action, Inc., 1514 S. Norman C. Francis Pkwy.

The Request for bid should clearly demonstrate the Respondents qualifications, capacity and readiness to perform the Scope of Work. Companies/firms must be registered to do business in the State of Louisiana and must be active and in good standing; and approved transportation vendor with the City of New Orleans, Department of Safety and Permits.

The approved vendor shall be notified via written response with the provision of updated insurance verification. Additionally, vendor must have satisfactorily performed under the Scope of Work.

Responses may be submitted via United States Postal Service (USPS) or hand delivered to Total Community Action, Inc. 1420 S Norman C Francis Parkway, New Orleans, LA 70125 **TCA, Inc. will not accept Request for Bid submitted by fax or email.** All Request for Request for Bid must be received by TCA, Inc., on or before the delivery deadline. **Responses received after 12:00 p.m. on Friday, July 26, 2024, will be considered NON-RESPONSIVE, ineligible.**

The Respondents shall provide four (4) complete signed hard copies of the proposal in a **sealed envelope**, one (1) clearly marked **original**, and the three (3) copies marked “copy”. All Request for Qualifications shall be **non-bound** in 8 ½ X 11-inch format and identical to original in content and organization.

Envelopes are to include in the **upper, left-hand corner** on the outside of the envelope, Company Name, Address and Request for Qualifications number.

Respondents shall submit responses to:

Thelma Harris French, President/CEO
TOTAL COMMUNITY ACTION, INC.
1420 S. Norman C Francis Parkway
New Orleans, LA 70125

TCA, Inc. reserves the right to reject any or all Request for Bids for just cause and to waive any informality in the submission process.

No oral interpretation of the Request for Bids will be given to any prospective respondent. Substantive questions must be submitted by the proposer in writing to the attention of Terrence Joseph at terrence.joseph@tca-nola.org no later than seven (7) days before submittal deadline. Any request received after that time may not be reviewed for inclusion in this solicitation. All requests are to include the requester's name, address, telephone number, fax number and email address. TCA, Inc. may wish to amend, add to, or delete from the contents of this Request for Qualifications. TCA, Inc. will respond by written addendum setting forth the nature of any modification to the Request for Qualifications, on the TCA website, www.tca-nola.org.

The Respondent may withdraw the Request for Bid upon written request, provided that written confirmation of the withdrawal is from the authorized signature of the Respondent prior to the time set for the Request for Bid due date and time. Negligence on the part of the Respondent in preparing its Request for Bid confers no right of withdrawal or modification after the due date and time.

BID CONTRACT VENDOR QUALIFICATIONS

Bid Contract vendors must be capable of satisfying the qualifications as specified in the United States Department of Health and Human Service Regulations 45CFR Section 1303.70; Head Start Performance Standards [1302.90](#), [1302.92](#), and [1303.72](#) requirements; and LA Department of Education Bulletins 119 and 137;

U.S. Department of Health and Human Services, Administration of Children and Families, Office of Head Start (OHS), regulations require agencies (TCA) re

Qualifications for contractors include:

- Meet state (LA), local (City of New Orleans), and Head Start Program Performance Standards [1302.90](#), [1302.92](#), and [1303.72](#) requirements

SCOPE OF WORK

Cement is to be poured in the back yard of newly purchased TCA warehouse 1514 S. Norman C. Francis Pkwy. The backyard requires (4) four drains for the proper run off of water. The lot square footage is 70 feet by 42 square feet to be filled with cement. Vendors must ensure that all safety precautions are in place during the installation process.

TCA, Inc. reserves the right to select Vendors it deems best able to satisfy the requirements and qualifications set forth in the Request for Bids, utilizing the criteria defined by RFB.

Upon request, selected Vendors will submit a detailed cost proposal for the required service. Vendor(s) will receive notification indicating acceptance of their cost proposal.

The work performed pursuant to these specifications shall be performed in accordance with all applicable Federal, State and local codes, regulations and standards.

SUBMISSION REQUIREMENTS – CLEARLY IDENTIFY THE MATERIAL BY SECTION, PAGE NUMBER AND TABS

1. **Introductory letter (1 page)** - The Introductory letter shall include the Proposers primary contact, mailing address, telephone number, facsimile number and email address. The letter shall address the Proposers understanding of the Scope of Services and any other information deemed pertinent by the Proposer.
2. **Statement of Qualifications** – Provide the State of Louisiana,
 - a. Copies of certifications, licenses, and/or other accreditations required to perform the work required by this RFB in the State of Louisiana and Parish of Orleans.
3. **Relevant and Past Experience** – Provide evidence of a minimum of three (3) years’ experience in providing services of this nature, listing at least three (3) references/ clients to which similar services were provided.
4. **Ability to Perform in a Timely Manner** – Illustrate your company’s ability to perform in a timely manner. Identify a 24- hour contact and emergency contacts. Provide evidence of availability of adequate personnel and equipment.
5. **Required Forms/Documents** – Execute and/or notarize where required, and submit with the RFB the following documents in the order listed below: See Section A
 - a. Introductory letter
 - b. State/City License(s) and or Certification(s)
 - c. Statement of Qualifications
 - i. Relevant and Past Experience
 - ii. Ability to Perform in a Timely Manner
 - d. Non-Collusive Affidavit
 - e. Certificate of Vendor Non-Exclusion
 - f. Acknowledgement of Addenda
 - g. Certificate of Insurance
 - h. Copy of each driver’s valid Louisiana State Driver’s license

Failure to submit the required forms/documents could result in the disqualification of your RFB.

REQUEST FOR BID EVALUATION:

Request for Bid received in response to this solicitation may be evaluated using a two-stage evaluation process. Stage I of the evaluation process will be used to determine respondent’s eligibility, based on provision of required documentation submittal that will comprise the short list, from which final selection will ultimately be made. Stage II of the evaluation process will be reserved for the compliance eligible respondents only and will be the basis for BID vendor list development. Scoring will be based upon how well the proposal meets the criteria established in the RFB.

Bids will be evaluated on all the requirements outlined in the bid specifications. Using a two-step process, the first step involves performing technical evaluations and, based solely on those evaluations. The second step involves the awarding of the engagement contract by the evaluation committee. The committee will award the contract to the contractor submitting the most advantageous and responsive bid for the engagement services, subject to the following:

- If there is reason to believe that an unreasonable low bid has been submitted, TCA may reject the bid.
- Disadvantaged and minority firms will be given consideration to the maximum extent practicable.
- The committee may not award the contract to the bidder submitting the lowest price if it determines that there are compelling reasons to do so.

TCA will accept the most advantageous and responsive bid, not necessarily the lowest bid. A bid may be considered incomplete if the bid does not meet all requirements outlined in this request. The successful contractor will be notified within 30 working days of the award of the contract. The name of the successful proposer and pricing information will be sent to TCA’s Board for approval then sent to the legislative auditor for approval.

TCA, Inc. reserves the right to cancel or reissue this RFB should it be determined that creation of viable and compliant vendor list achievable.

EVALUATION CRITERIA – TOTAL POSSIBLE POINTS 100

Letter of Introduction – 5

Statement of Qualifications - 30

Relevant and Past Experience - 20

Ability to Perform in a Safe, Regulatory Compliant and Timely Manner – 30

Required Forms/Documents – 15

INSURANCE

Insurance Certificate- Provide a copy of Insurance Certificate coverage and limits. The insurance carrier must be authorized to do business in the State of Louisiana, and the insurance provided shall cover all operations under the RFB, whether performed by the Vendor or Subs.

1. Worker’s Compensation
2. Minimum Commercial General Liability Insurance, Bodily Injury and Property Damage to protect the Vendor and Total Community Action
3. Automobile Liability

Upon establishment of the Approved Vendor List, Vendor(s) must submit the original certificate of insurance, name Total Community Action, Inc. as additional insured, including RFB name and number. Original Certificates of Insurance evidencing the required coverage to be enforced must be submitted after notification of the Approved Vendor List has been established, including Renewal Certificates of Insurance, if coverage has expiration or a renewal date occurring during the term of services. The insurance policies shall provide for thirty (30) days prior written notice to be given to TCA, Inc. in the event coverage is substantially decreased, canceled or non-renewed.

COMPENSATION AND PAYMENT

If extraordinary or unusual circumstances are encountered, which makes it necessary for the Vendor to perform added work beyond the scope originally agreed upon, before beginning such work, The President/CEO of Total Community Action, Inc. must be immediately notified. The Vendor must provide in writing the estimated time and resulting fee for approval. TCA, Inc. will then consider the nature of the additional work and the related cost and will determine whether to issue a Change Order. Payment in full will be made upon verification of completion of work. Payment terms are net 30.

INVOICING

Invoices shall be submitted to the Office of Children Youth and Families, Operations Manager. Invoices must be

signed by the Operations Manager (or assigned staff) confirming services were provided. Invoices shall provide an invoice number, service date, description of service provided, center location and the name/title of employee(s) who rendered the services. Invoices must be submitted on the Vendor's own invoices. Payment will be made based on satisfactory performance by the Vendor.

INDEMNIFICATION

The Vendor agrees to indemnify and hold TCA, Inc., its employees, directors and its agents harmless for, from and against any and all claims, suits, expenses, judgments, demands damages or other liabilities, including reasonable attorney fees and court costs arising out of damage or injury to persons, entities, or property causes or sustained by any person or persons as a result of the negligent performance or non-performance of the work or failure of the Vendor to provide services pursuant to the terms of the RFB.

TERMINATION

Vendors will be subject to monitoring, by the Operations Manager, if it is determined that the Vendor has misrepresented themselves and is not competent to perform the task this will result in termination of the Vendors services.

1. The Vendor acknowledges that failure to accomplish the work as described shall be considered a material breach of the service and entitles TCA, Inc. to consequential damages resulting from failures, acts, or omissions including but not limited to re-procurement costs, insufficient or improper work.
2. TCA, Inc. and the Vendor agree that services may be canceled for cause by either party with a 24-hour written notice.
3. The Vendor shall not enter any subcontracts, retain consultants, or assign transfer, convey or otherwise delegate its obligations **without written consent and approval of Total Community Action, Inc.**

DEBARMENT AND SUSPENSION

To ensure that the Total Community Action, Inc. does not use the service of a debarred or suspended company or individual, each responsive Respondent must include a certification statement with each RFB. By signing the certification statement, the Respondent certifies that neither it nor any of its principal (e.g. key employees) have been proposed for debarment, debarred or suspended by a Federal Agency. It is the responsibility of each Respondent to sign the attached certification statement and submit it with the RFB. Failure to comply with this requirement will cause your RFB to be disqualified, declared non-responsive.

MINORITY AND WOMEN OWNED BUSINESSES

TCA, Inc. encourages all minority and women owned businesses to participate in the RFB process. TCA, Inc. will not provide any financial advantage for minority and women owned businesses who participate, however, TCA, Inc., believe that a diverse range of suppliers benefits all.

SECTION A

**TOTAL COMMUNITY ACTION, INC.
 REQUEST FOR BID NUMBER 2024-06
 FOR
 CONTRACTOR SERVICES.
 STATEMENT OF QUALIFICATIONS**

BUSINESS NAME: _____

BUSINESS ADDRESS: _____

PHONE# _____ **FAX #** _____ **EMAIL:** _____

OFFICER NAME AND TITLE: _____

CONTRACTOR’S LICENSE NUMBER: _____

EMPLOYEES WHO WILL PERFORM UNDER THIS CONTRACT

(Attach a copy of each applicable license/certification) Use additional sheets if necessary.

NAME	TITLE	LICENSE/ CERTIFICATION

BUSINESS REFERENCES: Provide three (3) existing or completed transportation references (include one Early Childhood reference) work activities, which are like or support your ability to successfully complete the Scope of Work.

AGENCY NAME	AGENCY NAME	AGENCY NAME
CONTACT PERSON	CONTACT PERSON	CONTACT PERSON
TELEPHONE	TELEPHONE	TELEPHONE
DOLLAR AMOUNT	DOLLAR AMOUNT	DOLLAR AMOUNT
PROJECT DESCRIPTION/DATE	PROJECT DESCRIPTION/DATE	PROJECT DESCRIPTION/DATE

**STATEMENT OF QUALIFICATIONS
CON'T.**

24 HOUR CONTACT PERSON:

NAME: _____

TITLE: _____

CONTACT #: _____

**PROVIDE DETAIL: EMERGWENCY RESPONSE PLAN (Bus Breakdown, Accidents) ABILITY TO
PERFORM IN A TIMELY MANNER**

NAME OF RESPONDENT (PRINT NAME)

SIGNATURE

TITLE

**TOTAL COMMUNITY ACTION, INC.
REQUEST FOR BID NUMBER 2024-06
CONTRACTOR SERVICES
NON-COLLUSIVE AFIDAVIT**

(Respondent)

STATE OF: _____

CITY/COUNTY OF: _____

_____ Being duly sworn deposes and says:
NAME (PRINT)

That he/she is _____
(A partner or officer of the firm of, etc)

The party making the foregoing Proposal, affirms that such Proposal is genuine and not collusive or sham: that said Officer has not colluded, conspired, connived or agreed, directly or indirectly with any Officer or other person, to put in a sham Proposal, or to refrain from Proposing, and has not in any manner, directly or indirectly, sought by agreement, collusion, communication or conference with any person, to fix the Proposal price for affiant or any other Officer, or to fix any overhead, profit or cost element of said Proposal price for affiant or that any other Officer, or to secure any advantage against Total Community Action, Inc. or to secure any personal interest in the proposed contract(s), and that all statements in said Proposal are true.

Signature of Respondent if an individual: _____

Signature if a Partner/Partnership: _____

Signature if Officer of a Corporation: _____

Subscribed and Sworn to before me

This _____ day of _____ 20_____

Notary Public Signature: _____

Notary ID#/Bar Roll#

My Commission Expires: _____

TOTAL COMMUNITY ACTION, INC.
REQUEST FOR BID NUMBER 2024-06
FOR
CONTRACTOR SERVICES
CERTIFICATION OF CONTRACTOR NON-EXCLUSION

This certification applies to a sole proprietor or any bidding entity or any individual partner, incorporator, director, manager, officer, organizer, or member, who has at least 10% ownership in the bidding entity, for consideration for award of contracts, in accordance with LA R.S.38:2227.

A conviction of or plea of guilty or no contest to the following state crimes or equivalent federal crimes shall permanently bar any person or the bidding entity from bidding on public projects:

- a) Public bribery
- b) Corrupt Influencing
- c) Extortion
- d) Money laundering

A conviction of or plea of guilty or no contest to the following state crimes or equivalent federal crimes shall bar any person or the bidding entity from bidding on public projects for a period of five (5) years from the date of conviction or from the date of the entrance of the plea of guilty or no contest:

- a) Theft
- b) Identity theft
- c) Theft of a business record
- d) False accounting
- e) Issuing worthless checks
- f) Bank fraud
- g) Forgery
- h) Contractors; misapplication of payments
- i) Malfeasance in Office

The five-year prohibition shall apply only if the crime was committed during the solicitation or execution of a contract or bid award pursuant to the provisions of LA R.S. Title 38 Chapter 10- Public Contracts.

Should information be discovered about a bidding entity that would be cause for debarment, suspension, exclusion, or determination of ineligibility for award of a contract, TCA, Inc. shall report and submit supporting documentation to the applicable regulatory agency.

I hereby attest that I have not been convicted of or have not entered a plea of guilty or nolo contender to any of the crimes listed above or equivalent crimes.

RESPONDENT (PRINT NAME, TITLE)

(DATE)

(SIGNATURE)

**TOTAL COMMUNITY ACTION, INC.
REQUEST FOR BID NUMBER 2024-06
FOR
CONTRACTOR SERVICES**

ACKNOWLEDGMENT OF ADDENDA:

ADDENDA# ADDENDA# ADDENDA#

SELECT TYPE OF BUSINESS:

Sole Proprietor **Partnership** **Company** **Franchise** **Limited Liability**

IF A LOUISIANA VENDOR CHECK THE APPROPRAITE CERTIFICATION

SECTION 3 **DBE** **WBE** **NOT APPLICABLE**

(COMPANY) **RESPONDENT (PRINT NAME, TITLE)**

(SIGNATURE) **(DATE)**