

# REQUEST FOR PROPOSAL

## for Facilities Assessment

CADDO PARISH SCHOOL BOARD  
1961 Midway Avenue  
Shreveport, Louisiana 71108



RFP Number: **RFP 01-25**

Proposals Will Be Accepted Until:

**10:30 AM., CST  
THURSDAY, AUGUST 15, 2024**

**TENTATIVE TIMELINE OF PROPOSAL ACTIVITIES**

A. Schedule of Activities: The following tentative timeline has been established for the benefit of both CPSB and the vendors responding to the RFP.

<b>ACTIVITY</b>	<b>Date</b>	<b>Time</b>
1. Release of Request For Proposals to Vendors	July 16, 2024	N/A
2. First Public Notice Published in Shreveport Times	July 16, 2024	N/A
3. Second Public Notice Published in the Shreveport Times	July 23, 2024	N/A
4. Deadline for Questions	July 30, 2024	4:00pm
5. Proposal Opening date	August 15, 2024	10:30am
6. Interviews (As invited, if needed)	To Be Determined	N/A
7. Submit Board Recommendation	September 03, 2024	N/A
8. Expected Board Approval	September 17, 2024	4:30pm

**Responses will be accepted until 10:30am CST on THURSDAY, AUGUST 15, 2024.**

**It is the responsibility of the vendor to check the district's website for any addenda that may be issued related to the RFP at the link provided below or via the Bid Express website.**

<https://www.caddoschools.org/page/purchasing>

## **1.0 PURPOSE**

The Caddo Parish School Board (CPSB) is soliciting proposals from qualified and experienced Contractors to conduct a comprehensive facilities assessment of elementary and middle school sites.

The successful proposer shall be in the business of regularly conducting educational facility assessments for K-12 schools and licensed in the State of Louisiana.

The successful contractor must comply with all applicable local, state, and federal laws, and regulations. It is the responsibility of the proposer to determine what local, state, and federal statutes and regulations will affect the work. Any costs of compliance with such shall be the responsibility of the proposer.

## **2.0 SCHOOL DISTRICT PROFILE AND BACKGROUND INFORMATION**

The Caddo Parish School Board encompasses the flavor and diversity of the community we serve. Caddo Parish is a parish located in the northwest corner of the U.S. State of Louisiana. Our district is comprised of approximately 56 schools representing students from rural, suburban, and urban areas of Caddo Parish. Caddo is home to 12 National Blue-Ribbon Schools of Excellence as designated by the U.S. Department of Education while boasting several of the state's top performing schools.

As one of the largest school districts in the state of Louisiana, Caddo serves approximately 33,000 students in grades prekindergarten through 12th grade.

## **3.0 SCOPE OF SERVICE, RESPONSIBILITIES, AND DELIVERABLES**

CPSB is seeking a qualified firm to perform a facility condition analysis that will offer multiple options to meet the long-term educational objectives of the district at elementary and middle school sites. All services related to this RFP will be carried out under the direction of the Chief Operations Officer and the Director of Construction and Capital Projects, or their designated representative. Any improvement/renovation recommendations should be accompanied by cost estimates. Proposers are encouraged to incorporate improvement and renovation recommendations promoting economical environmentally sustainable and green processes and/or products. Cost estimates for sustainable and green improvement/renovation recommendations should include a reference list of viable grant and federal program resources available to school districts. The successful firm should be able to provide the following services including, but not limited to:

1. Space and Physical Needs Assessment noting any deficiencies in these areas and listing recommendations for improvements with cost estimates
2. On-Site inspection and assessment of existing buildings to include:
  - a. Exterior and Interior finishes
  - b. Building Enclosure
  - c. Structural Stability
  - d. Operating Systems such as:
    - i. Electrical and Mechanical
    - ii. Plumbing
    - iii. Security
    - iv. Technology Infrastructure
    - v. HVAC
  - e. Safety
  - f. Energy Efficiency
  - g. Communication Systems
  - h. Green Spaces
3. Compliance and Safety Assessment of
  - a. Parking Lots
  - b. School Grounds
  - c. Athletic Facilities
4. Assessment of each facilities compliance with ADA and Title IX requirements noting any deficiencies
  - a. Recommendations to correct any deficiencies should be included in the study with cost estimates

5. Evaluate each sites depreciation schedule with regards to roofs, buildings, and major building components
6. Prioritized recommendations for site improvements and/or renovations with cost estimates
7. On-Site review of facilities traffic flow with regards to parking, student drop-offs/pick-ups, and bus loading/unloading
  - a. Recommendations for traffic flow improvements should be included in the study with cost estimates
8. Present a final report to the Board, staff and community at the conclusion of the assessment period
9. Any additional duties deemed necessary by the Proposer and agreed upon as necessary for the completion of the scope of work. Additional duties must be clearly defined in the proposal.

3.1 In accordance with LRS 37:2150-2164-Contractor shall be licensed in the State of Louisiana. Proposers shall display their license number on the outside of the proposal envelope. **IMPORTANT:** Any proposal response not displaying the contractor's license number on the outside of the envelope shall be deemed as non-responsive and automatically rejected.

3.2 The Contractor shall hold the Caddo Parish School Board harmless against all damages or claims for damage occurring from the execution of this contract. Damage to School Board property shall be reported to the Director of Construction and Capital Projects, 318.603.6344, within 24 hours, and any needed repairs shall be made by and/or at the expense of the Contractor.

#### **4.0 FORMAT AND CONTENTS OF THE PROPOSAL**

The information set forth in this section should be included with the proposal. Proposals should be concise and no more than 25 pages.

##### **4.1 Section 1: Cover Letter**

A one-page letter expressing the proposer's interest including the name and address of the organization submitting the proposal; the type of firm (ex. individual, partnership, etc.); and the name, mailing/e-mail addresses, and telephone/fax numbers of the individual authorized to represent the organization.

Cover Letters should be addressed as follows:

Caddo Parish School Board  
Attn: Director of Purchasing  
1961 Midway Avenue  
Shreveport, LA 71108

##### **4.2 Section 2: Table of Contents**

An outline of the proposal contents, identified by sequential page number, and section title as referenced herein.

##### **4.3 Section 3: Request for Proposal Form and Attachment A**

- a. Completed and signed Request for Proposal Form as provided on page 22.
- b. Executed copy of Attachment A as provided on pages 15-19.

##### **4.4 Section 4: Scope of Services to Be Provided**

A synopsis of the Proposer's full understanding of the Scope of Work and the effort needed to perform the work. Briefly describe the proposer's plan to service the Caddo Parish School Board. The Proposer should disclose any potential challenges and/or issues that may need to be resolved.

4.5 Section 5: Statement of Qualifications and Experience

- a. Include the qualifications, education/certifications, and experience of any employee assigned to the CPSB contract.
  - i. Copies of applicable occupational and professional licenses and/or certificates should be included for the company and any employee(s) assigned to the CPSB contract.
  - ii. List the names of the persons authorized to make representations on behalf of the contractor (include their titles, addresses, emails and telephone numbers).
- b. Provide background information about the company.
  - i. How long has the company been in business?
  - ii. Has the company experienced any organizational/ownership changes within the past two (2) years?
  - iii. Does the company foresee any organizational/ownership changes within the next two (2) years?
  - iv. Briefly describe the history, size and structure of the company.
- c. List at least three (3) recent Facility Assessment projects the proposer completed for other entities similar in size and complexity to the Caddo Parish School Board. The transactions must have occurred within the last five (5) years.
- d. Explain how your organization distinguishes itself from industry competitors and describe your organizations area of expertise as it relates to performing Facility Assessment services for K-12 entities.
- e. Describe your organization's level of expertise incorporating facility improvement and renovation recommendations cultivating sustainable and green processes and/or products.

4.6 Section 6: Schedule of Activity

- a. Provide a detailed summary of the processes that will be taken to complete the scope of work.
- b. The firm shall present a timeline conducive to completing the scope of work outlined in this RFP within 6-9 months.

4.7 Section 7: References

Please include contact name, phone number and email address for at least three (3) organizations that have previously engaged the contractor to perform Facility Assessment Services. References should be similar in size and complexity to the Caddo Parish School Board.

4.8 Section 8: Cost Summary

The proposed cost summary should be detailed, itemized and inclusive of any and all fees associated with performing the proposed service(s). Proposal cost summaries should reflect a lump sum total associated with performing the services associated with this RFP.

4.9 Section 9: Conflicts of Interest

Statement documenting any known conflicts of interest or no conflicts of interest.

4.10 Section 10: Disadvantaged or Minority Business Status

One-page document listing certification status as a disadvantaged or minority business in accordance with local, federal, and state law. Please use this section to document if this is applicable or not applicable to a particular vendor.

4.11 Section 11: Litigation history

List any litigation that has been filed against the proposer or firm's employees within the last five years. Please include beginning and end date of each lawsuit or proceeding and the judgment or resolution.

4.12 Section 12: Additional Information

“Additional Information” shall include any other data the proposer deems essential to the evaluation of the proposal. This information should be no more than one page.

5.0 **QUESTIONS**

Questions regarding this RFP should be directed to Shavonda Scott, Director of Purchasing, via email ([smscott@caddoschools.org](mailto:smscott@caddoschools.org)) and received no later than 4:00pm on Tuesday, July 30, 2024. The subject line should be listed as **RFP 01-25 Facilities Assessment-Questions**. Responses to questions will be posted as an addendum on Monday, August 05, 2024. **All questions must be submitted in writing. Verbal and/or telephone inquiries will not be accepted.**

**INSTRUCTIONS TO VENDORS**

6.0 **PREPARING AND SUBMITTING OF PROPOSALS**

- 6.1 INSTRUCTIONS. These instructions define the conditions of the proposal solicitation and the specifications of the services desired. The words “Proposer, Consultant, Service Provider, Vendor, Contractor, Sub-Contractor” and their derivatives may be used interchangeably in this document depending on the capabilities of any one or multiple respondents to this RFP.
- 6.2 The PROPOSAL FORMS define the requirements of the work to be done. In the space provided, the vendor must sign the PROPOSAL FORMS. The authority of the person signing the PROPOSAL FORMS shall be in accordance with LRS 38:2212.0.
- 6.2.1 ALTERNATES. Innovative alternative proposals are permitted, provided however that they are clearly identified as such and all deviations from the primary proposal are listed.
- 6.3 PROPOSAL ENVELOPE. The proposal shall be submitted in a sealed envelope with the attached envelope cover provided by Caddo Parish School Board (CPSB) attached on the outside or submitted electronically on the approved electronic bid site [www.bidexpress.com](http://www.bidexpress.com).
- 6.4 COST. The proposer shall quote a price for the service(s) specified in this RFP.
- a. Issuance of this RFP does not commit the Caddo Parish School Board (CPSB) to award an agreement or to pay any costs incurred in preparation of a Proposal or any response to this RFP. CPSB will not reimburse any cost incurred by a prospective contractor for the preparation of a response to this Request for Proposal.
  - b. A payment schedule may be decided on with the awarded contractor. Said schedule shall become part of the contract between the contractor and district, subject to the terms of this RFP.
  - c. There shall be no hidden costs associated with this proposal. If the respondent foresees any additional or unexpected costs or charges to be made, those charges need to be explained in the proposal cost summary section. CPSB reserves the right to reject any additional cost.
- 6.5 VENDOR QUALIFICATION FORMS. This appears on the Request For Proposal signature page and is required. Failure to complete this form in its entirety may be cause for rejection.
- 6.5.1 VENDOR'S FORM OF BUSINESS ORGANIZATION. This is required for preparation of any contract documents for successful vendors. The vendor shall show the form of organization, e.g., Corporation, Partnership, An Individual, or Other.
- 6.5.2 VENDOR CERTIFICATION AND IDENTIFICATION. Failure to indicate the vendor's exact legal name may rule proposal irregular. An unsigned proposal will not be considered.

6.6 ASSIGNMENT. The submission of a proposal under the terms of these specifications constitutes agreement to the following antitrust provision: For good cause and as consideration for executing this contract, I/We hereby convey, sell, assign and transfer to the State of Louisiana all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of Louisiana, relating to the particular services acquired by the State of Louisiana pursuant to this purchase made by its agency, The Caddo Parish School Board.

6.6.1 PLACE, DATE AND HOUR. All proposals shall be submitted to the PURCHASING OFFICE, CADDO PARISH SCHOOL BOARD, 1961 MIDWAY AVENUE, SHREVEPORT, LA 71108 in person, by mail, or submitted electronically at [www.bidexpress.com](http://www.bidexpress.com) no later than 10:30 A.M., CST ON **THURSDAY, AUGUST 15, 2024.**

6.6.2 The first page of the proposal invitation and the PROPOSAL FORMS designate the name of the proposal and the date and hour of the proposal receipt. Proposals will be received until the stated date and time. Irrespective of the reason, proposals arriving after the stated date and time will not be accepted.

6.6.3 All proposals shall be either hand delivered by the vendor or his agent in which instance the deliverer shall be handed a written receipt. Proposals may also be sent by registered mail or by certified mail with a return receipt requested or by regular mail or submitted via the official electronic website.

6.6.4 INDEMNIFICATION. The successful proposer (Contractor) shall indemnify and hold harmless CPSB and all agents and employees from all suits or claims of any character brought by reason of infringing on any patent trademark or copyright.

Contractor shall defend, indemnify and hold harmless the Caddo Parish School Board and its employees from and against any and all costs arising in any way as a result of the performance or failure to perform on the part of Contractor, or any approved subcontractor, under this contract.

## **7.0 PROPOSAL PRESENTATION**

7.1 Proposers may be required to explain proposal and answer questions.

7.2 Invitations to proposers to make presentations are at the sole discretion of CPSB and in no way implies intent for contract offer.

7.3 Proposers must provide written scope of experience with providing services for organizations similar to the Caddo Parish School Board in size and scope.

7.4 If submitting a hard-copy proposal, there should be one (1) original and four (4) copies for committee distribution.

7.5 If submitting a hard-copy proposal, **an electronic copy of the proposal** should also be included with the submission. The copy should be formatted in either Adobe PDF or Microsoft Word on a flash-drive.

7.6 Faxed or emailed responses will not be considered. By submitting a response, the responder certifies to the best of his/her knowledge that all information is true and correct. All responses must be received prior to the established deadline. Responses must be plainly marked on the outside of the envelope.

7.7 **IMPORTANT.** The responsibility for timely presentation (delivery) of a proposal rests solely with the vendor. A proposal delayed beyond the stated time and date through the mail, Federal Express, UPS, or other cannot and will not be accepted.

## **8.0 CHANGE OR WITHDRAWAL OF PROPOSALS**

8.1 CHANGE OR WITHDRAWAL PRIOR TO PROPOSAL OPENING. Should any vendor desire to change or withdraw a proposal prior to the scheduled opening, the vendor may do so by making such request in writing to the Purchasing Office. This communication shall be received prior to the date and hour of the proposal opening.

- 8.2 **CHANGE AFTER PROPOSAL OPENING BUT PRIOR TO PROPOSAL AWARD.** After proposals are opened, they may not be changed except to correct patently obvious mathematical errors or clerical mistakes. Verification of the correct proposal actually intended shall be submitted by the vendor to the Purchasing Office prior to the final award by the Board.
- 8.3 **WITHDRAWAL AFTER PROPOSAL OPENING BUT PRIOR TO PROPOSAL AWARD.** After proposals are opened, a vendor may request that their proposal be withdrawn for good cause. Such request must be submitted in writing to the Purchasing Office prior to the final award by the Board. If the Purchasing Office agrees that the request is valid, the proposal may be withdrawn. It shall be understood that no proposal can be withdrawn after Board approval without consideration of penalties.

**9.0 REJECTION OF PROPOSALS**

**CPSB reserves the right to reject any or all proposals and to waive any informalities.**

**10.0 EVALUATIONS**

- 10.1 Each proposal will be evaluated by a committee comprised of various CPSB representatives.
- 10.2 The evaluation committee will be comprised of no less than three (3) persons.
- 10.3 No proposal will be considered if deemed non-responsive. It is the respondent's responsibility to comply with all instructions and to submit all requested information in the manner and order in which it has been requested.
- 10.4 The Caddo Parish School Board reserves the right to require additional information before the final acceptance of a proposal.
- 10.5 Proposals will be graded on a scale of 0-25, with 0 being the lowest rating within an ascribed category.
- 10.6 Each category will be graded separately, and a cumulative score will help dictate the awarding of the contract. Categories may include but are not limited to: Statement of Qualifications and Experience, Scope of Services to be Provided, Schedule of Activity, Knowledge of Sustainable/Green Improvement and Renovation Processes and/or Products, References, and Cost of Service. A sample proposal scoring is as follows:

Statement of Qualifications and Experience	0-25
Scope of Services to be Provided	0-25
Schedule of Activity	0-15
Knowledge of Sustainable/Green Improvement and Renovation Processes and/or Products	0-5
References	0-5
Cost of Service	0-25
Maximum Points	100

**11.0 PROPOSAL AWARDS**

- 11.1 **BASIS FOR AWARDS.** An award resulting from this request shall be awarded to the most responsive and responsible Contractor whose proposal is determined to be the most advantageous to CPSB, taking into consideration price and the evaluation criteria set forth herein; however, the right is reserved to reject any and all proposals received; to waive any informalities, and in all cases CPSB will be the sole judge as to whether a proposer's proposal has or has not satisfactorily met the requirements of the RFP.

CPSB reserves the right to waive any defect or omission in any proposal which does not materially affect the terms of the response to this Request for Proposals.

- 11.2 AVAILABILITY OF PROPOSAL INFORMATION. Request for Proposals will be received only on or before the due date in the CPSB office at the time and date noted. The recommendation for proposal award will be presented to CPSB for approval. Proposers may be required to attend the Board meeting. Each proposal response to the extent it contains confidential and proprietary information will be considered confidential and not made available for public review in accordance with State law. Proposers will be notified of the award recommendation only.
- 11.3 OFFICIAL AWARD DATE. Awards become official at the time a proposal is accepted by CPSB during their regular session.
- 11.4 FILING OF OBJECTION TO PROPOSAL AWARD. Any objection to an award by CPSB must be filed in writing and must be received by the Purchasing Office no later than 9:00 A. M. on the first Monday following the official award.
- 11.5 FILING OF OBJECTION TO SPECIFICATIONS OR PROPOSAL CONDITIONS. Objections to either the proposal specifications or proposal conditions must be filed in writing and must be received by the Purchasing Office at least five (5) business days prior to the hour and date of the proposal opening.
- 11.6 NOTIFICATION OF AWARD. The contract mailed or delivered to the Contractor is the official notification to perform the services described therein. The time allowed for delivery or performance begins with the date of proposal acceptance and approval by CPSB whether or not a contract has been issued.

## **12.0 FAILURE TO PERFORM**

In the event a successful vendor fails to perform on the awarded proposal, CPSB shall declare the successful vendor in default.

If a successful vendor defaults, CPSB will be authorized to take one or all of the following recourses:

- a. CPSB shall contract for awarded services from such party or parties in such a manner as it shall select at the expense of the successful vendor in conformance with the RFP terms and conditions contained herein or made a part of the RFP by submission or attachment.
- b. CPSB may elect to cancel the contract, reserving to itself nevertheless all rights for damages which may be incurred by the School District.

## **13.0 RESERVATIONS BY BOARD**

- 13.1 CPSB has limited funds and has established a budget up to \$150,000.00 for the service(s) outlined in this RFP. Should the proposal price be more than anticipated, CPSB reserves the right to reduce as appropriate to remain within the budgeted allocation for the purchase.
- 13.2 The Caddo Parish School Board may reject any proposal for failure by the proposer to comply with any requirement stated herein or as appearing on the PROPOSAL FORMS or in the general proposal conditions or in any attachment thereto which becomes a part of the proposal.

## **14.0 INVOICES**

Unless other arrangements are made with the Purchasing Office, invoices must be those of the successful vendor and must show the purchase order number, proposal number, complete price, and total. Invoices shall be submitted to the attention of the ACCOUNTS PAYABLE DEPARTMENT, CADDO PARISH SCHOOL BOARD, 1961 MIDWAY AVENUE, SHREVEPORT, LA 71108 via mail or electronically at [ACCOUNTSPAYABLE@CADDOSCHOOLS.ORG](mailto:ACCOUNTSPAYABLE@CADDOSCHOOLS.ORG).

## **15.0 PAYMENT, TAX EXEMPTION AND DISCOUNTS**

- 15.1 Unless otherwise specified, payment will be made within thirty (30) days after delivery, authorized inspection and acceptance. Payment will be made only to the successful bidder.
- 15.2 FEDERAL TAX EXEMPTION. If applicable to this purchase, Federal tax exemption certificates will be signed by the Caddo Parish School Board.
- 15.3 DISCOUNTS. Discounts offered for prompt payment will be accepted, but these discounts will not be considered in evaluating proposals unless all other factors are equal.

**16.0 ERRORS AND OMISSIONS**

- 16.1 The specifications may contain errors or omissions that if undetected would seriously affect the finished job. It shall be the responsibility of the proposer to detect such errors or omissions and to notify CPSB sufficiently in at least seven (7) business days in advance of the proposal due date to enable CPSB to make any corrections or modifications to the specifications deemed appropriate.

**17.0 SUBCONTRACTING AND ASSIGNMENT**

Proposers proposing to subcontract any portion of the proposal shall submit as part of the proposal the name and qualifications of each potential Subcontractor along with a summary statement of the work which that Subcontractor is to perform.

The Contractor shall be fully responsible for all work and actions of its Subcontractors and their employees and agents. The Contractor shall be the Prime Contractor and solely responsible for the completion of all work and services under this agreement in accordance with the terms and conditions of the RFP and the contract resulting from, notwithstanding the Contractor's use of Subcontractors.

- 17.1 The selected Contractor shall include all Subcontractors as insureds under its policies or shall furnish separate certificates for each Subcontractor. All coverages for Subcontractors shall be subject to all of the requirements stated herein for the contractor.
- 17.2 Assignment of any contract, or any payment under a contract, requires the advanced written approval of the Caddo Parish School Board, by Board resolution.
- 17.3 The contract shall not be assignable or transferable by the Contractor, nor shall any service be performed by a subcontractor for the Contractor without prior written consent of the Caddo Parish School Board.

**18.0 OPPORTUNITY CADDO**

If applicable, the Caddo Parish School Board has approved Opportunity Caddo, which is a plan to increase business opportunities for small and economically disadvantaged businesses. An aspirational goal of 25% has been established. In keeping with this plan, CPSB desires that vendors make a good faith effort to subcontract to small and economically disadvantaged businesses.

**19.0 REFERENCES**

Interested vendors shall include with their proposal not less than three (3) company references that may be contacted with which vendor's services have been provided. Vendors should list names, addresses, telephone numbers, and e-mail addresses of each reference. Failure to include this information with the proposal will result in disqualification.

**20.0 ELIGIBILITY**

To be eligible to respond to this RFP, the proposing Contractor must demonstrate that they, or the principals assigned to the project, have successfully completed services, similar to those specified in this RFP, to institutions

similar in size and complexity to the Caddo Parish School Board. Proposers should have a minimum of five (5) years' experience conducting facility assessments for K-12 schools.

**21.0 PERSONNEL AND BACKGROUND CHECKS**

Contractors must conduct and possess current background checks on all full-time and part-time employees working with CPSB during the contract period. This information must be provided to CPSB upon request. The inability of a contractor to produce current background checks for an employee can be grounds for termination of the contract. The contractor must notify District personnel as soon as possible if an employee does not pass a background check and said employee may not be permitted on CPSB property.

**22.0 INSURANCE REQUIREMENTS**

Contractor shall obtain and maintain insurance as follows, unless waived in writing by the district:

All insurance shall be placed with a company acceptable to the Caddo Parish School Board.

**CERTIFICATE OF INSURANCE.** It shall be the responsibility of the successful contractor to provide evidence of compliance with these insurance requirements either with the proposal or within twenty (20) days following award of the RFP. The CPSB shall be furnished with certificates evidencing the coverage as required below including naming CPSB as an additional insured with a waiver of subrogation on all required insurance coverage.

**NOTE:** If any company indicated on the certificate of insurance is not rated by A.M. Best and/or is not admitted to do business in the State of Louisiana, the proposed insurer shall furnish with the certificate of insurance sufficient financial information to permit an evaluation of the insurer's strength and ability to meet claims that may be filed against the policy coverage.

**COPIES OF THE CERTIFICATE OF LIABILITY SHOULD BE FORWARDED TO THE CPSB PURCHASING DEPARTMENT.**

**22.1 Liability Insurance:**

General Liability Limits:

Bodily Injury	\$1,000,000.00 per occurrence, \$2,000,000.00 aggregate
Products Liability	\$1,000,000.00 per occurrence, \$2,000,000.00 aggregate
Property Damage	\$1,000,000.00 per occurrence, \$2,000,000.00 aggregate
Additional Insured	Policy shall name Caddo Parish School Board as an additional insured and include a waiver of subrogation in favor of CPSB.

**22.2 Automobile Liability:** Automobile Liability insurance covering all owned, hired, and non-owned vehicles in the amount of \$1,000,000.00 per occurrence. Policy shall include third-party bodily injury and property damage.

**22.3 Worker's Compensation:** As required by the State of Louisiana

**22.4 Excess (Umbrella) Liability:** \$1,000,000

**22.5 Certificates of the above listed policies shall be filed with the Caddo Parish School Board and CPSB shall be given a ten (10) day written notice prior to cancellation, material revision, or intention not to renew. If Contractor fails to carry any insurance required by this Section, Contractor shall protect, indemnify, and hold CPSB harmless in the same manner as if Contractor had in full force and effect coverage in accordance with this Section.**

**23.0 TERMS AND CONDITIONS**

**23.0.1 TERM OF AGREEMENT.** The initial term of this agreement shall be for one (1) year, commencing upon execution of the agreement or until completion of all deliverables required by the agreement.

- 23.1 Discussion may be held with proposers submitting proposals acceptable or potentially acceptable. The purpose of the discussion is to:
- a. Promote understanding of CPSB's requirements and the contractor's proposal.
  - b. Facilitate arriving at a contract most advantageous to CPSB taking into consideration price and other evaluation factors set forth in the RFP.
- 23.2 Any contract resulting from the acceptance of a proposal shall contain, at a minimum, all applicable provisions of this Request for Proposal. At its option, CPSB may take either of the following actions to form an agreement between CPSB and the selected contractor:
- a. Accept a proposal by issuing a written "Notice of Award" to the selected contractor, which incorporates the proposal documents by reference and accepts all or selected portions of the contractor's proposal. This "Notice of Award" will represent a contractual agreement and will be signed by a CPSB designee and the awardee representative.
  - b. Enter into negotiations in an effort to reach a mutually satisfactory agreement, which represents a contractual obligation and will be executed by both CPSB and the selected contractor. This agreement will be based on proposal documents, the submitted proposal, and the associated negotiations.
- 23.3 Incomplete Proposals or inaccurate information may be cause for disqualification.
- 23.4 All materials submitted to the Caddo Parish School Board will become the property of CPSB and will not be returned. The contents of all proposals will be valid for a minimum of 90 calendar days after the proposal acceptance date referenced on the Request for Proposal Form.
- 23.5 It is understood that the Contractor is an independent contractor and not an officer, agent, or employee of the School District while complying with the terms and conditions of the Contract.
- 23.6 CPSB shall have unrestricted authority to reproduce, distribute, and use any submitted report, data, or material, and any software or modifications and any associated documentation created in the performance of the contract.
- 23.7 All contracts shall be construed in accordance with and governed by federal laws and by the laws of the State of Louisiana. All Applicable city, state, and federal codes, laws and regulations pertaining to facility assessment services shall apply.
- 23.8 The selected Contractor shall maintain all records in relation to the contract for a period of at least the minimum retention period required by applicable State law or five (5) years following the termination of the contract, whichever is greater.
- 23.9 The language of this RFP shall rule over any other facilities assessment contractual language that was implemented at the implementation of this RFP unless stated in an addendum to this RFP. Should any part of this RFP and related contracts be found to be unenforceable, the remaining RFP and related contracts shall remain in full force. Contract amendments must be in writing and agreed upon by both parties.

#### **24.0 MANAGEMENT REPORTS**

If applicable, Contractor shall provide any reports associated with the CPSB contract to CPSB upon request, at its sole expense, to substantiate facility assessment invoices.

#### **25.0 TERMINATION OF AGREEMENT (if applicable):**

CPSB may cancel this agreement upon failure of the successful proposer to satisfactorily comply with any requirement stated herein or as appearing on the PROPOSAL FORMS or in the general proposal conditions or

in any attachment thereto which becomes a part of the proposal. The evaluation of the Contractor's quality of service will be continuous.

Proposers or their authorized representatives are expected to fully inform themselves as to conditions, requirements, and specifications before submitting proposals. Failure to do so will be at the contractor's own risk. The contractor may withdraw a proposal prior to the proposal submission closing date and time by requesting to do so in writing.

The contract may be terminated by either party with sixty (60) days prior notice. Notice of Termination must be in writing.

In the event the successful contractor, through any cause, should fail to fulfill the agreed upon obligations in an effective and timely manner, CPSB shall have the right to terminate its contract by specifying the date of termination in a written notice to the selected vendor. The cancellation shall become effective on the date as specified in the notice of cancellation sent to the contractor. If CPSB cancels the contract, the Contractor will be excluded from any future bid and/or RFP invitations.

## **26.0 COOPERATIVE PURCHASING**

To the extent provided by law in LA R.S. 33, 38 & 39 et seq., the successful vendor may elect to make this contract available to other public agencies that participate in purchasing cooperatives or cooperative purchasing agreements with the Caddo Parish School Board.

The vendor may be required to execute a separate contract with the purchasing cooperative or individual participating public agency. Payment of incentive fees by the vendor to purchasing cooperatives in exchange for contract promotion and participation is the exclusive obligation of and at the sole discretion of the vendor. The Caddo Parish School Board receives no direct compensation for vendor participation in purchasing cooperatives.

The bidder/proposer agrees to indemnify and hold harmless the Caddo Parish School Board from any disputes arising from contract participation by other agencies participating in purchasing cooperatives or cooperative purchasing agreements. Disputes between a participating public agency and any bidder/proposer that may be awarded any agreement resulting from this solicitation are not the responsibility of the Caddo Parish School Board. The exercise of rights of any rights or remedies by the participating public agency or awarded bidder/proposer shall be the exclusive obligation of such party.

The Caddo Parish School Board shall not be construed as a dealer, re-marketer, representative, partner, or agent of any bidder/proposer that may be awarded any agreement resulting from this solicitation.

Participating public agencies shall be responsible for the ordering of products under any agreement resulting from this solicitation. Payment for products or services and inspections and acceptance of products or services ordered by a participating public agency shall be the exclusive obligation of such procuring party. The Caddo Parish School Board shall not be obligated, liable or responsible for any order made by any participating public agency or any employee thereof, nor for any payment required to be made with respect to such order. The Caddo Parish School Board makes no representation or guaranty with respect to any minimum purchases by the Caddo Parish School Board or any participating public agency or any employee thereof under any agreement resulting from this solicitation.

Should the vendor elect to make this contract available to participating public agencies, additional delivery charges beyond the immediate Shreveport-Bossier City area may be negotiated with the using agency. All other terms and conditions remain in effect throughout the term of this contract.

## **27.0 FEDERAL COMPLIANCE**

The following attachment and/or form is a part of this RFP and is herein incorporated by this reference. **Failure to return a required form with the proposal submission may result in the proposal being rejected as non-responsive.**

1. Attachment A: EDGAR and Non-Federal Entity Compliance Form

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**DEBARMENT CLAUSE:** Before completing the Invitation for Bid Form and/or Proposal Form, please read the following information:

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

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CADDO PARISH SCHOOL BOARD AN EQUAL OPPORTUNITY EMPLOYER

**STATEMENT OF PROPOSAL EXPECTATION**

It is understood and should be assumed that any party submitting a proposal in response to this solicitation should and will have a better understanding of the complexity and intricacies associated with conducting facility assessments for K-12 institutions.

It is also understood and should be assumed that any specification contrary to common or best practice will be duly noted and any submission should reflect those common or best practices.

The selected firm will be required to attend scheduled Board Meetings as necessary. In addition, the selected contractor may be required to meet with district staff, stakeholders, and community members as needed to gain an understanding of district processes, prior facilities assessments and to collect and gather pertinent data to complete the scope of services outlined in this RFP.



**EDGAR and Non-Federal Entity COMPLIANCE**

The following provisions are required and applicable when federal funds are expended by the Caddo Parish School Board for any contract awarded using the procurement process. The Caddo Parish School Board is the subgrantee, subrecipient, or non-federal entity by definition.

In addition to other provisions required by the federal agency or non-Federal entity, all contracts made by the non-Federal entity under the Federal award must contain provisions covering the following, as applicable.

- (A) Contracts for more than the simplified acquisition threshold currently set at \$250,000 which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide such sanctions and penalties as appropriate.**

Pursuant to Federal Rules (A) above, when federal funds are expended, the Caddo Parish School Board reserves all rights and privileges under the applicable laws and regulations with respect to this procurement in the event of breach of contract by either party.

Does vendor agree? YES \_\_\_\_\_ Initials of Authorized Representative of Vendor

- (B) Termination for cause and for convenience by the grantee or subgrantee including the manner by which it will be affected and the basis for settlement. (All contracts in excess of \$10,000)**

Pursuant to Federal Rules (B) above, when federal funds are expended, the Caddo Parish School Board reserves all rights and to immediately terminate any agreement in excess of \$10,000 resulting from this procurement process in the event of a breach or default of the agreement by Vendor, in the event vendors fails to: (1) meet schedules, deadlines, and/or delivery dates within the time specified in the procurement solicitation, contract, and/or a purchase order; (2) make any payments owed; or (3) otherwise perform in accordance with the contract and/or the procurement solicitation. The Caddo Parish School Board also reserves the right to terminate the contract immediately, with written notice to vendor, for convenience, if the Caddo Parish School Board believes, in its sole discretion that it is in the best interest of Caddo Parish School Board to do so. The vendor will be compensated for work performed and accepted in addition to goods accepted by the Caddo Parish School Board as of the termination date if the contract is terminated for convenience by the Caddo Parish School Board. Any award under this procurement process is not exclusive and the Caddo Parish School Board reserves the right to purchase goods and services from other vendors when it is in the best interest of the Caddo Parish School Board.

Does vendor agree? YES \_\_\_\_\_ Initials of Authorized Representative of Vendor

- (C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of “federally assisted construction contract” in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246,**

**“Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”**

Pursuant to Federal Rules (C) above, when federal funds are expended by the Caddo Parish School Board, the vendor certifies that during the term of an award for all contracts by the Caddo Parish School Board resulting from this procurement process, the vendor agrees to comply with all applicable requirements as referenced in Federal Rule (C) above. Vendor agrees that he/she will not discriminate in the rendering of services to and/or employment of individuals because of race, religion, sex, age, national origin, handicap or disability. Vendors shall stay informed of and comply with all Federal, State and Local laws, ordinances and regulations which affect their employees or prospective employees.

Does vendor agree? YES \_\_\_\_\_ Initials of Authorized Representative of Vendor \_\_\_\_\_

- (D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.**

Pursuant to Federal Rules (D) above, when federal funds are expended by the Caddo Parish School Board, the vendor certifies that during the term of an award for all contracts by the Caddo Parish School Board resulting from this procurement process, the vendor agrees to comply with all applicable requirements as referenced in Federal Rule (D) above. Vendors will be required to pay wages to laborers and mechanics at a rate not less than the prevailing wage specified in a wage determination made by the Secretary of Labor. In addition, vendors will be required to pay wages not less than once a week. The decision to award a contract or subcontract will be conditioned upon the acceptance of the wage determination.

Does vendor agree? YES \_\_\_\_\_ Initials of Authorized Representative of Vendor \_\_\_\_\_

- (E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in**

**excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.**

Pursuant to Federal Rules (E) above, when federal funds are expended by the Caddo Parish School Board, the vendor certifies that during the term of an award for all contracts by the Caddo Parish School Board resulting from this procurement process, the vendor agrees to comply with all applicable requirements as referenced in Federal Rule (E) above.

Does vendor agree? YES \_\_\_\_\_ Initials of Authorized Representative of Vendor

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

Pursuant to Federal Rule (F) above, when federal funds are expended by the Caddo Parish School Board, the vendor certifies that during the term of an award for all contracts by the Caddo Parish School Board resulting from this procurement process, the vendor agrees to comply with all applicable requirements as referenced in Federal Rule (F) above.

Does vendor agree? YES \_\_\_\_\_ Initials of Authorized Representative of Vendor

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

Pursuant to Federal Rule (G) above, when federal funds are expended by the Caddo Parish School Board, the vendor certifies that during the term of an award for all contracts by the Caddo Parish School Board resulting from this procurement process, the vendor agrees to comply with all applicable requirements as referenced in Federal Rule (G) above.

Does vendor agree? YES \_\_\_\_\_ Initials of Authorized Representative of Vendor

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

Pursuant to Federal Rule (H) above, when federal funds are expended by the Caddo Parish School Board, the vendor certifies that during the term of an award for all contracts by the Caddo Parish School Board resulting from this procurement process, the vendor certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency.

Does vendor agree? YES \_\_\_\_\_ Initials of Authorized Representative of Vendor

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

Pursuant to Federal Rule (I) above, when federal funds are expended by the Caddo Parish School Board, the vendor certifies that during the term and after the awarded term of an award for all contracts by the Caddo Parish School Board resulting from this procurement process, the vendor certifies that it is in compliance with all applicable provisions of the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352). The undersigned further certifies that:

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

Does vendor agree? YES \_\_\_\_\_ Initials of Authorized Representative of Vendor

**RECORD RETENTION REQUIREMENTS FOR CONTRACTS PAID FOR WITH FEDERAL FUNDS – 2 CFR § 200.333**

When federal funds are expended by the Caddo Parish School Board for any contract resulting from this procurement process, the vendor certifies that it will comply with the record retention requirements detailed in 2 CFR § 200.333. The vendor further certifies that vendor will retain all records as required by 2 CFR § 200.333 for a period of three years after grantees or subgrantees submit final expenditure reports or quarterly or annual financial reports, as applicable, and all other pending matters are closed.

Does vendor agree? YES \_\_\_\_\_ Initials of Authorized Representative of Vendor

**CERTIFICATION OF COMPLIANCE WITH THE ENERGY POLICY AND CONSERVATION ACT**

When federal funds are expended by the Caddo Parish School Board for any contract resulting from this procurement process, the vendor certifies that it will be in compliance with mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6321, et seq.; 49 C.F.R. Part 18; Pub. L. 94-163, 89 Stat. 871).

Does vendor agree? YES \_\_\_\_\_ Initials of Authorized Representative of Vendor \_\_\_\_\_

**CERTIFICATION OF COMPLIANCE WITH BUY AMERICA PROVISIONS**

Vendor certifies that vendor is in compliance with all applicable provisions of the Buy America Act. Purchases made in accordance with the Buy America Act must still follow the applicable procurement rules calling for free and open competition.

Does vendor agree? YES \_\_\_\_\_ Initials of Authorized Representative of Vendor \_\_\_\_\_

**CERTIFICATION OF NON-COLLUSION STATEMENT**

Vendor certifies under penalty of perjury that its response to this procurement solicitation is in all respects bona fide, fair, and made without collusion or fraud with any person, joint venture, partnership, corporation or other business or legal entity.

Does vendor agree? YES \_\_\_\_\_ Initials of Authorized Representative of Vendor \_\_\_\_\_

**Vendor agrees to comply with all federal, state, and local laws, rules, regulations and ordinances, as applicable. It is further acknowledged that vendor certifies compliance with all provisions, laws, acts, regulations, etc. as specifically noted above.**

**Company Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Fax #:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Printed Name of Authorized Representative:** \_\_\_\_\_

**Signature of Authorized Representative:** \_\_\_\_\_ **Date:** \_\_\_\_\_



RFP 01-25 Facilities Assessment  
CPSB Site Information

Facility Name	Location	Gross Sq. Footage	Year Originally Built	General Age	Building Construction (Single Story, Two Story, Multi-level, etc.)
A.C. Steere Elementary	4009 Youree Drive	55,252	1929	95 yrs.	Multi-level
Atkins Technology Elementary	7611 St. Vincent Avenue	60,096	1935	89 yrs.	Two Story
Bethune/Oak Park Elementary	4331 Henry Street	120,543	1961	63 yrs.	Single
Blanchard Elementary	402 Birch Street	63,130	1948	76 yrs.	Multi-level
Broadmoor STEM Academy	441 Atlantic Avenue	88,586	1949	75 yrs.	Two Story
Caddo Heights Math/Science Elem.	1702 Corbitt Street	74,609	1949	75 yrs.	Single
Caddo Middle Career & Technology	6310 Clift Street	108,803	1955	69 yrs.	Single
Caddo Middle Magnet	7635 Cornelious Drive	111,106	1965	59 yrs.	Two Story
Cherokee Park Elementary	2010 East Algonquin Trail	54,142	1966	58 yrs.	Single/Multi-level
Claiborne Fund. Elementary Magnet	2345 Claiborne Avenue	54,701	1923	101 yrs.	Three Story
Creswell Elementary	2901 Creswell Avenue	58,479	1920	104 yrs.	Two Story
Donnie Bickham Middle	7240 Old Mooringsport Road	160,457	1989	35 yrs.	Two Story
Eden Gardens Fund. Elementary	626 Eden Boulevard	49,253	1967	57 yrs.	Two Story
Eighty-First Street ECE Center	8108 Fairfield Avenue	52,572	1954	70 yrs.	Single
Fair Park Middle	3222 Greenwood Road	162,901	1928	96 yrs.	Three Story
Fairfield Magnet Elementary	6215 Fairfield Avenue	46,432	1924	100 yrs.	Two Story
Forest Hill Elementary	2005 Francais Drive	63,356	1964	60 yrs.	Single
Herndon Magnet School	11845 Gamm Road	83,646	1956	68 yrs.	Single

Facility Name	Location	Gross Sq. Footage	Year Originally Built	General Age	Building Construction (Single Story, Two Story, Multi-level, etc.)
J.S. Clark Elementary	351 Hearne Avenue	128,296	1958	66 yrs.	Three Story
Judson Fund. Magnet Elementary	3809 Judson Street	43,217	1954	70 yrs.	Single
Keithville Elementary/Middle	12201 Mansfield Road	172,850	1988	36 yrs.	Two Story
Midway Professional Dev. Center	3840 Greenwood Road	63,516	1931	93 yrs.	Two Story
Mooringsport Elementary	602 Latimer Street, Mooringsport, LA	48,550	1911	113 yrs.	Two Story
North Caddo Elementary/Middle	100 West Kentucky Avenue	129,177	1923	101 yrs.	Two Story
North Highlands Elementary	885 Poleman Road	54,806	1957	67 yrs.	Single
Northside Linear Middle	1845 Linear Street	79,263	1961	63 yrs.	Single
Pine Grove Elementary	1700 Caldwell Street	57,309	1963	61 yrs.	Single
Queensborough Elementary	2701 Catherine Street	58,776	1924	100 yrs.	Three Story
Ridgewood Middle	2001 Ridgewood Drive	81,362	1965	59 yrs.	Single
Riverside Elementary	625 Dixie Garden Drive	51,058	1957	67 yrs.	Single
Shreve Island Elementary	836 Sewanee Place	62,600	1955	69 yrs.	Single
South Highlands Elem. Magnet	831 Erie Street	66,819	1922	102 yrs.	Three Story/Multi-level
Southern Hills Elementary	9075 Kingston Road	77,674	1959	65 yrs.	Single
Summer Grove Elementary	2955 Bert Kouns Industrial Loop	60,622	1954	70 yrs.	Single
Summerfield Elementary	3131 Ardis Taylor Drive	59,804	1967	57 yrs.	Single
Turner Elementary/Middle	5904 W. 70 <sup>th</sup> Street	202,576	1984	40 yrs.	Two Story
University Elementary	9900 Smitherman Drive	65,605	1969	55 yrs.	Single
Walnut Hill Elementary/Middle	9360 Woolworth Road	133,522	1956	68 yrs.	Single
Westwood Elementary	7325 Jewella Road	40,981	1960	64 yrs.	Single
Youree Dr. Middle Advanced Placement Magnet	6008 Youree Drive	117,579	1959	65 yrs.	Single
Sunset Acres Elementary (closed)	6514 W. Canal Boulevard	58,075	1954	70 yrs.	Single
Werner Park Elementary (closed)	2715 Corbitt Street	68,977	1942	82 yrs.	Two Story

**REQUEST FOR PROPOSAL**

July 16, 2024

**RFP-01-25**

CADDO PARISH SCHOOL BOARD  
 1961 MIDWAY AVENUE  
 SHREVEPORT, LA 71108

Shavonda Scott, Director of Purchasing  
 PH: 318.603.6481  
[smscott@caddoschools.org](mailto:smscott@caddoschools.org)

**PROPOSAL TITLE: FACILITIES ASSESSMENT****SEALED PROPOSALS WILL BE ACCEPTED UNTIL: 10:30 A.M. CST ON THURSDAY, AUGUST 15, 2024**

**IMPORTANT:** The Instructions/Provisions (01/31/05) to bidders/proposers are available for download and printing at the CPSB website: [www.caddoschools.org](http://www.caddoschools.org) (Click on Bids and RFP's) or may be picked up from the CPSB Purchasing Department, 1961 Midway Avenue. If you choose to access from the CPSB website, the Instructions/Provisions will be incorporated by reference with the same force and effect as if set forth in full text.

Dates Advertised: **July 16<sup>th</sup> and July 23<sup>rd</sup>, 2024**

Shavonda M. Scott, MBA, Director of Purchasing

**TO BE COMPLETED BY PROPOSER:**

LEGAL NAME OF PROPOSER:	
MAILING ADDRESS:	
CITY, STATE, ZIP CODE:	
TELEPHONE NO: (     )	FAX NO: (     )
<p>PROPOSER CERTIFICATION AND IDENTIFICATION: I/We certify that this proposal is made without prior understanding, agreement or connection with any corporation, firm, or person submitting a proposal for the same materials, supplies, equipment, or services, and is in all respects fair and without collusion or fraud. I/We further certify that none of the principals or majority owners of the firm or business submitting this proposal are at the same time connected with or employed by the Caddo Parish School Board.</p> <p>ASSIGNMENT: The submission of a proposal under the terms of these specifications constitutes agreement to the following antitrust provision: For good cause and as consideration for executing this purchase and/or contract, I/we hereby convey, sell, assign and transfer to the Caddo Parish School Board all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of Louisiana, relating to the particular goods or services purchased or acquired by the Caddo Parish School Board.</p> <p>We understand that other proposal forms or supplementary statements (unless required by the specifications) dealing with the price quotation will be ignored. Current literature, catalogs, pictures, and a complete identification of each item and/or service proposed have been included and made a part of this proposal. I/We understand this proposal may be rejected for failure to fully describe the products/services proposed herein.</p> <p style="text-align: center;">I/WE HAVE CHECKED THIS PROPOSAL FOR MATHEMATICAL AND TYPOGRAPHICAL ERRORS.</p>	
AUTHORIZED SIGNATURE:	DATE SIGNED:
NAME (PRINTED/TYPED):	TITLE:
EMAIL:	
<p>PROPOSER QUALIFICATION: The form of business organization under which this proposal is submitted is as follows:</p> <p><input type="checkbox"/> A CORPORATION incorporated under the laws of the State of _____ and <b>(is) (is not)</b> authorized to do business in the State of Louisiana.</p> <p><input type="checkbox"/> A PARTNERSHIP. Names of Partners: _____</p> <p><input type="checkbox"/> AN INDIVIDUAL trading and doing business under a name and style other than his own. The Owner's Name is: _____</p>	
<b>BID BOND: Not Required</b>	
<b>PERFORMANCE BOND: Not Required</b>	
<b>ACKNOWLEDGEMENT OF ADDENDA RECEIVED:</b>	
Addendum No. 1     Dated:	Addendum No. 2     Dated:
Addendum No. 3     Dated:	Addendum No. 4     Dated:

FROM: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

BID NUMBER: \_\_\_\_\_ RFP 01-25 \_\_\_\_\_

BID TITLE: \_\_\_\_\_ FACILITIES ASSESSMENT \_\_\_\_\_

OPENING DATE: \_\_\_\_\_ THURSDAY, AUGUST 15, 2024 \_\_\_\_\_

SEND TO:

**CADDO PARISH SCHOOL BOARD**  
**Purchasing Department**  
**1961 Midway Avenue**  
**Shreveport, LA 71108**

**Attn Bidders:**

**Use this print format on the outside of your envelope when responding to any formal bids, RFP's or RFQ's.**

**We do not accept faxed or electronic bid responses (EXCEPT THROUGH BID EXPRESS) for any formal bids, RFP's or RFQ's.**