



Lafayette Consolidated Government

Request for Proposal

Mail Management Services

LAFAYETTE CONSOLIDATED GOVERNMENT CONFLICT OF INTEREST POLICY

TO AVOID ANY POSSIBLE CONFLICTS OF INTEREST, IT IS THE POLICY OF THE LAFAYETTE CONSOLIDATED GOVERNMENT THAT NO DIRECT OR INDIRECT PURCHASES OF ANY GOODS OR SERVICES WILL BE MADE FROM EMPLOYEES.

ACCORDINGLY, IF YOU HAVE RECEIVED THIS BID OR QUOTE PACKAGE, AND IF YOU ARE AN EMPLOYEE OF THE LAFAYETTE CONSOLIDATED GOVERNMENT, OR IF ANY MEMBER OF YOUR COMPANY IS A LAFAYETTE CONSOLIDATED GOVERNMENT EMPLOYEE, PLEASE DO NOT SUBMIT A BID OR QUOTE FOR THE PRODUCT, GOOD, OR SERVICE REQUESTED BECAUSE WE CANNOT, NOR WILL WE ACCEPT THE BID OR QUOTE.

THIS DOCUMENT CONSTITUTES OFFICIAL NOTIFICATION OF THE LAFAYETTE CONSOLIDATED GOVERNMENT'S CONFLICT OF INTEREST POLICY, AND THUS, ESTABLISHES THE REQUIREMENT THAT THE INDIVIDUAL OR COMPANY IN RECEIPT OF THIS REQUEST FOR BID OR QUOTE IS SOLELY RESPONSIBLE FOR NOTIFYING LAFAYETTE CONSOLIDATED GOVERNMENT THAT A CONFLICT OF INTEREST EXISTS.

PLEASE CONTACT THE PURCHASING DIVISION AT (337) 291-8258 AND SPEAK WITH THE INDIVIDUAL ADMINISTERING THE PURCHASING PROCESS.

IMPORTANT NOTICE REGARDING CORPORATE RESOLUTION

A CORPORATE RESOLUTION OR WRITTEN EVIDENCE OF AUTHORITY AUTHORIZING THE PERSON SIGNING THE BID MUST BE SUBMITTED WITH YOUR BID PURSUANT TO LA. R.S.38:2212 B(5). THIS RESOLUTION OR WRITTEN EVIDENCE OF AUTHORITY MUST BE SIGNED BY AN OFFICER WHO IS CURRENTLY LISTED WITH THE SECRETARY OF STATE. THE AUTHORITY OF THE SIGNATURE OF THE PERSON SUBMITTING THE BID SHALL BE DEEMED SUFFICIENT AND ACCEPTABLE IF THE CONDITIONS LISTED IN THE INFORMATION FOR BIDDERS ARTICLE 2 ARE MET.

FAILURE TO SUBMIT THE CORPORATE RESOLUTION OR WRITTEN EVIDENCE OF AUTHORITY WITH YOUR BID SHALL RESULT IN REJECTION OF YOUR BID.

NOTE: SECRETARY OF STATE BUSINESS LISTING SHALL NOT BE ACCEPTED AS A CORPORATE RESOLUTION.

Company Letterhead

Address
Phone
Fax

Certificate of Authority

Lafayette Consolidated Government

Attn: _____

705 West University Ave.

Lafayette, LA 70502

Re: **Specific Project Name or left blank for Any Project**

To Whom It May Concern,

I, individually and on behalf of **Company Name**, do by my signature below, certify that:

Company Name is a **limited liability company (if LLC, or define type)** duly organized and existing under the laws of **Louisiana**;

I am the **Secretary, an officer of the Company**, authorized to sign on its behalf: and

Name, President, is an officer of the Company authorized to make, execute and approve, on behalf of this Company, any and all contracts, or amendments thereof, entered into by and between **Company Name** and the Lafayette Consolidated Government.

In witness whereof, I hereby set my hand this _____ day of _____, 20 _____

Signature

Name

Company Title

Company Name

Phone Fax Etc.

Notary

Seal

PUBLIC NOTICE
REQUEST FOR PROPOSALS

Notice is hereby given that sealed proposals will be received **ONLY** in the office of the Purchasing Division at Lafayette Consolidated Government Building, located at 705 W. University, Lafayette, Louisiana, 70506 until **(1:00 PM Central Standard Time) on Wednesday, September 4, 2024** for the following:

PRINTING SERVICES

And will, shortly thereafter, be opened and the Proposers Name only will be read aloud in the Purchasing Office located at 705 West University Avenue, Lafayette, LA. Proposals received after the above specified time will not be considered and shall be returned unopened to the sender.

Copies of the RFP specifications are available at the Purchasing Office located at 705 West University Avenue, Lafayette, LA, 70506, telephone number (337)291-8034, Attn: Keirston St. Amant.

LCG reserves the right to accept or reject any and all proposals submitted. LCG further reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be submitted initially on the most favorable terms that the Vendor can offer. At its discretion, LCG reserves the right to request best and final offers from the RFP finalists. The Vendor should be prepared to accept this RFP for incorporation into a contract resulting from this RFP. The contract may incorporate some or all of the Vendor's proposal. It is understood that the proposal will become a part of the official file on this matter without obligation to the LCG.

No Proposer may withdraw his proposal for at least one hundred twenty (120) days after the time scheduled for the opening of proposals. Each proposal shall be submitted as provided in the specifications.

The original written or electronic language of the proposal shall not be changed or altered except by approved written addendum issued by the Purchasing & Property Management Division. If Contractor's submittal is discovered to contain alterations or changes to the original written or electronic documents, the Contractor's response shall be declared as "nonresponsive" and the response shall not be considered.

The Lafayette City-Parish Consolidated Government strongly encourages the participation of DBEs (Disadvantaged Business Enterprise) in all contracts or procurements let by the Lafayette City-Parish Consolidated Government for goods and services and labor and material. To that end, all contractors and suppliers are encouraged to utilize DBEs in the purchase or sub-contracting of materials, supplier, services and labor and material in which disadvantaged businesses are available. Assistance in identifying said businesses may be obtained by calling 337-291-8410.

PURCHASING DIVISION
LAFAYETTE CONSOLIDATED GOVERNMENT

PUBLISH DATES: 7/31/24, 8/4/24, 8/11/24
DPR # 987249

TABLE OF CONTENTS
CONFLICT OF INTEREST
CORPORATE RESOLUTION NOTICE
SAMPLE CERTIFICATE OF AUTHORITY
GENERAL CONDITIONS FOR PROPOSALS
1.0 GENERAL INFORMATION
2.0 ADMINISTRATIVE INFORMATION
3.0 PROPOSAL INFORMATION
4.0 RESPONSE INSTRUCTIONS
5.0 EVALUATION AND SELECTION
6.0 PROPOSER REQUIREMENTS
ATTACHMENT 1 – GENERAL SCOPE OF WORK
ATTACHMENT II - PROPOSAL INFORMATION
ATTACHMENT III – COST PROPOSAL FORMS

GENERAL CONDITIONS FOR PROPOSALS

ANY AND ALL EXCEPTIONS TO THESE GENERAL CONDITIONS SHALL BE FULLY DETAILED IN A LETTER WHICH WILL ACCOMPANY THE PROPOSAL.

ARTICLE 1 - SIGNATURE AUTHORITY OF PROPOSER

In accordance with LRS Title 38:2212(B)5 states:

Written evidence of the authority of the person signing the bid for public works shall be submitted at the time of bidding. The authority of the signature of the person submitting the bid shall be deemed sufficient and acceptable if any of the following conditions are met:

- (a) The signature on the bid is that of any corporate officer listed on the most current annual report on file with the secretary of state, or the signature on the bid is that of any member of a partnership, limited liability company, limited liability partnership, or other legal entity listed in the most current business records on file with the secretary of state.
- (b) The signature on the bid is that of an authorized representative as documented by the legal entity certifying the authority of the person.
- (c) The legal entity has filed in the appropriate records of the secretary of state of this state, an affidavit, resolution, or other acknowledged or authentic document indicating the names of all parties authorized to submit bids for public contracts. Such document on file with the secretary of state shall remain in effect and shall be binding upon the principal until specifically rescinded and canceled from the records of the office.

NOTE: LCG requires that written evidence of the authority of the person signing the bid is required regardless of whether the project is for public works or not. This written evidence shall be included with the vendor's sealed bid.

By signing the bid, the bidder certifies compliance with the above.

ARTICLE 2 - INSURANCE

PLEASE READ THE ATTACHED INSURANCE REQUIREMENTS CAREFULLY! All limits will be **REQUIRED** including but not limited to, **WAIVER OF SUBROGATION AND ADDITIONAL INSURED**. A copy of the certificate of insurance shall be furnished to the Lafayette City-Parish Consolidated Government with ten (10) days of the notice of award.

ARTICLE 3 - CONTRACTOR'S INSURANCE AND SUBCONTRACTOR'S INSURANCE

The attached certificate of insurance correlates directly with the insurance requirements of the contract. The Lafayette City-Parish Consolidated Government requires, therefore, that this particular certificate be used for approval of the contract. This certificate of insurance shall be furnished to the Lafayette City-Parish Consolidated Government within ten (10) days of notice of award.

The Contractor shall not commence work under this contract until he has obtained all insurance required by this paragraph, and until such insurance has been approved by the Owner, nor shall the Contractor allow any subcontractor to commence work on his subcontract until the insurance required has been obtained and submitted. Proper certificates evidencing such insurance shall be furnished to the Owner prior to commencement of work. All certificates of insurance must contain provisions indicating that no cancellation or change in such insurance shall be effected for any cause without thirty (30) days written notice being first given to the Owner.

If at any time, any of the insurance policies required to be furnished by the Contractor under the terms of this Article shall lapse, expire, or fail to comply with the requirements of this Article, the Contractor shall procure and obtain such new insurance policies as may be required in order to comply with the requirements of this Article. Upon obtaining a new insurance policy, the Contractor shall submit a new certificate of insurance to the Owner for approval. Upon failure of the Contractor to furnish, deliver and maintain such insurance as required by this Article, the contract, at the election of the Owner, may be declared suspended, discontinued or terminated. Failure of the Contractor to maintain any required insurance shall not relieve the Contractor from any liability under the contract, nor shall the insurance requirements contained in this Article be construed to conflict with the obligations of the Contractor regarding indemnification as set forth in Article 11.

The requirements contained in this Article shall not be construed and are not intended to limit the Contractor's obligations to indemnify and defend the Lafayette City-Parish Consolidated Government as contained in Article 11, but merely constitute minimum insurance requirements which must be provided to secure such obligations.

The Contractor shall effect and maintain until completion and acceptance of the work, insurance as follows:

- I. Standard Worker's Compensation Insurance - Full statutory liability for the State of Louisiana with Employer's Liability Coverage of \$500,000 minimum per occurrence.
- II. Commercial General Liability - All comprehensive general liability insurance shall include coverage for the following:
 - A. Premises Operations \$500,000
 - B. Independent Contractors \$500,000
 - C. Products - Completed Operations \$500,000
 - D. Contractual Liability \$500,000
 - E. Broad Form Property Damage \$500,000

Explosion, Collapse and Underground Coverage \$500,000

III. Business Auto Liability Policy			
	* BODILY	* BODILY	* PROPERTY
	INJURY	INJURY	DAMAGE
	<u>per person</u>	<u>per accident</u>	<u>per accident</u>
A. Any Auto	\$ 500,000	\$ 500,000	\$ 500,000
B. Owned Autos	\$ 500,000	\$ 500,000	\$ 500,000
C. Non-Owned Autos	\$ 500,000	\$ 500,000	\$ 500,000
D. Hired	\$ 500,000	\$ 500,000	\$ 500,000

If Coverage A - Any Auto is carried, Coverages B, C, & D will not be required. If the Contractor does not own an automobile (vehicle) and an automobile (vehicle) is utilized in the execution of the contract, then hired and non-owned coverage is required.

IV. Umbrella Liability

In lieu of providing insurance at the limits required in Sections I, II and III of this Article, Contractors may fulfill the requirements of this Article by securing umbrella liability insurance coverage provided that the combined total of the primary and umbrella coverages satisfy the minimum required insurance limits set forth in Sections I, II and III hereinabove.

V. Consolidated Government as an Additional Insured

The Lafayette City-Parish Consolidated Government, its officials, employees and volunteers must be named on all liability policies described above as additional insureds.

VI. Waiver of Insurance Requirements

Notwithstanding anything to the contrary contained herein, the Consolidated Government reserves the right at all times, in its discretion, to alter, amend, and/or waive insurance requirements set forth in this Section where the insurance carried and/or to be provided by the Contractor is deemed reasonable, sufficient and adequate to protect the interests of the Consolidated Government, provided that the Consolidated Government shall take no steps to impose more stringent and onerous insurance requirements on the Contractor than those contained herein.

VII. Waiver of Subrogation

Contractors must obtain a Waiver of Subrogation from all insurance carriers providing coverage under Sections I, II, III and IV in this Article for any and all claims which could be asserted against the Lafayette City-Parish Consolidated Government, its employees, agents, representatives, officers, directors, elected and appointed officials, and volunteers.

ARTICLE 4 - CANCELLATION OF INSURANCE

The contractor shall not cause any insurance policy to be cancelled or permit it to lapse and all insurance policies shall include a clause to the effect that the insurance policy or certificate shall not be subject to cancellation or to a reduction in the required limits of liability or amounts of insurance until notice has been mailed to the Owner stating the date when such cancellation or reduction shall be effective, which date shall not be less than thirty (30) days after such notice.

ARTICLE 5 - SUBCONTRACTS

The Contractor shall perform with his own organization a reasonable portion of the work under this contract, as determined by the Engineer. As soon as practicable after the execution of the contract and in any event at least seven (7) days prior to the time that any subcontractor shall commence any portion of the work, the contractor shall notify the engineer in writing of the names of the subcontractors proposed for the work and shall not employ any that the engineer, within a reasonable time, may object to as incompetent or unfit.

Also, to encourage minority participation to the greatest extent possible, it is further required, of the contractor, that any minority subcontractors, proposed for the work, be identified, as such, and the name and domicile of said minority subcontractor be provided.

The contractor agrees that he is fully responsible to the owner for the acts and omissions of his subcontractors and of persons either directly or indirectly employed by them, as he is for the acts and omissions of persons directly employed by him.

ARTICLE 6 - CANCELLATION OF CONTRACT

In the event of unsatisfactory services by the contractor or unforeseen or justifiable circumstances under this contract, the Lafayette City-Parish Consolidated Government will have the option to cancel the contract with thirty (30) days written notice to the contractor. In event of the termination of said contract, all obligations of either party under this contract shall cease.

ARTICLE 7 - SUBMISSION AND OPENING OF PROPOSALS

BIDS - All proposals shall be enclosed in a sealed envelope which will be marked with the name of the proposal being submitted, and shall either be mailed or hand delivered to: Purchasing Division, Lafayette City-Parish Consolidated Government, PO Box 4017-C, 705 W. University Avenue, Lafayette, Louisiana 70502.

The "REQUEST FOR PROPOSALS" will establish the date and time of the proposal opening. Proposals will be received until the stated date and time. The timely delivery of the proposals solely rests with the bidder, and late arriving proposals will not be considered.

ARTICLE 8 - OPTION TO RENEW

At the option of the Lafayette City-Parish Consolidated Government, and the acceptance by the contractor, this contract may be extended at the same prices and terms for one (1) additional year with an option to renew for three (3) additional one-year terms upon mutual agreement of owner and contractor.

ARTICLE 9 - NON-APPROPRIATION OF FUNDS

The continuation of this contract into a new fiscal year is contingent upon the appropriation of funds to fulfill the requirements of the contract. If the Lafayette City-Parish Consolidated Government fails to appropriate sufficient monies to provide for payments under the contract, the obligation to make payment under the contract shall terminate on the last day of the fiscal year for which funds were appropriated.

ARTICLE 10 - BUDGETED FUNDS

Notwithstanding anything to the contrary in the Agreement, the parties agree that the maximum amount payable under the Agreement shall be that which is the amount budgeted by the Lafayette City-Parish Consolidated Government for said project. In the event the total amount of the contract is increased by reason of additional quantities or any other reason, so as to exceed the amount budgeted, the parties agree that the Lafayette City-Parish Consolidated Government shall not be liable for the amount of such increase until and unless said budget is amended as provided for the Lafayette City-Parish Consolidated Government Home Rule Charter to allow for such an increased amount.

ARTICLE 11 - DEFENSE AND INDEMNITY

In the contract to be awarded, the Contractor does and will agree to defend, indemnify, and hold forever harmless the Owner and their respective employees, agents, representatives, officers, directors, elected and appointed officials, and any and all other persons for whom they may be

deemed liable and/or answerable, to the extent permitted by law, from and against any and all claims, demands, causes of action, and/or rights of action arising out of or resulting from the performance of any of the work and/or obligations contemplated under the contract, including, but not limited to, any and all claims for damages, losses, expenses and/or attorney's fees which result from any breach by the Contractor of any of the terms, provisions, conditions, and/or limitations of the contract, as well as any and all claims resulting from the sole negligence, liability, strict liability, and/or fault of the Contractor and/or the joint and/or concurrent negligence, liability, strict liability, and/or fault of the Contractor with any other persons or parties whomsoever.

The Contractor further agrees that he will defend, indemnify, and hold forever harmless the Owner, its employees, agents, representatives, officers, directors, elected and appointed officials, and any and all other persons or parties whomsoever, to the extent permitted by law, of and from any and all claims growing out of the lawful demands of subcontractors, laborers, workmen, mechanic, materialmen, and furnishers of machinery and parts thereof, equipment, power tools, and all supplies, including commissary, incurred in the furtherance of the performance of this contract. The Contractor shall at the Owner's request, furnish satisfactory evidence that all obligations of the nature hereinabove designated have been paid, discharged, or waived. If the Contractor fails to do so, then the Owner may, after having served written notice on the Contractor, either pay unpaid bills, of which the Owner has written notice, direct, or withhold from the Contractor's unpaid compensation a sum of money deemed reasonably sufficient to pay any and all such lawful claims until satisfactory evidence is furnished that all liabilities have been fully discharged.

Notwithstanding the aforesaid, nothing contained herein shall be deemed to limit the obligations of any insurance company providing coverage in accordance with the terms of this Agreement to defend, indemnify, and hold harmless the Owner, its employees, agents, representatives, officers, directors, elected and appointed officials, and any and all other persons or parties whomsoever to the full extent of their insurance contract and/or as required by law.

ARTICLE 12 - CONTRACTORS UNDERSTANDING

It is understood that the contract is solely between the Lafayette City Parish Consolidated Government and the contracting agency and at all times, the contracting agency shall operate and deemed to be an independent contractor. At all times, persons provided by the contracting agency to the Lafayette City-Parish Consolidated Government pursuant to the terms of this contract shall be deemed to be employees of the contracting agency, and shall not be considered to be employees of the Lafayette City-Parish Consolidated Government of the Lafayette City-Parish Consolidated Government.

ARTICLE 13 - PARTICIPATION BY DISADVANTAGED ENTERPRISE BUSINESSES

The Lafayette City-Parish Consolidated Government strongly encourages the participation of DBE's (Disadvantaged Business Enterprise) in all contracts or procurements let by the Lafayette City-Parish Consolidated Government for goods and services and labor and material. To that end, all contractors and suppliers are encouraged to utilize DBE's business enterprises in the purchase or sub-contracting of materials, supplies, services and labor and material in which disadvantaged businesses are available. Assistance in identifying said businesses may be obtained by calling 291-8410.

ARTICLE 14 - CLARIFICATIONS OR QUESTIONS PROCEDURE AND RECEIPT DEADLINE

Requests for clarification of information contained in the RFP or questions shall be either faxed or emailed to Carley Rouse at cfrouse@lafayettela.gov and the fax number 337.291.8269. Requests for clarifications and questions will be received until the close of business ten (10) days prior to the bid.

ARTICLE 15 – UTILIZATION OF SMALL BUSINESSES, MINORITY-OWNED FIRMS AND WOMEN-OWNED FIRMS

The Lafayette Consolidated Government strongly encourages the participation of DBE's (Disadvantaged Business Enterprises) such as those listed above in all contracts or procurements let by the Lafayette Consolidated Government for goods and services and labor and materials. To that end, all contractors and suppliers are encouraged to utilize DBE's business enterprises in the purchase or sub-contracting of materials, supplies, services and labor and materials in which disadvantaged businesses are available. Assistance in identifying said businesses may be obtained by calling 337-291-8410.

1.0 GENERAL INFORMATION

This Request for Proposals (RFP) is issued by the Lafayette Consolidated Government (hereinafter also referred to as “LCG”) for the purpose of securing an outgoing mail management services provider. The provider would provide service for United States Postal Service (USPS) mail.

2.0 ADMINISTRATIVE INFORMATION

Requests for copies of the RFP shall be sent to Keirston St. Amant at 337-291-8034 or via email kstamant@LafayetteLA.gov.

Written questions should be directed to:

Keirston St. Amant
Purchasing & Property Management Division
705 West University Avenue
P. O. Box 4017-C
Lafayette LA 70502
337-291-8034 (office)
kstamant@LafayetteLA.gov

LCG reserves the right to modify the RFP at any time prior to contract award should a change be identified that is in the best interest of LCG.

The following is a general calendar of events surrounding this RFP

Event	Target Dates
Advertise RFP and mail public announcements	07/31/2024
Deadline for any questions	08/21/2024
Proposals Due	09/04/2024

* Note: All times are expressed in terms of Central Standard Time. LCG reserves the right to amend and/or change this schedule of RFP activities, as it deems necessary.

3.0 PROPOSAL INFORMATION

Proposers responding to this RFP must submit a proposal containing the information specified in "Attachment I" with one physical original and three (3) physical copies, as well as one electronic copy of the proposal, on CD media and in PDF or Microsoft Word format. All proposals must be clearly marked as either "Original" or "Copy". Proposals may be delivered only prior to the due date as per the above calendar, on or before 1:00 p.m. and will be received by the Purchasing & Property Management Division at 705 West University Avenue, Lafayette, LA.

Each proposal shall be in the form specified in this Request for Proposals, and shall be in an envelope with the name of the Proposer, with the date scheduled as the proposal receipt deadline and the title of the Request for Proposals marked on the outside. At least one copy of every proposal shall contain the original signature of a Contractor's authorized representative, and it must be received in hard copy (printed) version by the Purchasing & Property Management Division by the deadline date specified in the Calendar of Events.

It is the sole responsibility of each proposer to assure that its proposal is delivered at the specified place and prior to the deadline for submission. The method of delivery shall be at the proposer's discretion and it shall be at the proposer's sole risk to assure delivery at the designated office. Faxed or emailed proposals will not be accepted and will be disqualified. Proposals received after the specified date shall be considered late and, therefore, shall not be considered eligible for contract award.

To be eligible for award of this contract, each proposer must have a proven track record of at least two years providing expertise in commercial and administrative printing.

Determination of the proposer's responsibility relating to this RFP shall be made according to the standards set forth in Louisiana Revised Statutes Title 38:2234 et seq. LCG must find that the proposer:

1. Has adequate financial resources for performance, or has the ability to obtain such resources as required during performance;
2. Has the necessary experience, organization, technical qualifications, skills and facilities, or has the ability to obtain them;
3. Is able to comply with the proposed or required time of delivery or performance schedule;
4. Has a satisfactory record of integrity, judgment, and performance; and
5. Is otherwise qualified and eligible to receive an award under applicable laws and regulations.

In response to each RFP requirement, Vendor must clearly state whether or not their solution meets the requirement by providing a detailed description of how the proposed solution will meet the requirement. Failure to meet an individual requirement will not be the basis for

disqualification; however, failure to provide a response may be considered non-responsive and be the basis for disqualification of the proposal.

LCG reserves the right to change the calendar of events and/or to revise any part of the RFP by issuing a written addendum to the RFP at any time.

LCG reserves the right, at its sole discretion, to waive administrative informalities contained in any proposal.

Issuance of this RFP in no way constitutes a commitment by LCG to award a contract. LCG reserves the right to accept or reject, in whole or in part, all proposals submitted and/or to cancel this announcement if it is determined to be in LCG's best interest. LCG further reserves the right to award a contract, pursuant to this RFP, with or without conducting negotiations beforehand.

All materials submitted in response to this request become the property of LCG. Selection or rejection of a proposal does not affect this right.

Only information which is in the nature of legitimate trade secrets or non-published financial data may be deemed proprietary or confidential. Any material within a proposal identified as such must be clearly marked in the proposal and will be handled in accordance with the Louisiana Public Record Act, R.S. 44: 1-44 and applicable rules and regulations. Any proposal marked as confidential or proprietary in its entirety may be rejected without further consideration or recourse.

LCG is not liable for any costs incurred by prospective proposers prior to issuance of or entering into a contract. Costs associated with developing the proposal, preparing for oral presentations, and any other expenses incurred by the proposer in responding to this RFP are entirely the responsibility of the proposer, and shall not be reimbursed in any manner by LCG.

LCG will not be liable for any errors in proposals. LCG reserves the right to make corrections or amendments due to errors identified in proposals by LCG or the proposer. LCG, at its option, has the right to request clarification or additional information from the proposers.

LCG reserves the right to enter into a Contract without further discussion of the proposal submitted based on the initial offer received. LCG reserves the right to contract for all or a partial list of services offered in the proposal.

The RFP and proposal of the selected proposer will become part of any contract initiated by LCG. In no event is a Proposer to submit its own standard contract terms and conditions as a response to this RFP. The Proposer should submit with its proposal any exceptions or exact contract deviations that it wishes to negotiate. Negotiations may begin with the announcement of the selected Proposer.

No informational pamphlets, notices, press releases, research reports and/or similar public notices concerning this project, may be released by any selected Vendor, without obtaining prior written approval from LCG.

Proposers are responsible for determining that there will be no conflict or violation of the Ethics Code if their company is awarded the contract. Ethics issues are interpreted by the Louisiana Board of Ethics.

4.0 RESPONSE INSTRUCTIONS

Proposals must be received on or before 1:00 p.m. Central Time on the date specified in the Calendar of Events. Proposers are responsible for delivery of their proposal documents to the Purchasing & Property Management Division prior to the scheduled time for opening of the particular RFP. When appropriate, proposers should consult with delivery providers to determine whether the response documents will be delivered prior to the scheduled time for RFP opening. The proposal package must be delivered at the proposer's expense or at no expense to LCG to:

Keirston St. Amant
Purchasing & Property Management Division
705 West University Avenue
P. O. Box 4017-C
Lafayette LA 70502
337-291-8071 (office)
kstamant@LafayetteLA.gov
For courier delivery, the street address is as shown above.

It is solely the responsibility of each proposer to assure that its proposal is delivered at the specified place and prior to the deadline for submission. Response documents received by the Purchasing & Property Management Division after the date and time designated for RFP opening are considered late responses and shall not be considered.

LCG requests that an original and three (3) printed copies of the proposal be submitted to the address specified. Additionally, a digital copy on CD must be provided. At least one (1) copy of the proposal should contain original signatures; that copy should be clearly marked or differentiated from the other copies of the proposal. That copy will be retained for incorporation by reference in any contract resulting from this RFP.

The proposal must be signed by those company officials or agents duly authorized to sign proposals or contracts on behalf of the organization. A certified copy of a board resolution granting such authority should be submitted with the proposal.

A cover letter should be submitted on the proposer's official business letterhead explaining the intent of the proposer. The proposal should be prepared simply and economically, providing a straightforward and concise description of the Contractor's ability to meet the requirements of this RFP. Emphasis should be on completeness and clarity of content.

Each proposer should submit a proposal as specified in Attachment II, which shall include enough information to satisfy evaluators that the Proposer has the appropriate experience, resources and qualifications to perform in accordance with the Scope of Work and other terms and conditions as described herein. Each proposer should respond to all areas requested.

5.0 EVALUATION AND SELECTION

The evaluation of proposals will be accomplished by an evaluation team, to be designated by LCG, which will determine the proposal most responsive and advantageous to LCG. Proposal evaluation will be based on the material contained in the RFP and any amendments to the RFP that have been issued.

If a conflict exists between amendments, or between an amendment and the RFP, the document issued last shall take precedence. Should any potential Proposer find discrepancies, omissions or ambiguities in this RFP, the Proposer shall at once request, in writing, an interpretation from Keirston St. Amant, Purchasing & Property Management Division. Any inquiries, suggestions or requests concerning interpretation, clarification or additional information shall also be made, in writing, (including e-mail transmissions) to Keirston St. Amant Purchasing & Property Management Division.

All proposals will be reviewed to determine compliance with administrative and mandatory requirements as specified in the RFP. Proposals found not to be in compliance will be rejected from further consideration.

Proposals that pass the preliminary screening and mandatory requirements review will be evaluated based on information provided in the proposal. The evaluation will include the following factors:

- Quality of items/service offered
- Special needs and requirements of LCG and the suitability for intended use
- Probability of continuous availability
- Previous experience of the company including proven ability to provide services of similar type
- Qualifications of the project manager and key project staff team
- Proven ability to perform work to meet specifications and deadlines
- Quality of previous work based on references and staff research of previous work
- Past record with LCG, if applicable
- Evidence that the company is active and financially stable
- Degree of responsibility accepted by the company for technical aspects of the project
- Reasonableness of approach to management of the project
- LCG's evaluation of the bidder's ability to perform
- Compliance with all State and local laws

The Evaluation Team will evaluate and score the proposals using the criteria identified above and scoring specified in the following table:

<u>Criteria</u>	<u>Percent of Decision</u>
1. Approach, functionality and methodology	20
2. Experience/Proven Ability	50
3. Cost/Price	30

LCG, at its sole discretion, may select the top scoring finalists to proceed to a demonstration phase to show how the proposed solution meets LCG's business requirements. The Product Overview session provides an opportunity to present and/or demonstrate relevant additional features, functions and characteristics of their offering that exceed stated requirements. Vendors must be prepared to provide backup documentation at the time of the demonstrations, if requested. This will provide LCG the opportunity to research the details of demonstrated functions and replies to technical requirements if there is any uncertainty on the nature or level of support proposed. Commitments made by the Proposer during the demonstration phase, if any, will be considered binding.

LCG may notify a successful proposer and proceed to negotiate terms for final contract. LCG may, at its sole discretion, require Acceptance testing for new implementations of Vendor's proposed solution. Vendor must meet a Standard of Performance before Acceptance. This Standard of Performance is also applicable to any additional, replacement, or substitute Products or any Product that is modified by or with the written approval of LCG after having been Accepted.

6.0 PROPOSER REQUIREMENTS

If the Proposer is a corporation or other registrable business entity, then the Proposer must be in good standing with the Secretary of State under the laws in the state of incorporation.

If the Proposer is a corporation or other registrable business entity not formed under the laws of the State of Louisiana, the Proposer shall have obtained a certificate of authority pursuant to R.S.12:301et seq. from the Secretary of State of Louisiana prior to the execution of the contract.

LCG shall not be liable for any Proposer's inability to compile and timely submit a bid, nor for any inability or failure of LCG to review or accept any bids, due to events resulting from causes which are outside either's control, whether or not such events give rise to official declaration of locally-applicable state of emergency by state or federal government.

Should there be a change in Proposer's ownership or management after submission of a bid but before LCG's acceptance of any bid, Proposer shall notify Lafayette Consolidated Government no later than thirty (30) days before the effective date of change. The notification shall be made by certified mail to the Purchasing & Property Management Division. Once an Agreement has been concluded between any Proposer and LCG, Proposer may not thereafter assign any of its

rights or obligations without LCG's prior written consent, except that Proposer may assign such rights and obligations only in connection with sale of all or substantially all of its assets; provided that Proposer, prior to assignment, secure the consent of and execution by its successor to the existing Agreement.

By submission of bids, all Proposers agree in advance to acceptance of the following provisions 6.1 through 6.4 (which refer to Proposer prospectively as "Contractor"), which will be incorporated into and form part of the contract (referred to prospectively as the "Agreement") ultimately concluded between Proposer and LCG. Refusal to agree to the following provisions 6.1 through 6.4 by a Proposer after LCG's acceptance of its bid may result, in LCG's sole discretion, in revocation of its acceptance.

ATTACHMENT I - GENERAL SCOPE OF WORK

This RFP is intended to cover all labor, tools, equipment, materials, handling, transportation and any supervision necessary to provide outgoing mail management services to LCG for a period of two (2) years with the option to renew on a year by year basis for a maximum of two (2) additional one-year (1-year) periods. This service is to include, but not limited to, the following:

- The proposer will provide United States Postal Service (USPS) mail pick-up services, including stamped mail, for LCG on a daily basis; however, no mail services are to be provided on weekends or legal holidays on which LCG's offices or the United States Post Office is closed.
- The proposer will provide daily first class presort and barcoding in compliance with the United States Postal Service regulations which allows for reduced postage rates for various mail types.
- The proposer will apply the lowest possible postage rate, facilitate the purchase and accounting of the actual postage used, eliminate the need for LCG to own postage meter equipment and software.
- The mail the proposer will pick up will be unmetered and discounted postage will be applied by the proposer.
- Upon metering, the proposer will presort and barcode and submit to the USPS daily.
- The proposer is to provide a fee schedule for services to be performed based on an estimated volume of 20,000 pieces per month. This schedule should include any administrative fees for performing these services.
- The proposer is to also provide pricing for parcels and for those pieces of mail that do not qualify for the pre-sort or barcode discount.
- The proposer is to submit to LCG a monthly invoice that includes a detailed breakdown of the services performed and the cost.
- All invoices from the proposer will be termed as Net 30.
- Any additional services required will be based on quotation approved by LCG prior to the services being performed.

- Proposer shall provide three commercial references for whom Proposer performed similar services of a similar scope in the past two years. These services must have been provided for a minimum of one year.

Event	Date	Time
LCG Issues the RFP	July 31, 2024	1:00 pm. CST
Deadline for Written Questions	August 21, 2024	1:00 p.m. CST
Deadline for Submitting Proposal	September 4, 2024	1:00 p.m. CST

Specification and Service Performance Standards

Services are to be provided Monday to Friday, 8AM to 5PM, except holidays.

Proposer will provide individual invoices to Lafayette Utilities System (LUS), LUS Fiber and LCG, showing sufficient detail to verify unit costs are in accordance with contract prices.

LCG's Responsibilities

LCG personnel will make all LCG USPS mail, including stamped mail, available to the proposer on a mutually agreed to schedule so as to permit the proposer to efficiently handle such mail.

ATTACHMENT II - PROPOSAL INFORMATION

The following format should be completed in submitting proposal information.

Executive Summary

This section should serve to introduce the purpose and scope of the proposal. It should include administrative information including, at a minimum, response date, proposer contact name and phone number, and the stipulation that the proposal is valid for a time period of AT LEAST one hundred twenty (120) days from the date of submission. This section should also include a summary of the proposer's qualifications and ability to meet LCG's overall requirements.

It should include a positive statement of compliance with the terms and conditions of the RFP. If the proposer cannot comply with any of the contract terms, an explanation of each exception should be supplied.

In the compliance with requirements of this document, the response must follow in the exact same order as the RFP.

Fee Proposal

All prices quoted are to include all forms, supplies, proofs, packaging, software, consumables, overhead, delivery and any other related cost not specifically mentioned herein.

Prices given on the Cost Proposal Forms are the current prices that will be used for evaluation and the basis of this contract. Actual prices will increase or decrease based on cost of supplies & materials at the time the order is placed. All price changes throughout the term of the contract must be submitted to LCG Representative prior to commencing the work. All price increase requests must be supported by relevant documentation, such as letters of price increases from paper manufacturers."

References

Provide a list of clients (government agencies preferred but not required) in which your firm has installed the proposed solution. The list shall include names, addresses, and telephone numbers of each reference.