ST. TAMMANY PARISH SCHOOL BOARD
COVINGTON, LA

REQUEST FOR PROPOSALS ON
Alarm Monitoring and POTS Lines Replacement 2026 Instructions

1. The St. Tammany Parish School Board (STPSB) will receive written proposals until 3:00 PM on May 11, 2026. All proposals shall be either hand delivered or sent via registered or certified mail, UPS or FedEx with a return receipt requested to the St. Tammany Parish School Board Office located at 321 N. Theard Street, Covington, Louisiana 70433, in a sealed envelope clearly labeled on the **outside: "RFP #211 Alarm Monitoring and POTS Lines Replacement, 2026".** All proposals arriving after the above date and hour will not be considered.

2. Proposals may also be submitted electronically at www.centralbidding.com.

3. You may find related proposal materials including detailed specifications necessary to complete you Request for Proposal at www.centralbidding.com and/or www.stpsb.org.

4. Vendors submitting proposals via mail or delivery must include an original proposal, six (6) copies and an electronic copy (i.e. flash drive, USB drive, CD, etc.). Vendors must also include all fully executed, **original** attachments relative to this Request for Proposal. The attachments associated with this Request for Proposal are the enclosed Proposal Information Form (page 10) Contract Provisions for Procurement Contracts (Attachment A) in the event Federal funds are used for any portion of this purchase, STPSB Contract Addendum (Attachment B), the Affidavit for Compliance with Section 889(a)) of the Fiscal Year 2019 National Defense Authorization Act (Attachment C), Certification Regarding Lobbying (Attachment D), The Debarment and Suspension Certification Form (Attachment E), Non-Collusion Statement (Attachment F) and Firearm Discriminatory Act 587 (SB 234) Disclosure (Attachment G). **Proposals submitted without the fully executed originals of all attachments will be considered non-responsive.**

5. Proposals submitted electronically via www.centralbidding.com, must provide all fully executed attachments relative to this Request for Proposal. The attachments associated with this Request for Proposal are the enclosed Proposal Information Form (page 10) Contract Provisions for Procurement Contracts (Attachment A) in the event Federal funds are used for any portion of this purchase, STPSB Contract Addendum (Attachment B), the Affidavit for Compliance with Section 889(a)) of the Fiscal Year 2019 National Defense Authorization Act (Attachment C), Certification Regarding Lobbying (Attachment D), The Debarment and Suspension Certification Form (Attachment E), Non-Collusion Statement (Attachment F) and Firearm Discriminatory Act 587 (SB 234) Disclosure (Attachment G). **Proposals submitted without all of the fully executed attachments will be considered non-responsive. Vendors submitting electronically must furnish the original fully**

executed Affidavit for Compliance with Section 889(a) of the Fiscal Year 2019 National Defense Authorization Act (Attachment C), upon award.

6. Contractors must be properly licensed by the Louisiana State Board for Contractors, Fire Marshall and any other licensing authority for each scope of work performed. If the total of your proposal is $50,000 or more, and requires a license, you must show the appropriate license number(s) on the **outer most packaging** of your proposal and submit a copy of the required license with vendor's proposal. **If a license is required, contractor must provide proof.**

7. Proposals submitted will be evaluated by a committee consisting of at least three (3) members. During the evaluation process, the evaluators may, at their discretion, request any one or all firms/individuals to make oral presentations. Such presentations will provide firms with an opportunity to answer any questions the evaluators may have on a firm's proposal. Not all firms may be asked to make such oral presentations. In the event St. Tammany Parish School Board has a question during the evaluation process, a Committee Member will reach out.

8. The successful bidder(s) shall furnish a Certificate of Insurance within fifteen (15) calendar days following award but prior to start of service. Certificate shall provide for 30-day notice of cancellation, specifically name St. Tammany Parish School Board, its officers, and/or officials as additional insure, and:
    a. Comprehensive General Liability - $1,000,000.00 combined single limit. Coverage to include premises, operations, contractor's protective liability, products and completed operation, contractual liability.
    b. Comprehensive General Automobile Liability Insurance with minimum limits of Bodily Injury – Each Person $1,000,000.00, Bodily Injury – Each Occurrence $1,000,000.00, Property Damage – Each Occurrence $1,000,000.00. Coverage shall be written to include all owned, non-owned and hired vehicles.
    c. Workers' Compensation – State of Louisiana, Employer's Liability, Statutory requirements $1,000,000.00. Provide waiver of subrogation in favor of the St. Tammany Parish School Board.

9. It is the intent of the specifications to invite proposals on high quality merchandise. Mentioning a brand, manufacturer and number is done only to establish the standard of quality desired. It is not the intent to eliminate brands of equal quality but instead to set forth and convey to prospective bidders the general style, type, character, and quality of the product desired.

10. Sales tax IS NOT to be included in your proposal price. St. Tammany Parish School Board is exempt from sales tax as provided by LA R.S. 47:301(8)(c). Sales tax exemption only applies to purchases between St. Tammany Parish School Board and the contractor/vendor. Sales tax exemption does not apply to purchases made directly by the contractor/vendor to other companies on behalf of the school board. Those purchases are not sales tax exempt.

11. In accordance with Revised Statue 38:2237 A(9), the School Board may reject all proposals when it is deemed that such action is in the best interest of the School Board.

12. Questions concerning the RFP submittal may be directed at the Purchasing Department at purchasing@stpsb.org. or via telephone at (985) 898-3224.

FRANK J. D'ABBIA
Superintendent