

**ST. TAMMANY PARISH SCHOOL BOARD
COVINGTON, LA**

REQUEST FOR PROPOSALS

Generator Maintenance Services 2026-2027 – Instructions

1. The St. Tammany Parish School Board (STPSB) will receive written proposals until 3:00 PM on June 18, 2026 for Generator Maintenance Services for thirty (30) existing school generators and three (3) fire pumps in accordance with the following instructions and attached specifications. 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 #213 Generator Maintenance Services, 2026-2027”. 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 your 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, 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, 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. Contract period will be July 1, 2026 through June 30, 2027.
7. Contractors must be certified/authorized to perform preventative maintenance work on the generators/equipment as specified in the RFP. Proof of certification or license is required with the RFP submittal. All work performed shall be done by using trained, skilled, and professional skilled person employed by the contractor.
8. 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 bidders/individuals to make oral presentations. Such presentations will provide firms with an opportunity to answer any questions the evaluators may have on a bidder's proposal. Not all firms may be asked to make such oral presentations. In the event STPSB has a question during the evaluation process, a Committee Member will reach out.
9. 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.
10. It is the intent of the specifications to invite proposals on high quality service, expertise, and experience to establish the standard of quality desired. It is not the intent to eliminate services of equal quality but instead to set forth and convey to prospective bidders the general style, type, character, and quality of the services desired.
11. 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.

12. 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.
13. 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. JABBIA
Superintendent

ITEM 1

Lakeshore High School
Generator #1- Administrative Building/Cafeteria
#1 Titan Trace
Mandeville, LA 70448

Area of Coverage Gen. 1: Administrative Building/Cafeteria

Generator: Manufacturer: ONAN
Model: 500GFGA
Serial #: HM08I224302
Size: 500KW
Fuel: NATURAL GAS

ATS 1: Manufacturer: ONAN
Description: 480V, 4 Pole, NEMA 1
Model: OTPCD-582482
Serial #: F090009131

Cost to provide the scheduled preventative maintenance services:

September Inspection: _____

January Inspection: _____

May Inspection: _____

Total Cost/Year: _____

NOTE: Contact David Spell at (985-373-2889) to schedule an appointment to visit this location.

ITEM 2

Lakeshore High School
Generator #2 – Gymnasium
#1 Titan Trace
Mandeville, LA 70448

Area of Coverage Gen 2: Gymnasium

Generator 2: Manufacturer: ONAN

Model: 500 GFGA

Serial #: JM07I215631

Size: 500KW

Fuel: NATURAL GAS

ATS 2: Manufacturer: ONAN

Description: 800A, 480V, 4 POLE

Model: OTPCD-5867698

Serial #: F070070062

Cost to provide the scheduled preventative maintenance services:

September Inspection: _____

January Inspection: _____

May Inspection: _____

Total Cost/Year: _____

NOTE: Contact David Spell at (985-373-2889) to schedule an appointment to visit this location.

ITEM 3

Marigny Elementary School
1715 Viola Street
Mandeville, LA 70448

Area of Coverage: Kitchen, Cafeteria, Administration

Generator: Manufacturer: ONAN
Model: GTA855G3
Serial #: 25334716
Size: 250KW
Fuel Type: NATURAL GAS

ATS: Manufacturer: ONAN
Model: 250GFBC
Serial #: KM081179503

Cost to provide the scheduled preventative maintenance services:

September Inspection: _____

January Inspection: _____

May Inspection: _____

Total Cost/Year: _____

NOTE: Contact Lonnie Burgess at (985-630-2894) to schedule an appointment to visit this location.

ITEM 4

C.J Schoen Administrative Complex
321 N. Theard Street
Covington, LA 70433

Area of Coverage Emergency Systems

Generator: Manufacturer: ONAN
Model: DFCB-5703583
Serial #: C050753400
Size: 300KW
Fuel Type: DIESEL W/ NATURAL GAS CONVERSION KIT

ATS: Manufacturer: ONAN
Description: 480V, 4 Pole, 3 Phase, Nema 1

Cost to provide the scheduled preventative maintenance services:

September Inspection: _____

January Inspection: _____

May Inspection: _____

Total Cost/Year: _____

NOTE: Contact Lonnie Burgess at (985-630-2894) to schedule an appointment to visit this location.

ITEM 5

Information Technology Building
215 West 17th Avenue
Covington, LA 70433

Area of Coverage: Computer Room

Generator: Manufacturer: Generac

Model: SF-500

Serial #: 3008529066

Fuel: NATURAL GAS / DIESEL

Size: 500 KW

ATS: Manufacturer: GENERAC

Model # ATC3C5C30800BRU

Serial # 300846516

Cost to provide the scheduled preventative maintenance services:

September Inspection: _____

January Inspection: _____

May Inspection: _____

Total Cost/Year: _____

NOTE: Contact Lonnie Burgess at (985-630-2894) to schedule an appointment to visit this location.

ITEM 6

Little Oak Middle School
59241 Rebel Drive
Slidell, LA 70461

Area of Coverage Cafeteria

Generator: Manufacturer: ONAN
 Model: GGHG-5790022
 Serial #: B070024602
 Size: 85 KW
 Fuel: NATURAL GAS

ATS: Brand: ONAN
 Description: 208V, 300A, 3P
 Model: OTECC-5790139
 Serial #: CO70029755

Cost to provide the scheduled preventative maintenance services:

September Inspection: _____

January Inspection: _____

May Inspection: _____

Total Cost/Year: _____

NOTE: Contact David Spell at (985-373-2889) to schedule an appointment to visit this location.

ITEM 7

Slidell High School
#1 Tiger Drive
Slidell, LA 70458

Area of Coverage: Administration

Generator: Manufacturer: ONAN
Model: 250GFBC
Serial #: DM07C204244
Fuel: NATURAL GAS
Size: 250 KW

ATS: Manufacturer: ONAN
Description: 400A, 3PHASE, 3W, 250V

Cost to provide the scheduled preventative maintenance services:

September Inspection: _____

January Inspection: _____

May Inspection: _____

Total Cost/Year: _____

NOTE: Contact David Spell at (985-373-2889) to schedule an appointment to visit this location.

ITEM 8

Little Pearl Elementary School
63829 Hwy 11
Pearl River, LA 70452

Area of Coverage: Kitchen, Administration, Special Ed Classrooms

Generator: Manufacturer: ONAN
Model: GGLB-5961970
Serial #: L070141711
Size: 150kw
Fuel: NATURAL GAS

ATS: Manufacturer: ONAN
Description: 400amp, 3 pole, 480 volt, 3 phase, 60Hz

Cost to provide the scheduled preventative maintenance services:

September Inspection: _____

January Inspection: _____

May Inspection: _____

Total Cost/Year: _____

NOTE: Contact David Spell at (985-373-2889) to schedule an appointment to visit this location.

ITEM 9

Covington High School
73030 Lion Drive
Covington, LA 70433

Area of Coverage: Main School Building

Generator: Manufacturer: CATERPILLAR
Model: C27-Engine-GS327
Serial #: AFR03156
Size: 800kw
Fuel: DIESEL

ATS: Manufacturer: GENERAL ELECTRIC
Description: ZTGSE 2600A 4P Trans Switch MX150

Cost to provide the scheduled preventative maintenance services:

September Inspection: _____

January Inspection: _____

May Inspection: _____

Total Cost/Year: _____

NOTE: Contact Lonnie Burgess at (985-630-2894) to schedule an appointment to visit this location.

ITEM 10

Creekside Jr. High School
65434 Highway 41
Pearl River, LA 70452

Area of Coverage: Entire School

Generator: Manufacturer: CATERPILLAR

Model: C18 PKGG

Serial #: EKW00923

Size: 600kw

Fuel: DIESEL

ATS: Manufacturer: GENERAL ELECTRIC

Description: ZTGSE 2600A 4P Trans Switch MX150

Cost to provide the scheduled preventative maintenance services:

September Inspection: _____

January Inspection: _____

May Inspection: _____

Total Cost/Year: _____

NOTE: Contact David Spell at (985-373-2889) to schedule an appointment to visit this location.

ITEM 11

Lakeshore High School
#1 Titan Trace
Mandeville, LA 70448

Engine: Manufacturer: John Deere Powertech
 Model: JU4H-UF20
 Serial #: PE4045D706823
 Size: 4.5 Liter Engine
 Fuel: DIESEL

Cost to provide the scheduled preventative maintenance services:

September Inspection: _____

January Inspection: _____

May Inspection: _____

Total Cost/Year: _____

NOTE: Contact David Spell at (985-373-2889) to schedule an appointment to visit this location.

ITEM 12

Brooks Educational Complex
2544 Sgt. Alfred Drive
Slidell, LA 70458

Area of Coverage: Partial Building B

Generator: Manufacturer: CUMMINGS
Model: 250 GFBC
Serial #: 25337890
Size: 230KW, 277/480 VOLT
Fuel: NATURAL GAS

ATS: Manufacturer: ONAN
Model: OTEC
Description: 480V, 3 POLE, 400 AMP

Cost to provide the scheduled preventative maintenance services:

September Inspection: _____

January Inspection: _____

May Inspection: _____

Total Cost/Year: _____

NOTE: Contact David Spell at (985-373-2889) to schedule an appointment to visit this location.

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ITEM 13

Salmen High School
300 Spartan Drive
Slidell, LA 70458

Area of Coverage: Cafeteria/Kitchen; Administration Building;
Chiller #3 & Pumps P3, P6, P7 for chiller #3

Generator: Manufacturer: CUMMINGS
Model: GFLC
Serial #: A09B149468
Size: 880 KW
Fuel: NATURAL GAS

ATS: Manufacturer: CUMMINGS
Model: OTEC
Description: (2) 800 AMP, 4 POLE AND (1) 600 AMP, 4 POLE

Cost to provide the scheduled preventative maintenance services:

September Inspection: _____

January Inspection: _____

May Inspection: _____

Total Cost/Year: _____

NOTE: Contact David Spell at (985-373-2889) to schedule an appointment to visit this location.

ITEM 14

Lancaster Elementary School
133 Pine Creek Drive
Madisonville, LA 70447

Area of Coverage: Gymnasium; Cafeteria/Kitchen; Administration Area;
Fire Alarm System; Data Closets

Generator: Manufacturer: CUMMINGS
Model: 300 GFEB
Serial #: EM10D176985
Size: 300 KW
Fuel: NATURAL GAS

ATS: Manufacturer: CUMMINGS

Cost to provide the scheduled preventative maintenance services:

September Inspection: _____

January Inspection: _____

May Inspection: _____

Total Cost/Year: _____

NOTE: Contact Lonnie Burgess at (985-630-2894) to schedule an appointment to visit this location.

ITEM 15

Boyet Jr. High School
59295 Rebel Drive
Slidell, LA 70461

Area of Coverage: Partial New Administration Building and Cafeteria

Generator: Manufacturer: KOHLER
Model: 150 REZG
Serial #: 2317256
Size: 150 KW, 120/208V
Fuel: NATURAL GAS

ATS: Manufacturer: KOHLER
Model: KCS-DCVA-0400B
Description: 400 AMP, 208V, 4 POLE

Cost to provide the scheduled preventative maintenance services:

September Inspection: _____

January Inspection: _____

May Inspection: _____

Total Cost/Year: _____

NOTE: Contact David Spell at (985-373-2889) to schedule an appointment to visit this location.

ITEM 16

Bayou Lacombe Middle School
27527 St. Joseph Street
Lacombe, LA 70445

Area of Coverage: Partial Main School Building, Cafeteria and Gym

Generator: Manufacturer: KOHLER
Model: 100 REZG
Serial #: 2321663
Size: 100 KW, 120/240V
Fuel: NATURAL GAS

ATS: Manufacturer: KOHLER
Model: (1) KCT-AFVA-02305 AND (1) KCT-AFVC-02305
Description: 230 AMP, 240V

Cost to provide the scheduled preventative maintenance services:

September Inspection: _____

January Inspection: _____

May Inspection: _____

Total Cost/Year: _____

NOTE: Contact Lonnie Burgess at (985-630-2894) to schedule an appointment to visit this location.

ITEM 17

Pitcher Jr. High School
415 S. Jefferson Avenue
Covington, LA 70433

Area of Coverage: Administration; Partial Cafeteria;
Kitchen Cooler/Freezer; Elevator

Generator: Manufacturer: CUMMINGS
Model: GFEB
Serial #: FM10E218488
Size: 300 KW
Fuel: NATURAL GAS

ATS: Manufacturer: CUMMINGS
Model: OTEC
Description: 600 AMP, 3 POLE

Cost to provide the scheduled preventative maintenance services:

September Inspection: _____

January Inspection: _____

May Inspection: _____

Total Cost/Year: _____

NOTE: Contact Lonnie Burgess at (985-630-2894) to schedule an appointment to visit this location.

ITEM 18

Mandeville High School
#1 Skipper Drive
Mandeville, LA 70471

Area of Coverage: Partial Kitchen

Generator: Manufacturer: ONAN
Model: 350GFEB
Serial #: HM12F268596
Size: 350 KW
Fuel: NATURAL GAS

ATS: Manufacturer: CUMMINS
Model: OTEC
Description: 400amp, 3 pole, 480 volt, 3 phase, 60Hz

Cost to provide the scheduled preventative maintenance services:

September Inspection: _____

January Inspection: _____

May Inspection: _____

Total Cost/Year: _____

NOTE: Contact Lonnie Burgess at (985-630-2894) to schedule an appointment to visit this location.

ITEM 19

Fifth Ward Jr. High School
81419 Highway 21
Bush, LA 70431

Fire Pump: Manufacturer: AURORA
Model: 5-481-15HSC
Serial #:
Size: 1000 GPM @ 140 PSI
Fuel: DIESEL

Engine: Manufacturer: CLARKE
Model: JU6H-UFADNG
Serial #: PE4045T793410
Size: 2350 RPM
Fuel: DIESEL

Cost to provide the scheduled preventative maintenance services:

September Inspection: _____

January Inspection: _____

May Inspection: _____

Total Cost/Year: _____

NOTE: Contact Lonnie Burgess at (985-630-2894) to schedule an appointment to visit this location.

ITEM 20

Abita Springs Elementary School
24410 Level Street
Abita Springs, LA 70420

Area of Coverage: Cafeteria

Generator: Manufacturer: CUMMINGS
Model: GGLB-4690109
Serial #: E100125523
Size: 150 KW 120/208V
Fuel: NATURAL GAS

ATS: Manufacturer: CUMMINGS
Model: OTPCC-4690107
Serial #: D100116484
Description: 600 AMP 208V

Cost to provide the scheduled preventative maintenance services:

September Inspection: _____

January Inspection: _____

May Inspection: _____

Total Cost/Year: _____

NOTE: Contact Lonnie Burgess at (985-630-2894) to schedule an appointment to visit this location.

ITEM 21

Fifth Ward Jr. High School
81419 Highway 21
Bush, LA 70431

Area of Coverage: Cafeteria; Band/Choral Building;
Office w/Restrooms in old building

Generator: Manufacturer: CATERPILLAR
Model: ENGINE: C18; GENERATOR: LC7
Serial #: G7A02999
Size: 600 KW 277/480V
Fuel: DIESEL

ATS: Manufacturer: CATERPILLAR
Model: CTS
Serial #: TSG03464
Description: 1000 AMP

Cost to provide the scheduled preventative maintenance services:

September Inspection: _____

January Inspection: _____

May Inspection: _____

Total Cost/Year: _____

NOTE: Contact Lonnie Burgess at (985-630-2894) to schedule an appointment to visit this location.

ITEM 22

Folsom Jr. High School
83055 Hay Hollow Road
Folsom, LA 70437

Area of Coverage: Administration and Cafeteria

Generator: Manufacturer: CUMMINGS
Model: GGLB-6443706
Serial #: A110184204 SPEC H
Size: 150 KW 120/208V
Fuel: NATURAL GAS

ATS: Manufacturer: CUMMINGS
Model: OTPCC-6443704
Serial #: L100178111
Description: 600 AMP-2084

Cost to provide the scheduled preventative maintenance services:

September Inspection: _____

January Inspection: _____

May Inspection: _____

Total Cost/Year: _____

NOTE: Contact Lonnie Burgess at (985-630-2894) to schedule an appointment to visit this location.

ITEM 23

Clearwood Jr. High School
130 Clearwood Drive
Slidell, LA 70458

Area of Coverage: Gymnasium

Generator: Manufacturer: KOHLER
Model: KBR-10-0024#3850 100REOZJD
Serial #: 2288053
Size: 100 KW 480V
Fuel: DIESEL

ATS: Manufacturer: KOHLER
Model: KSS-DCVC-0400S
Serial #: K2284815
Description: 400 AMP

Cost to provide the scheduled preventative maintenance services:

September Inspection: _____

January Inspection: _____

May Inspection: _____

Total Cost/Year: _____

NOTE: Contact David Spell at (985-373-2889) to schedule an appointment to visit this location.

ITEM 24

Lee Road Jr. High School
79131 Highway 40
Covington, LA 70435

Area of Coverage: Gymnasium

Generator: Manufacturer: KOHLER
Model: KBR-10-0025 # 3851 100REOZJD
Serial #: 2288054
Size: 100 KW 208V
Fuel: DIESEL

ATS: Manufacturer: KOHLER
Model: KSS-DCVC-0400S
Serial #: K2284816
Description: 400 AMP

Cost to provide the scheduled preventative maintenance services:

September Inspection: _____

January Inspection: _____

May Inspection: _____

Total Cost/Year: _____

NOTE: Contact Lonnie Burgess at (985-630-2894) to schedule an appointment to visit this location.

ITEM 25

Henry Mayfield Elementary School
31820 Highway 190 W
Slidell, LA 70460

Area of Coverage: Water Plant/Fire Pumps

Generator: Manufacturer: CUMMINGS
Model: 215 GFBB
Serial #: 2533835
Size: 215 KW
Fuel: NATURAL GAS

ATS: Manufacturer: ASCO
Description: 150 AMP

Cost to provide the scheduled preventative maintenance services:

September Inspection: _____

January Inspection: _____

May Inspection: _____

Total Cost/Year: _____

NOTE: Contact David Spell at (985-373-2889) to schedule an appointment to visit this location.

ITEM 26

Henry Mayfield Elementary School
31820 Highway 190 W
Slidell, LA 70460

Area of Coverage: Main School Building

Generator: Manufacturer: CUMMINGS
Model: GFEA
Serial #: 37239235
Size: 325 KW
Fuel: NATURAL GAS

ATS: Manufacturer: ASCO
Description: 400 AMP

Cost to provide the scheduled preventative maintenance services:

September Inspection: _____

January Inspection: _____

May Inspection: _____

Total Cost/Year: _____

NOTE: Contact David Spell at (985-373-2889) to schedule an appointment to visit this location.

ITEM 27

Henry Mayfield Elementary School
31820 Highway 190 W
Slidell, LA 70460

Fire Pump: Manufacturer: PATTERSON PUMP COMPANY

Model: 5"X3" MAC

Serial #: PE4045D706823

Size: 500 GPM @ 65 PSID

Fuel: ELECTRIC

Cost to provide the scheduled preventative maintenance services:

September Inspection: _____

January Inspection: _____

May Inspection: _____

Total Cost/Year: _____

NOTE: Contact David Spell at (985-373-2889) to schedule an appointment to visit this location.

ITEM 28

Alton Elementary School
38276 N. 5th Avenue
Slidell, LA 70460

Area of Coverage: Kitchen walk-in cooler/freezer; Admin Area; Main IT Room

Generator: Manufacturer: KOHLER
Model: 200REZX
Serial #: EE10H100540
Size: 200 KW
Fuel: NATURAL GAS

ATS: Manufacturer: KOHLER KCT-AMTC-0400S
Description: 400 AMP, 3 POLE, 4 WIRE, NEMA 3R

Cost to provide the scheduled preventative maintenance services:

September Inspection: _____

January Inspection: _____

May Inspection: _____

Total Cost/Year: _____

NOTE: Contact David Spell at (985-373-2889) to schedule an appointment to visit this location.

ITEM 29

E.E. Lyon Elementary School
1615 N. Florida Street
Covington, LA 70433

Area of Coverage: Gymnasium, front office, and library buildings

Generator: Manufacturer: KOHLER
Model: 400REOZJB
Serial #: SGM32GPSM
Size: 400 KW
Fuel: DIESEL

ATS: Manufacturer: KOHLER
Model: KEP-DCVC-12000SPN
Serial #: SGM32GPVD
Description: 1200 AMP RATED NEMA 3 SWITCHGEAR

Cost to provide the scheduled preventative maintenance services:

September Inspection: _____

January Inspection: _____

May Inspection: _____

Total Cost/Year: _____

NOTE: Contact Lonnie Burgess at (985-630-2894) to schedule an appointment to visit this location.

ITEM 30

HARRISON CURRICULUM CENTER
706 West 28th Street
Covington, LA 70433

Area of Coverage: 2 Story Brick Building at corner of W. 29th & N. Tyler

Generator: Manufacturer: KOHLER
Model: 400REOZJB
Serial #: SGM32GPSX
Size: 400 KW
Fuel: DIESEL

ATS: Manufacturer: KOHLER
Model: KEP-DCVC-1200S-PK
Serial #: SGM32GR4L
Description: 1200 AMP RATED NEMA 1 SWITCHGEAR (INDOOR)

Cost to provide the scheduled preventative maintenance services:

September Inspection: _____

January Inspection: _____

May Inspection: _____

Total Cost/Year: _____

NOTE: Contact Lonnie Burgess at (985-630-2894) to schedule an appointment to visit this location.

ITEM 31

Pearl River High School
39110 Rebel Lane
Pearl River, LA 70452

Area of Coverage: Kitchen Area

Generator: Manufacturer: CUMMINS
Model: GG06-1624153
Serial #: F160968953
Size: 100 KW
Fuel: NATURAL GAS

ATS: Manufacturer: CUMMINS
Model: OTECB-1623886
Serial #: F16M962256
Description: 225 AMP

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Cost to provide the scheduled preventative maintenance services:

September Inspection: _____

January Inspection: _____

May Inspection: _____

Total Cost/Year: _____

NOTE: Contact David Spell at (985-373-2889) to schedule an appointment to visit this location.

ITEM 32

Abney Elementary
825 Kostmayer Avenue
Slidell, LA 70458

Area of Coverage: Cafeteria coolers/freezers

Generator: Manufacturer: CUMMINS
Model: GGHF-1524834
Serial #: J150879741
Size: 70 KW
Fuel: NATURAL GAS

ATS: Manufacturer: CUMMINS
Model: OTEC
Serial #: I15M873585
Description: 300 AMP

Cost to provide the scheduled preventative maintenance services:

September Inspection: _____

January Inspection: _____

May Inspection: _____

Total Cost/Year: _____

NOTE: Contact David Spell at (985-373-2889) to schedule an appointment to visit this location.

ITEM 33

Covington Warehouse
19380 Claiborne Hill
Covington, LA 70433

Area of Coverage: Maintenance Warehouse

Generator: Manufacturer: ONAN
Model: DGFA-5674276
Serial #: F04656218
Size: 150 KW
Fuel: DIESEL

ATS: Manual

Cost to provide the scheduled preventative maintenance services:

September Inspection: _____

January Inspection: _____

May Inspection: _____

Total Cost/Year: _____

NOTE: Contact Lonnie Burgess at (985-630-2894) to schedule an appointment to visit this location.

Bidders must include a separate lump sum price to replace all belts, coolant and coolant hoses on all generators. Price must include the total cost of all parts and labor. Replacement of the belts, coolant and coolant hoses must be done during September 2026.

TOTAL PRICE TO REPLACE ALL BELTS AND HOSES:

\$ _____

* * * * *

List three (3) references for current users of similar services:

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

BID SUBMITTED BY:

Name of Company

Date of Bid

Mailing Address

Printed Name of Representative

City, State, Zip Code

Signature of Representative

Telephone Number

Email Address of Representative

**ST. TAMMANY PARISH SCHOOL BOARD
COVINGTON, LOUISIANA**

**RFP # 213 – SPECIFICATIONS ON
GENERATOR MAINTENANCE SERVICES 2026-2027**

The St. Tammany Parish School Board (STPSB) is requesting proposals from qualified vendors for Generator Maintenance Services for thirty (30) existing school generators and three (3) fire pumps from July 1, 2026 through June 30, 2027 in accordance with the following specifications.

PART 1 - GENERAL

OBJECTIVE:

Contractor shall be responsible for providing maintenance service for thirty (30) existing school generators and three (3) fire pumps for a period of one (1) year with an option to extend the contract on a yearly basis for an additional three (3) years if both parties agree to do so.

The following generators/fire pumps shall be inspected three (3) times and serviced as indicated herein. Each generator/fire pump shall be inspected during the months of September, January, and May. Contractor must submit prices on the enclosed bid forms for each location. Contractor must indicate a price for each month(s) inspection and a total cost/year price for each generator. See enclosed bid forms for locations and types of generators to be serviced under this RFP.

The St. Tammany Parish School Board (STPSB) reserves the right to add generators/fire pumps at other locations during this contract period at the same bid price for similar equipment under this contract.

EXECUTIVE SUMMARY:

Contractor shall provide a brief narrative summarizing company's ability to meet the requirements of this RFP including company mailing address, sales contact information, valid email address, and company telephone number.

COMPANY PROFILE:

Contractor shall also include a brief summary of company's qualifications, number of years in business, experience, and staff profile. Please include the number of staff dedicated to providing requested services.

REFERENCES:

Contractor(s) shall include a minimum of three (3) references on which similar contracts have been provided within the past three (3) years or are currently in progress. School systems or similar organizations with several locations are preferred. Include the name, address and telephone number of a key contact person and a brief description of the services provided.

PART 2- SCOPE OF SERVICES

CONTRACTOR SERVICE REQUIREMENTS:

Contractor shall inspect the following generators/fire pumps three (3) times and serviced as indicated. Each generator/fire pump shall be inspected during the months of September, January, and May described herein.

Contractor shall be certified/authorized to perform preventative maintenance work on the equipment specified herein.

All work performed under this contract should be performed by using trained, skilled, and professional crafts persons who are employed under the direct supervision of the Contractor.

The successful contractor shall provide all labor, materials, and equipment necessary to perform the work required.

The successful contractor must schedule the preventative maintenance visits with the St. Tammany Parish School Board Maintenance Department at least twenty-four (24) hours prior to visit. A representative from the Maintenance Department must accompany the successful contractor to these visits and this representative must sign the preventative maintenance/inspection report.

All employees and subcontractors (if applicable) of the awarded Contractor who will be performing work on any phase of the contract arising out of this bid may be subject to a criminal history background check by the STPSB. Such person(s), if requested by the STPSB, must provide fingerprints and other required information to facilitate such a check. At the completion of a background check, STPSB may, at its sole discretion, decide that a particular Contractor's employee be prohibited from entering the STPSB properties.

Awarded Contractor shall report to STPSB of any subcontractors. Contractor shall include all subcontractors as insureds under its policies OR shall be responsible for verifying and maintaining the certificates provided by each subcontractor. Subcontractors shall be subject to all requirements stated herein. Contractor must provide name(s), address, and phone number of any subcontractor.

The St. Tammany Parish School Board reserves the right to award this bid based on an all or none basis or on an item-by-item basis, whichever is more advantageous to the St. Tammany Parish School Board.

JOB SITE:

Prior to bidding, it shall be the responsibility of the Contractor to visit the job site(s) and inspect each generator and/or fire pump to establish to his satisfaction with the condition of the equipment to be maintained and any other conditions affecting the work to be performed. This equipment is offered in an "as is" condition. No claims shall be allowed for correction of deficiencies claimed to exist prior to award of contract.

Bidders are encouraged to visit the various sites by making an appointment with the appropriate Assistant Directors of Maintenance as listed on the enclosed bid forms. No one will be allowed to visit any of the sites without scheduling an appointment.

STPSB maintains a tobacco, alcohol/drug free environment. The sale or use of tobacco, alcohol, or drugs, in any form, or related product, is always prohibited in school buildings and on school property. Any individual found violating this policy will be requested to remove the product and themselves from school premises.

Contractors shall take all reasonable precautions for the safety of, and shall provide all reasonable protection to prevent damage, injury, or loss to: a) Contractor's employees and subcontractors; b) any and all innocent bystanders, and c) any and all equipment and the facilities and premises of STPSB.

Contractor shall assume full responsibility and liability for compliance with all applicable regulations pertaining to the health and safety of personnel during the execution of work. Contractor shall be liable for accidents, injury, breakage, loss or damage to the equipment or machinery or property connected therewith or the resultant consequences caused by negligent acts of omission or commission by the Contractor's agents, employees, or subcontractors.

SERVICE INTERRUPTIONS:

Services to the buildings shall be kept in operation at all times. If a situation occurs that the service needs to be interrupted, the Contractor shall be responsible for contacting the proper authorities to schedule the outage at a time that is convenient to the occupants. It shall be understood that this outage may have to be scheduled after regular working hours and/or on the weekends.

Contractor shall notify the STPSB Maintenance Department immediately should any equipment or system shut down occur for an extended period and the measure being implemented to put the equipment back in service.

Contractor must include an hourly rate sheet for straight time, overtime work, Sundays, and Holidays. The price offered is a firm fixed price and will remain the same over the life of this contract.

Successful contractor must provide a telephone number(s) and contact name(s) who will be able to take calls and solve problems over the phone and to physically be able to respond to emergency situations (both during normal operational conditions and during formal declared emergencies) by making necessary repairs.

Successful contractor must be able to respond to emergency call-out service within 4 hours.

GENERATOR/FIRE PUMP MAINTENANCE:

Contractor shall be responsible for providing maintenance service for thirty (30) existing school generators and three (3) fire pumps. Contractor shall inspect each generator/fire pump three (3) times and serviced as indicated during the months of May, September, and January. All inspections and services will be performed during regular working hours, defined as 7:00 a.m. - 3:30 p.m. and regular working days defined as Monday - Friday, unless otherwise specified.

Service Technicians shall check in at the front office upon arrival for a visitor pass before any work can be done on site. Prior to leaving site, service technician(s) shall return the visitor pass to the front office.

MATERIALS:

Equipment and materials shall be new and shall be listed by Underwriters Laboratories for the purpose for which they are being used. All material, of similar use, shall be of the same manufacturer. **During May Inspection, Contractor shall furnish lube oil, primary & bypass lube filters, fuel filters, air filters, and water filters as per manufacturer recommendations.**

INSPECTIONS REPORT:

Successful contractor shall complete a preventative maintenance/inspection report and a maintenance log/report for each generator and/or fire pump during each inspection. Report must detail the services conducted per each visit on a per site basis. **(Sample reports should be submitted with the RFP.)**

A Maintenance Representative must sign the maintenance/inspection report and maintenance log/report after each inspection. Copies of **all reports** must be sent to: Gary Hoover, David Spell, and Lonnie Burgess at Maintenance@stpsb.org after each inspection.

INSPECTIONS:

1. **September:** During the September inspection, the contractor shall perform the indicated services listed below. **In addition, the contractor shall perform a load test on the generators.**
2. **January:** During the January inspection, the contractor shall perform the indicated services listed below. **Inspections must be completed within the first two weeks of January.**
3. **May:** During the May inspection, the contractor shall perform the indicated services listed below. **In addition, the contractor shall change lube oil, primary & bypass filters, fuel filters, water filters, and air filters.**

SERVICES:

BATTERY & BATTERY CHARGER SYSTEM:

1. Clean all battery terminals and verify the integrity of cables and connectors.
2. Load-test the battery.
3. Measure the specific gravity of each battery cell.
4. Inspect electrolyte level and add fluid if necessary.
5. Verify proper operation and float voltage of the internal and/or external battery charger.
6. Verify and record output of the engine alternator.

ENGINE:

1. Verify and record oil pressure and water temperature.
2. Test all safety shutdown circuits and alarms including, but not limited to, the following: overspeed, over-crank, low oil pressure, high water temperature, and low coolant level.
3. Inspect air intake system including air filter condition, and crankcase breather.
4. Inspect muffler system and drain condensation traps, if applicable, and verify rain cap operation.
5. Inspect engine starting system, verify cable integrity and connections.
6. Inspect exhaust flex coupling and piping for leaks and proper connections; tighten connections as required and repair if necessary.
7. Check for abnormal vibration or noise.
8. Inspect spark plugs, plug wires and distributor (gaseous fueled only).
9. Check engine oil levels: add if substances are low.

FUEL SYSTEM:

1. Inspect all fuel lines and hoses for visual leaks and general condition; repair or replace as needed.
2. Inspect day tank and float assembly for proper operation and leaks.
3. Inspect fuel pump for leaks; repair or replace as needed.
4. Verify proper operation of governor, and governor linkage {where applicable}.
5. Check and record the level of fuel in primary supply tank.
6. Drain water and sediment from fuel filter and fuel supply tanks (as needed).
7. Check diesel fuel for bacterial and fungal growth, water and solid contaminants and implement a fuel maintenance program when necessary to prevent system failure during periods of use.

COOLANT SYSTEMS:

1. Inspect all clamps, verify condition of all hoses, identify any visual leaks; repair or replace as needed.
2. Verify proper operation of engine jacket water heater.
3. Test coolant freeze-point and verify coolant level. (Adjust if necessary)
4. Test coolant additive package (DCA) for proper corrosion inhibitors.
5. Inspect belt condition and tension, replace, or repair, and correct as required.
6. Inspect radiator core for visual blockage or obstructions. (clean if necessary)
7. Inspect for proper operation of intake louvers, motorized or gravity (if applicable).
8. Verify proper operation of remote radiator (if applicable) & block heater.

CONTROLS:

1. Verify and record output voltage and adjust voltage regulator, if necessary.
2. Calibrate control meters.
3. Verify and record output frequency and adjust governor, if necessary.
4. Verify operation of all lamps on control panel.
5. Inspect for any loose connections, terminals, or discoloration. (Tighten, if necessary)

GENERATOR:

1. Inspect and lubricate generator end bell bearing (if applicable).
2. Inspect brushes, brush holders, and commutator.
3. Inspect cooling screen and general condition of alternator.
4. Inspect for abnormal vibration.
5. Verify connections and insulation condition.
6. Verify proper operation of shunt trip on mainline circuit breaker (if applicable).

AUTOMATIC TRANSFER SWITCH:

(Paralleling Switchgear, Bypass Switchgear, Manual Transfer Switches)

1. Verify proper operation of exerciser clock, adjust if necessary.
2. Provide visual inspection of all contacts and connection points.
3. Perform building load test if practical and inspect for proper transfer and retransfer.
4. Verify operation of all lamps on control.

LOAD BANK TESTING:

(September Inspection ONLY)

1. Perform resistive load bank test at 80% of generator nameplate capacity for one (1) hour.
2. Record all performance data in fifteen-minute intervals including: oil pressure, water temperature, voltage, and frequency.
3. Identify proper operation of fuel system, cooling system and overall condition of engine/generator set.
4. Load bank testing performed with no interruption to the normal power supply.

COSTS:

Bidder must submit prices on the enclosed bid forms for each location. Bidder must indicate a price for each month's inspection and a total cost/year price for each generator. See enclosed bid forms for locations and types of generators to be serviced. Prices shall include labor, supplies, equipment, tools, disposal fees, fuel surcharge, materials, and travel expenses.

ADDITIONAL SERVICES AND REPAIRS:

The successful bidder will be required to submit a written quotation for any additional repairs, parts, or services to be performed outside scope of maintenance contract which may be required during the contract period. Written quotation(s) must be sent to Gary Hoover, David Spell, and Lonnie Burgess at Maintenance@stpsb.org for approval. **A purchase order must be processed before any work can be performed.**

At the discretion of STPSB, repairs may be quoted out and awarded to other vendors.

Contractor shall include a rate-sheet listing costs for any additional repairs, parts, or services. Rate sheet shall state a firm hourly rate price for all services (Non-Emergency Call Backs, Emergency Call Backs) and repairs performed outside the specifications and requirements of this bid. The price offered is a firm fixed price and will remain the same over the life of this contract.

Prices quoted shall be as indicated on the rate sheet included with this bid. It is the responsibility of the awarded contractor to list all hourly rates, OT rates, and parts markup percent on rate sheet. Any required parts that are not included in the preventative maintenance services and are not available through manufacturer's warranty will be at the list price or lower.

WARRANTY:

If repairs are necessary, the Contractor shall guarantee all labor and materials for a period of ninety (90) days from the date of final repair.

WASTE DISPOSAL:

The contractor is responsible for all waste generated by their work on school grounds. All non-hazardous liquid waste must be removed from school property by the Contractor. All hazardous waste materials generated by the Contractor during servicing shall be removed from the school property and disposed of in accordance with all applicable Federal, State and Parish Laws and Regulations. Cost of disposals are to be endured by the Contractor.

NOTE: Under no circumstance is any non-hazardous/hazardous material to be disposed of at any location in the school system. (i.e., dumpsters)

INVOICES/PAYMENTS:

Payment will be made monthly upon receipt of itemized invoices. Invoice(s) shall include the date services were rendered, generator/fire pump manufacturer, model, and serial number, with school/site name and address specific and general description of services performed and awarded contract price. Invoice(s) shall be sent to: Gary Hoover, David Spell, and Lonnie Burgess at Maintenance@stpsb.org.

FAILURE TO PERFORM:

Should at any time the School Board become dissatisfied with the generator maintenance services, the successful Contractor shall be notified, in writing, by the Director of Maintenance regarding problems that occurred. The notice will detail the problems and site(s) experiencing the problems. The contractor will be required to contact the Director of Maintenance to discuss possible solution(s), and the contractor will be given a date by which to submit a written response with the proposed solutions.

TERMINATION OF CONTRACT:

If the successful contractor fails to comply with the RFP specifications, the St. Tammany Parish School Board will give thirty (30) days written notice to the successful bidder to render service in compliance with bid instructions/specifications and contract. At the expiration of thirty (30) days, if the unsatisfactory conditions have not been corrected, the St. Tammany Parish School Board reserves the right to cancel the contract and to secure services from another source, with the successful contractor forfeiting their Performance Bond.

BELTS AND HOSES:

Bidders must include a separate lump sum price to replace all belts, coolant, and coolant hoses on all generators. Price must include the total cost of all parts and labor. Replacement of the belts, coolant, and coolant hoses will be coordinated with Gary Hoover, Director of Maintenance.

TOTAL PRICE TO REPLACE ALL BELTS, COOLANT AND COOLANT HOSES:

\$ _____

PROPOSAL INFORMATION FORM

DATE: _____

COMPANY: _____
Legal Name of Agency Submitting Proposal

COMPANY ADDRESS: _____

CONTACT NAME: _____

TELEPHONE NUMBER: _____

EMAIL ADDRESS: _____

SIGNATURE: _____
Company Official (Duly authorized to sign proposals/contracts)

Typed or Printed Name & Title of Company Official

NOTE: THIS FORM MUST BE FILLED OUT AND SUBMITTED WITH YOUR PROPOSAL.

**ST. TAMANY PARISH SCHOOL BOARD
COVINGTON, LOUISIANA**

**REQUIRED CONTRACT PROVISIONS
FOR PROCUREMENT CONTRACTS**

Contractors must adhere to the following contract provisions below, if applicable

Environmental Protection-

- Contractor agrees 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).
- Contractor agrees to report each violation to the Federal awarding agency and the Regional Office of the Environmental Protection Agency.

Contractor will be expected to comply with federal statutes in the Debarment Act and the Anti-Lobbying Act.

Debarment and Suspension Certification (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 contains 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.
- By signing and submitting any bid or proposal for \$25,000 or more, the bidder certifies that their company, any subcontractors, or principals are not suspended or debarred by the general services administration (GSA) in accordance with the requirements in "audit requirements in subpart F of the Office of Management and Budget's Uniform Administrative requirements, cost principles, and audit requirements for federal awards"

Lobbying Certification Byrd Anti-Lobbying Amendment, 31 U.S.C. 1352 (as amended)

Contractors must adhere to:

- Contractors that apply or bid for an award exceeding \$100,000 must file the required certification.
- Each tier certifies 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 takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

Required Certification: If applicable, contractors must sign and submit to the St. Tammany Parish School Board the following certification.

- APPENDIX A, 44 C.F.R. PART 18 – CERTIFICATION REGARDING LOBYING

Procurement of recovered materials-

Contractor must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act.

In the performance of this contract, the Contractor shall make maximum use of products containing recovered materials that are EPA-designated items unless the product cannot be acquired.

The requirements of Section 6002 include:

- procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired by the preceding fiscal year exceeded \$10,000
- procuring solid waste management services in a manner that maximizes energy and resource recovery; and
- establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines (2 CFR Part 200.322)

Rights to Inventions Made Under a Contract or 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.

Davis-Bacon Act (40 U.S.C. 3141-3148) -

In accordance with the statute, Contractor shall comply with 40 U.S.C. 3141-3144 and 3146-3148 and the requirements of 29 C.F.R. pt. 5 as applicable:

- 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.

Copeland Anti-Kickback Act (40 U.S.C. 3145)

In accordance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by the Department of Labor regulations at 29 C.F.R. Part 3:

- Contractor or sub recipient shall be prohibited from inducing, by any means, any person employed in the completion of work, to give up any part of the compensation to which he is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708) -

During the performance of this contract, the contractor agrees as follows:

- 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.

Other Contract Provisions, if applicable:

During the performance of this contract, the contractor agrees as follows:

1. The vendor shall comply with the following civil rights laws, as amended:

- Title VI of the Civil Rights Act of 1964
- Title IX of the Education Amendments of 1972;
- Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975;

Contractor agrees to abide by the requirements of the Americans with Disabilities Act of 1990, as amended:

- Contractor agrees not to discriminate in its employment practices and will render services under this Agreement, and any Contract entered into, without regard to race, color, religion, sex, sexual orientation, national origin, veteran status, political affiliation, or disabilities.
- Any act of discrimination committed by Contractor, or failure to comply with these statutory obligations when applicable, shall be grounds for termination of this Agreement and any Contract entered into as a result of this Agreement.

2. Awarded Vendors must maintain all required books, records and other documents relative to the award of the contract for three (3) years after final payment. If any audit findings have not been resolved, the records shall be maintained as long as required until the audit is closed.

3. Access must be granted to duly authorized representatives of the St. Tammany Parish School Board, the Comptroller General of the U.S., Louisiana State Legislative Auditor or any other applicable government agency or authority to any books, documents, papers and records of the contractor with are directly pertinent to all negotiated contracts.

4. The contractor hereby recognizes the mandatory standards and policies related to energy efficiency which are contained in the State Energy Conservation Plan issued in compliance with the Energy Policy and Conservation Act (PL 94-165).

5. St. Tammany Parish School Board and Contractor agrees to take all necessary affirmative steps to assure that minority-owned and women-owned businesses are used when possible. (2 CFR Part 200.321)

Non-Discrimination Statement:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g. Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center @ (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form, which can be found online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf> from any USDA office, by calling (866) 632-9922, or write a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

2. fax: (202) 690-7442;

3. email: program.intake@usda.gov

This institution is an equal opportunity provider.

My signature below acknowledges my receipt of the above information.

Signature: _____

Printed Name: _____

Company Name: _____

Date: _____

St. Tammany Parish Public School Board Contract Addendum

Louisiana recently enacted new requirements that govern the collection, disclosure and use of personally identifiable information of students. The new laws include increased contract requirements between schools or districts and anyone entrusted with such personally identifiable information. The items listed below are specific requirements necessary for any contract that governs the release of student information.

Sensitive information must be protected at a level that can ensure that only those who are authorized to view the information are allowed access (secure passwords, encryption, etc.) The vendor's network must maintain a high level of electronic protection to ensure the integrity of sensitive information and to prevent unauthorized access in these systems. Regular review of the protection methods used and system auditing are also critical to maintain protection of these systems. Vendor agrees to protect and maintain the security of data with protection security measures that include maintaining secure environments that are patched and up to date with all appropriate security updates as designated by a relevant authority.

In order to ensure that only appropriate individuals and entities have access to personally identifiable student data, organizations must implement various forms of authentication to establish the identity of the requester of the information with a level of certainty that is commensurate with the sensitivity of the data. Each organization must individually determine the appropriate level of assurance that would provide, in its specific environment, reasonable means of protecting the privacy of student data it maintains. No individual or entity should be allowed unauthenticated access to confidential personally identifiable student records or data at any time.

The individual, vendor or entity shall implement appropriate measures designed to ensure the confidentiality and security of personally identifiable information, protect against any anticipated access or disclosure of information, and prevent any other action that could result in substantial harm to St. Tammany Parish Public School Board or any individual identified with the data or information in vendor's custody.

Vendor agrees that any and all St. Tammany Parish Public School Board personally identifiable student data will be stored, processed, and maintained solely on designated servers and that no St. Tammany Parish Public School Board data at any time will be processed on or transferred to any portable or laptop computing device or any portable storage medium, unless that storage medium is in use as part of the vendor's designated backup and recovery processes. All servers, storage, backups, and network paths utilized in the delivery of the service shall be contained within the states, districts, and territories of the United States unless specifically agreed to in writing by a St. Tammany Parish Public School Board employee with signature authority.

Vendor agrees that any and all data exchanged shall be used expressly and solely for the purposes enumerated in the Original Agreement or Contract. Data shall not be distributed, repurposed or shared across other applications, environments, or business units of vendor. As required by Federal and State law, vendor further agrees that no data of any kind shall be revealed, transmitted, exchanged or otherwise passed to other vendors or interested parties.

St. Tammany Parish Public School Board Contract Addendum

Vendor agrees that, as required by applicable state and federal law, auditors from state, federal, St. Tammany Parish Public School Board, or other agencies so designated by the School System, shall have the option to audit the outsourced service. Records pertaining to the service shall be made available to auditors and St. Tammany Parish Public School Board during normal working hours for this purpose.

Vendor agrees to comply with the Louisiana Database Breach Notification Law (Act 499) and all applicable laws that require the notification of individuals in the event of unauthorized release of personally identifiable information or other event requiring notification. In the event of a breach of any of the vendor's security obligations or other event requiring notification under applicable law, vendor agrees to notify St. Tammany Parish Public School Board immediately and assume responsibility for informing all such individuals in accordance with applicable law and to indemnify, hold harmless and defend St. Tammany Parish Public School Board and its employees from and against any claims, damages, or other harm related to Notification Event.

The vendor agrees that upon termination of this Agreement it shall return all data to St. Tammany Parish Public School Board in a useable electronic form, and erase, destroy, and render unreadable all St. Tammany Parish Public School Board data in its entirety in a manner that prevents its physical reconstruction through the use of commonly available file restoration utilities, and certify in writing that these actions have been completed within 30 days of the termination of this Agreement or within 7 days of the request of an agent of St. Tammany Parish Public School Board, whichever shall come first.

Vendor and St. Tammany Parish Public School Board acknowledge that unauthorized disclosure or use of the protected information may irreparably damage St. Tammany Parish Public School Board in such a way that adequate compensation could not be obtained from damages in an action at law. Accordingly, the actual or threatened unauthorized disclosure or use of any protected information shall give St. Tammany Parish Public School Board the right to seek injunctive relief restraining such unauthorized disclosure or use, in addition to any other remedy otherwise available (including reasonable attorney fees). Vendor hereby waives the posting of a bond with respect to any action for injunctive relief. Vendor further grants St. Tammany Parish Public School Board the right, but not the obligation, to enforce these provisions in vendor's name against any of vendor's employees, officers, board members, owners, representatives, agents, contractors, and subcontractors violating the above provisions.

Vendor must have established and implemented a clear data breach response plan outlining organizational policies and procedures for addressing a potential breach, which is an essential step in protecting the privacy of student data. Prompt response is essential for minimizing the risk of any further data loss and; therefore, plays an important role in mitigating any negative consequences of the breach, including potential harm to affected individuals. A data breach is any instance in which there is an unauthorized release or access of personally identifiable information or other information not suitable for public release. This definition applies regardless of whether an organization stores and manages the data directly or through a contractor, such as a cloud service provider.

St. Tammany Parish Public School Board Contract Addendum

A vendor's audit strategy will require the following actions to protect and retain audit logs. The storing of audit logs and records on a server separate from the system that generates the audit trail. Access to audit logs must be restricted to prevent tampering or altering of audit data. Retention of audit trails must be based on a schedule determined collaboratively with operational, technical, risk management, and legal staff.

Vendor is permitted to disclose Confidential Information to its employees, authorized subcontractors, agents, consultants and auditors on a need to know basis only, provided that all such subcontractors, agents, consultants and auditors have written confidentiality obligations to vendor and St. Tammany Parish Public School Board.

The confidentiality obligations shall survive termination of any agreement with vendor for a period of fifteen (15) years or for so long as the information remains confidential, whichever is longer and will inure to the benefit of St. Tammany Parish Public School Board.

This contract addendum amends any prior agreement or contract between The St. Tammany Parish Public School Board or individual school(s) and _____
Company Name

and is effective as of _____
Date



Authorized Representative Signature
Frank J. Jabbia

Authorized Representative Name (Please Print)

Authorized Representative Signature

Authorized Representative Name (Please Print)

Superintendent
Title

Title

St. Tammany Parish School Board
Company

Company

November 23, 2020
Date

Date

STATE OF _____

PARISH/COUNTY OF _____

AFFIDAVIT

BEFORE ME, the undersigned authority, personally came and appeared:

Who, after being duly sworn, did state and affirm the following:

1. That he/she is employed by _____ (Company Name)
in the position of _____;
2. That _____ (Company Name)
has submitted a Response to Request for Proposal _____
(Number/Title of RFP) from the St. Tammany Parish School Board; and
3. That any and all telecommunications and video surveillance equipment to be purchased in
connection with the Response to Request for Proposal _____
(Number/Title of RFP), if awarded to _____ (Company
Name), is and/or will be from a manufacturer that is in compliance with Section 889(a) of
the Fiscal Year 2019 National Defense Authorization Act.

Signature

Printed Name

Title

Company Name

SWORN TO AND SUBSCRIBED before me, Notary Public, this ____ day of _____ 2022.

Signature

Printed Name

My commission expires: _____

CERTIFICATION REGARDING LOBBYING
CERTIFICATION FOR CONTRACTS, GRANTS, AND COOPERATIVE
AGREEMENTS

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated-funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of congress, or an employee of a member of congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any 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 contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard 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 sub-awards at all tiers (including sub-contracts, sub-grants, and contracts under grants, loans and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

By _____ Date: _____
(Signature of Official Authorized to Sign Application)

By _____ Date: _____
(Name and Title of Authorized Official)

The bidder, _____, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the bidder understands and agrees that the provisions of 31 U.S.C. Chap. 38 Administrative Remedies for False Claims and Statements, apply to this certification and disclosure if any.

ATTACHMENT E

DEBARMENT AND SUSPENSION CERTIFICATION FORM
(REQUIRED)

INSTRUCTIONS TO BIDDERS FOR COMPLETING CERTIFICATION FORM

NOTE: Each responsive bidder must include this certification statement with its bid on each contract equaling or exceeding \$25,000 or any contract for audit services regardless of amount.

1. By signing and submitting this form, the prospective lower tier participant is providing the certification set out on the reverse side in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms *covered transaction*, *debarred*, *suspended*, *ineligible*, *lower tier covered transaction*, *participant*, *person*, *primary covered transaction*, *principal*, *proposal*, and *voluntarily excluded*, as used in this clause, have the meanings set out in the Definitions and Coverage sections in accordance with the OMB guidelines of 2 CFR 180 that implement Executive Order 12549 and 12689. (Contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.)
5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction" without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification that a prospective participant in a lower tier covered transaction has not been debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless the participant knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under Paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 2 CFR Part 180. The regulations were published in the November 26, 2003, Federal Register (pages 66534-66566).

(BEFORE COMPLETING CERTIFICATION, READ ATTACHED INSTRUCTIONS)

- (1) The prospective lower tier participant certifies, by submission of this 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 department or agency.

- (2) Where the prospective lower tier participant is unable to certify any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Organization Name

PR/Award Number or Project Name

Name and Title of Authorized Representative

Signature

Date

NON-COLLUSION STATEMENT

The Antitrust Division of the United States Department of Justice seeks to prevent collusion, expose monopolies, and preserve competition in public purchasing. Collusion occurs when providers of the same goods or services get together and agree to fix or set prices. In procurement, it is the most commonly known as "price-fixing" or "bid-rigging."

Vendors, by submitting this signed bid, certify that the accompanying bid is not the result of, or affected by, any unlawful act of collusion with any other person or company engaged in the same line of business or commerce, or any other fraudulent act punishable under Louisiana or United States law.

We certify that we have not, either directly or indirectly, entered into any agreement or participated in any unlawful act of collusion, no attempt has been made to induce any other person or vendor to submit or not to submit a bid; that this bid has been independently arrived at without collusion with any other bidder, competitor or potential competitor; that this bid has not been knowingly disclosed prior to the opening of bids to any other bidder or competitor; that the above stated statement is accurate under penalty of perjury.

Name of Firm

Complete Address of Firm

Telephone Number

Signature of Authorized Representative

Typed Name of Authorized
Representative

Title of Authorized Representative

Date

**FIREARM ANTI-DISCRIMINATORY ACT 581 (SB 234)
DISCLOSURE**

Per LA Act 581 (SB 234), which prohibits a public entity, including school boards, from entering into a contract with a company for the purchase of goods or services unless the aforementioned company confirms that:

1. The company does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association based solely on the entity's or association's status as a firearm entity or firearm trade association.
2. The company will not discriminate against a firearm entity or firearm trade association during the term of the contract based solely on the entity's or association's status as a firearm entity or firearm trade association.

If the above terms meet with your understanding and agreement, please sign below and return to the St Tammany Parish School Board.

Signature of Official Duly Authorized to Sign Contracts and Agreements

Date