

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

REQUEST FOR PROPOSALS

**RFP #216 - Instructions
Generator Maintenance Services (2nd Request)**

1. The St. Tammany Parish School Board (STPSB) will receive written proposals until 3:00 PM, Monday, October 26, 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, LA 70433, in a sealed envelope clearly labeled on the outside: **RFP #216 Generator Maintenance Services (2nd Request)**. All proposals arriving after the above date and hour will not be considered.
2. Proposals may also be submitted electronically via Central Bidding, www.centralbidding.com.
3. You may find related materials including detailed specifications necessary to complete your Request for Proposal at www.centralbidding.com 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 related to this Request for Proposal. **Proposals submitted without the fully executed originals of all attachments will be considered non-responsive.** The attachments associated with this Request for Proposal are as follows:
 - a. Proposal Information Form (Page 11 of the RFP)
 - b. Contract Provisions for Procurement Contracts (Attachment A)
 - c. Non-Collusion Statement (Attachment B)
 - d. Firearm Discriminatory Act 587 (SB 234) Disclosure (Attachment C)
5. Proposals submitted electronically via www.centralbidding.com, must provide all fully executed attachments relative to this Request for Proposal. **Proposals submitted without all of the fully executed attachments will be considered non-responsive.** The attachments associated with this Request for Proposal are as follows:
 - a. Proposal Information Form (Page 11 of the RFP)
 - b. Contract Provisions for Procurement Contracts (Attachment A)

- c. Non-Collusion Statement (Attachment B)
- d. Firearm Discriminatory Act 587 (SB 234) Disclosure (Attachment C)

6. **ALL PROPOSALS MUST BE ACCOMPANIED BY AN ORIGINAL FULLY EXECUTED BID BOND, CERTIFIED CHECK, CASHIER'S CHECK OR MONEY ORDER IN THE AMOUNT OF FIVE PERCENT (5%) OF THE TOTAL AMOUNT OF THE PROPOSAL. PROPOSALS WILL NOT BE CONSIDERED UNLESS THE REQUIRED CHECK OR BID BOND IS ATTACHED.**
7. **If submitting a proposal electronically, bid security must be in the form of an original, fully executed bid bond only. A copy of the bid bond must be included in your proposal documents and the original, fully executed bid bond must be received by the St. Tammany Parish School Board within 48 hours of the proposal opening. No cashier's check, certified check or money order will be accepted for an electronic bid. Failure to comply will cause your bid to be non-responsive.**
8. The contract period for Generator Maintenance will be from the date of award through June 30, 2027, with an option to extend the contract up to three (3) years, on an annual basis, if both parties agree to do so.
9. Contractors must be certified/authorized to perform preventative maintenance work on 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(s) employed by the contractor.
10. Proposals submitted will be evaluated by a committee of at least three (3) members. During the evaluation process, the evaluators may, at their discretion, request any one of or all of the bidders/individuals to make oral presentations. Such presentations will provide vendors with an opportunity to answer any questions the evaluators may have on a 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.
11. The successful bidder(s) shall furnish a Certificate of Insurance within fifteen (15) calendar days following award but prior to the 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 insured 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 St. Tammany Parish School Board.
12. 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 service of equal quality but to set forth and convey prospective bidders the general style, type, character and quality of the services desired.
13. 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.
14. 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.
15. Questions concerning the RFP submittal may be directed to the Purchasing Department at trisha.dawsey@stpsb.org, or via telephone at (985) 898-3224.



FRANK J. JABBIA
Superintendent

St. Tammany Parish Public Schools

Request for Proposal (RFP)

**Generator Maintenance Services
(2nd Request)**

ST. TAMMANY PARISH SCHOOL BOARD

RFP #216 – GENERATOR MAINTENANCE SERVICES (2ND REQUEST)

General Information to Vendors

St. Tammany Parish School Board (STPSB) is interested in generator maintenance service for thirty (30) existing school generators and three (3) fire pumps. The generators and fire pumps shall be inspected three (3) times and serviced as indicated herein. Each generator and fire pump shall be inspected during the months of November, February and May. Service provider must submit prices on the enclosed forms for each location and indicate a price for each inspection and a total cost per year for each generator and fire pump.

Pricing submitted for this proposal will be valid beginning the date of award through June 30, 2027, with an option to extend the contract up to three (3) years, on an annual basis, if both parties agree to do so.

STPSB reserves the right to add generators and/or fire pumps at other locations during the contract period at the same proposed price for similar equipment under this contract.

Instructions to Vendors

- Proposal Information Form – must be signed by a company official duly authorized to sign proposals/contracts and returned with the proposal (See page 11 of the RFP).
- Proposal Information Form
- Contract Provisions for Procurement Contracts (Attachment A)
- Non-Collusion Statement (Attachment B)
- Firearm Discriminatory Act 587 (SB 234) Disclosure (Attachment C)
- Original fully executed bid bond, certified check, cashier's check or money order in the amount of five percent (5%) of the total amount of the proposal must be returned with the proposal.
- **Proposals submitted without the required forms will be considered non-responsive.**

Proposal Submission

Questions will be accepted via email to Gary Hoover at gary.hoover@stpsb.org until 3:00 PM on Monday, October 19, 2027. EMAIL SUBJECT LINE SHOULD STATE RFP #216 – GENERATOR MAINTENANCE SERVICES (2ND REQUEST). Please include a contact name, email address and telephone number in the request.

All proposals should be typed or legibly written and submitted in a sealed envelope clearly labeled on the outside: RFP #216 – GENERATOR MAINTENANCE SERVICES (2ND REQUEST). Proposals shall be received by 3:00 PM on Monday, October 26, 2026.

Submit an original, six (6) copies and an electronic copy (flash drive, USB, CD, etc.) by hand delivery or registered/certified mail, UPS, or FedEx with return receipt requested to: St. Tammany Parish School Board, Attn: Purchasing Department, RFP #216 – Generator Maintenance Services (2nd Request), 321 N. Theard Street, Covington, LA 70433. Proposals

may alternatively be submitted electronically at www.centralbidding.com. If submitted electronically, all required forms must be completed, fully executed and included.

General Requirements

The STPSB does not claim to have included every possible and necessary piece of equipment or software. The vendors are obligated to inform the STPSB of, and include in their response, any components that may not be requested but are necessary for a successful complete solution.

The STPSB reserves the right to reject any proposal. The STPSB reserves the right to reconsider any proposal submitted at any phase of the procurement. The STPSB also reserves the right to meet with select vendors at any time to gather additional information. Furthermore, the STPSB reserves the right to delete or add functionality until the signing of the final contract.

All third-party hardware/software solutions proposed as part of this package are subject to the same guidelines of this RFP, unless otherwise stated.

Indemnification and Insurance / Institution Requirements

The successful vendor shall agree to indemnify St. Tammany Parish Schools, its Board, officers and employees against loss or damage, including reasonable attorney's fees and litigation costs, caused by negligent acts or omissions of the successful vendor, agents or employees. The successful vendor shall agree to defend suits alleging injuries or damages arising from the services, except injuries or damages arising from the negligence of St. Tammany Parish Schools, its agents or employees.

Contract Law

Any contract and/or purchase orders resulting from this RFP will be subject to the laws of the State of Louisiana and all other applicable statutes. Vendor must consent to the exclusive venue and jurisdiction of the 22nd Judicial District Court for the Parish of St. Tammany and waive claims of entitlement to removal of any case from this jurisdiction.

Contract Assignment

No portion of the operation or negotiated and executed contract and/or purchase orders may be sublet, subcontracted or assigned without prior written consent of St. Tammany Parish Schools. The primary vendor will serve as the primary contact for all work related to this request.

Vendor Expense and Funding

STPSB will not be responsible for vendor expenses incurred in developing a response, including interviews, presentations or supplemental information. STPSB reserves the right to cancel the work before issuance and acceptance of a contractual agreement/purchase order. If STPSB loses funding from any source, including budget approval, STPSB is responsible only for purchase orders processed up to the time of funding loss.

Public Records / Confidentiality

Documents submitted to STPSB are subject to the Louisiana Public Records Law, R.S. 44:1 et seq., and may be released in response to public records requests. If a proposer deems any document confidential business data, trade secrets, proprietary information or data not subject to disclosure under applicable Louisiana law, the proposer must clearly mark the documents CONFIDENTIAL before submission and clearly identify the restricted pages. Self-declaration does not automatically protect data from disclosure.

Property Protection and Site Rules

- Vendor shall protect buildings, equipment, ceiling materials, personal items, trees, shrubs, lawns and landscaping on School Board property from damage.
- Vendor shall repair or replace damaged property at vendor expense; labor for restoration shall be included.
- Vendor personnel shall follow all applicable city, parish, state and federal codes, including building and fire codes.
- Upon completion of each work day, vendor shall remove tools, equipment, rubbish and debris and leave the premises clean and neat.
- Vendor is responsible for disposal of all debris and may not use STPSB dumpsters or School Board garbage services.
- STPSB maintains a tobacco, alcohol/drug-free environment. Sale or use of tobacco, alcohol or drugs, in any form or related product, is prohibited on School Board property.

Cybersecurity

In accordance with La. R.S. § 42:1267 3(a)(b), a successful proposer with access to STPSB Information Technology assets will be required to complete cybersecurity training provided by STPSB during the contract term, annually and during renewal periods.

Termination of Contract

If the successful provider fails to comply with the RFP specifications, STPSB will provide thirty (30) days written notice to render service in compliance with the RFP instructions, specifications and contract. If the issues have not been corrected at the expiration of thirty (30) days, STPSB reserves the right to cancel the contract and secure services from another source.

Failure to Perform

If STPSB becomes dissatisfied with generator maintenance services, the successful provider will be notified in writing by the Director of Maintenance regarding the problems and affected site(s). The provider will be required to contact the Director of Maintenance to discuss possible solutions and will be given a date by which to submit a written response with proposed solutions.

Award

STPSB reserves the right to award this RFP on an all-or-none basis or an item-by-item basis, whichever is more advantageous to STPSB. STPSB also reserves the right to reject any proposal, reconsider any proposal at any phase, meet with selected vendors for additional information, and add or delete functionality until execution of the final contract. All third-party hardware/software solutions proposed as part of this package are subject to the same RFP guidelines unless otherwise stated.

Proposal Format

In order to facilitate the analysis of responses to this request vendors are required to prepare their proposals in accordance with the instructions outlined in this request. Each vendor is required to submit a sealed proposal.

Vendors whose proposals deviate from these instructions may be considered non-responsive and may be disqualified at the discretion of the School Board.

Proposals should be prepared as simply as possible and provide straightforward responsive information. All parts, pages, figures and tables should be numbered and clearly labeled.

Provide your proposal utilizing the same format and order of major headings as defined within this scope. All areas listed will be evaluated and scored during the selection process.

1. Company Profile & Qualifications
2. Relative Experience & References
3. Preventative Maintenance Program
4. Emergency Response & Ongoing Support
5. Reporting, Documentation & Communication
6. Cost and completed pricing forms

1. Company Profile & Qualifications

Describe your company's ability to meet the requirements of this RFP, including company mailing address (where an award letter can be sent), sales contact information, valid e-mail address, and company telephone number. Include years in business, general markets serviced, and number of customers.

- Vendor shall be certified/authorized to perform preventative maintenance work on the equipment specified herein.
- All work shall be performed by trained, skilled and professional craftspeople employed under the direct supervision of the awarded vendor.
- Vendor shall provide all labor, materials and equipment necessary to perform the required work.

- Provide the name, address and telephone number of any subcontractor. Awarded provider shall report all subcontractors to STPSB; subcontractors are subject to all RFP requirements.
- Provider shall include subcontractors as insureds under its policies OR be responsible for verifying and maintaining certificates provided by each subcontractor.

2. Relative Experience & References

Include three (3) references of clients similar to STPSB who are using the services proposed and identify the year(s) the services were utilized. School districts in Louisiana are of particular interest. Provide the name, address, telephone number, contact name and contact title. STPSB employees, employees' immediate family members or former employees and their families cannot provide references to vendors for their proposals.

3. Preventative Maintenance

Vendors shall include detailed information describing the preventative maintenance service they will provide. The maintenance service should meet the following specifications or better.

Maintenance Schedule and General Requirements

- Inspect thirty (30) existing generators and three (3) fire pumps three (3) times during the contract year and service as indicated.
- Inspections are scheduled for November, February and May. The original RFP states that the November inspection includes the service/load test, and the February inspection must be completed within the first two weeks of February.
- All inspections and services will be performed during regular business hours, defined as 7:00 AM to 3:30 PM, Monday–Friday, unless otherwise specified.
- Schedule preventative maintenance visits with the STPSB Maintenance Department at least twenty-four (24) hours prior to the visit.
- A Maintenance Department representative must accompany the service provider during scheduled visits and sign the maintenance/inspection report.
- Prior to submitting a proposal, provider shall visit the job sites and inspect each generator and fire pump to establish the condition of the equipment and other conditions affecting the work. Equipment is offered in “as is” condition.
- Site visits must be scheduled by appointment with the appropriate Assistant Directors of Maintenance.
- Services to buildings shall be kept in operation at all times. If an interruption is required, provider shall contact the proper authorities and schedule the outage at a convenient time, potentially after regular working hours or on weekends.

Battery and Battery Charger System

- Clean battery terminals and verify integrity of cables and connectors.
- Load-test battery.
- Measure specific gravity of each battery cell.
- Inspect electrolyte level and add fluid if necessary.

- Verify proper operation and float voltage of internal and/or external battery charger.
- Verify and record output of engine alternator.

Engine

- Verify and record oil pressure and water temperature.
- Test safety shutdown circuits and alarms, including overspeed, over-crank, low oil pressure, high water temperature and low coolant level.
- Inspect air intake system, air filter condition and crankcase breather.
- Inspect muffler system, drain condensation traps if applicable, and verify rain cap operation.
- Inspect engine starting system and verify cable integrity and connections.
- Inspect exhaust flex coupling and piping for leaks and proper connections; tighten or repair as required.
- Check for abnormal vibration or noise.
- Inspect spark plugs, lug wires and distributor on gaseous-fueled units.
- Check engine oil level and add oil if low.

Fuel System

- Inspect fuel lines and hoses for leaks and general condition; repair or replace as needed.
- Inspect day tank and float assembly for proper operation and leaks.
- Inspect fuel pump for leaks; repair or replace as needed.
- Verify proper operation of governor and governor linkage where applicable.
- Check and record fuel level in primary supply tank.
- Drain water and sediment from fuel filter and supply tanks as needed.
- Check diesel fuel for bacterial/fungal growth, water and solid contaminants and implement a fuel maintenance program when necessary.

Coolant Systems

- Inspect clamps and hoses and identify visual leaks; repair or replace as needed.
- Verify operation of engine jacket water heater.
- Test coolant freeze point and verify coolant level.
- Test coolant additive package (DCA) for corrosion inhibitors.
- Inspect belt condition and tension; repair or replace as needed.
- Inspect radiator core for blockage/obstructions and clean if necessary.
- Verify proper operation of intake louvers, motorized or gravity, if applicable.
- Verify proper operation of remote radiator and block heater, if applicable.

Controls

- Verify and record output voltage; adjust voltage regulator if necessary.
- Calibrate control meters.
- Verify and record output frequency; adjust governor if necessary.
- Inspect loose connections, terminals or discoloration and tighten as necessary.

Generator

- Inspect and lubricate generator end bell bearing, if applicable.
- Inspect brushes, brush holders and commutator.
- Inspect cooling screen and general condition of alternator.
- Inspect for abnormal vibration.
- Verify connections and insulation condition.
- Verify operation of shunt trip on mainline circuit breaker, if applicable.

Automatic Transfer Switch

- Verify proper operation of exerciser clock and adjust if necessary.
- Provide visual inspection of all contacts and connection points.
- Perform building load test if practical and inspect proper transfer and retransfer.
- Verify operation of all control lamps.

Load Bank Testing – November Inspection Only

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

Materials

- Equipment and materials shall be new and listed by Underwriters Laboratories for the purpose for which they are used.
- Materials of similar use shall be from the same manufacturer.
- During May inspections, furnish lube oil, primary and bypass lube filters, fuel filters, air filters and water filters according to manufacturer recommendations.

4. Emergency Response & Ongoing Support

- Provide telephone number(s) and contact name(s) for personnel able to take calls, solve problems by telephone and physically respond to emergency situations for necessary repairs during normal operating times and formal declared emergencies.
- Provider must be able to respond to emergency call-out service within four (4) hours.
- Awarded provider shall notify the STPSB Maintenance Department immediately if equipment or a system shuts down for an extended period and identify the measures being implemented to return the equipment to service.
- Provider shall assume responsibility and liability for compliance with applicable health and safety regulations for personnel during work.
- Provider is liable for accidents, injury, breakage, loss or damage to equipment, machinery and property caused by negligent acts or omissions of provider personnel or subcontractors.

Additional Services and Repairs

For repairs, parts or services outside the maintenance contract, the successful provider shall submit a written quotation to Gary Hoover, David Spell and Lonnie Burgess via maintenance@stpsb.org for approval. A purchase order must be processed before any work is performed. STPSB may obtain quotes from and award repairs to other vendors.

Provider shall include a rate sheet listing firm hourly rates for non-emergency and emergency call-backs and repairs outside the RFP specifications. The rate shall remain fixed over the life of the contract. List all hourly rates, overtime rates and parts markup percentage. Required parts not included in preventative maintenance and not covered by manufacturer warranty shall be provided at list price or lower.

Warranty

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

5. Reporting, Documentation & Communication

Inspection and Maintenance Reports

- Complete a preventative maintenance and inspection report and a maintenance log/report for each generator and fire pump during each inspection.
- Reports must detail services conducted during each visit on a per-site basis.
- Submit sample reports with the RFP response.
- A Maintenance Department representative must sign the maintenance/inspection report and maintenance log after each inspection.
- Copies of all reports must be emailed after each inspection to Gary Hoover, David Spell and Lonnie Burgess at maintenance@stpsb.org.

Site and Personnel Communication

- Service technicians shall check in at the front office upon arrival and obtain a visitor pass before work begins.
- Technicians shall return the visitor pass to the front office before leaving.
- All vendor personnel must be readily identified with identification badges and uniforms or shirts displaying the vendor logo.
- All vendor personnel shall submit to a background check when required by STPSB.
- Vendor and representatives shall follow all applicable school district regulations while on School Board property, including no smoking, no weapons and drug-free policies.
- All vendor personnel must check in with office personnel prior to on-site work.

6. Cost

Vendor must submit prices on the enclosed forms for each location and indicate a price for each inspection and a total annual cost for each generator and fire pump. See the enclosed forms for locations and equipment types.

- Prices shall include labor, supplies, equipment, tools, disposal fees, fuel surcharge, materials and travel expenses.
- Provide a separate lump-sum price to replace all belts, coolant and coolant hoses on all generators, including all parts and labor. Replacement will be coordinated with Gary Hoover, Director of Maintenance.
- Provide a rate sheet with all hourly rates, overtime rates, emergency/non-emergency call-back rates and parts markup percentages for work outside the preventative maintenance scope.
- Pricing shall be firm as specified in the RFP and the rate sheet prices shall remain fixed over the life of the contract.

Invoices / Payments

Payment will be made monthly upon receipt of itemized invoices. Each invoice shall include the date services were rendered; generator/fire pump manufacturer, model and serial number; school/site name and address; general description of services performed; and awarded contract price. Invoices shall be sent to Gary Hoover, David Spell and Lonnie Burgess via maintenance@stpsb.org.

Evaluation Criteria and Proposal Organization

	EVALUATION CRITERIA	POINTS
1.	Company Profile & Qualifications	10
2.	Relative Experience & References	20
3.	Preventative Maintenance	20
4.	Emergency Response and Ongoing Support	15
5.	Reporting, Documentation and Communication	15
6.	Cost	20
	Total	100

ST. TAMMANY PARISH SCHOOL BOARD

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.

REPLACEMENT BELTS, COOLANT AND COOLANT HOSES:

Vendors 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:

\$_____

Vendors shall also include a separate rate sheet listing firm hourly rates for non-emergency and emergency call backs and repairs outside the RFP specifications. The rate shall remain fixed over the life of the contract. List all hourly rates, overtime rates and price markup percentage.

ITEM 1

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

November Inspection: _____

February Inspection: _____

May Inspection: _____

Total Cost/Year: _____

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

ITEM 2

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

**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:

November Inspection: _____

February Inspection: _____

May Inspection: _____

Total Cost/Year: _____

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

ITEM 3

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

**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:

November Inspection: _____

February Inspection: _____

May Inspection: _____

Total Cost/Year: _____

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

ITEM 4

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

**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:

November Inspection: _____

February Inspection: _____

May Inspection: _____

Total Cost/Year: _____

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

ITEM 5

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

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

Area of Coverage: Entire Building

Generator: Manufacturer: GENERAC

Model: SF500

Serial #: 3008529066

Fuel: NATURAL GAS & DIESEL

Size: 500 KW

ATS #1: Manufacturer: GENERAC

Model: ATC3C5C30800BRU

Serial #: 3008146516

ATS #2: Manufacturer: ONAN

Cost to provide the scheduled preventative maintenance services:

November Inspection: _____

February Inspection: _____

May Inspection: _____

Total Cost/Year: _____

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

ITEM 6

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

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:

November Inspection: _____

February Inspection: _____

May Inspection: _____

Total Cost/Year: _____

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

ITEM 7

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

**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:

November Inspection: _____

February Inspection: _____

May Inspection: _____

Total Cost/Year: _____

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

ITEM 8

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

**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:

November Inspection: _____

February Inspection: _____

May Inspection: _____

Total Cost/Year: _____

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

ITEM 9

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

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:

November Inspection: _____

February Inspection: _____

May Inspection: _____

Total Cost/Year: _____

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

ITEM 10

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

**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:

November Inspection: _____

February Inspection: _____

May Inspection: _____

Total Cost/Year: _____

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

ITEM 11

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

**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:

November Inspection: _____

February Inspection: _____

May Inspection: _____

Total Cost/Year: _____

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

ITEM 12

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

**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:

November Inspection: _____

February Inspection: _____

May Inspection: _____

Total Cost/Year: _____

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

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ITEM 13

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

**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:

November Inspection: _____

February Inspection: _____

May Inspection: _____

Total Cost/Year: _____

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

ITEM 14

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

**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:

November Inspection: _____

February Inspection: _____

May Inspection: _____

Total Cost/Year: _____

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

ITEM 15

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

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

Area of Coverage: Partial New Administration Building and Cafeteria

Generator: Manufacturer: CUMMINS

Model: C150 N6

Serial #: A240308032

Size: 150KW, 120/208V

Fuel: NATURAL GAS

ATS 1: Manufacturer: KOHLER

Model: KCS-DCVA-0400B

Serial # K2314772

Description: 400 AMP, 208V, 4 POLE

ATS 2: Manufacturer: CUMMINS

Model: OTECB

Serial #: D23M229285

Description: 150AMP, 280V

Cost to provide the scheduled preventative maintenance services:

November Inspection: _____

February Inspection: _____

May Inspection: _____

Total Cost/Year: _____

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

ITEM 16

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

**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:

November Inspection: _____

February Inspection: _____

May Inspection: _____

Total Cost/Year: _____

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

ITEM 17

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

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:

November Inspection: _____

February Inspection: _____

May Inspection: _____

Total Cost/Year: _____

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

ITEM 18

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

**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:

November Inspection: _____

February Inspection: _____

May Inspection: _____

Total Cost/Year: _____

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

ITEM 19

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

**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:

November Inspection: _____

February Inspection: _____

May Inspection: _____

Total Cost/Year: _____

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

ITEM 20

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

**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:

November Inspection: _____

February Inspection: _____

May Inspection: _____

Total Cost/Year: _____

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

ITEM 21

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

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:

November Inspection: _____

February Inspection: _____

May Inspection: _____

Total Cost/Year: _____

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

ITEM 22

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

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:

November Inspection: _____

February Inspection: _____

May Inspection: _____

Total Cost/Year: _____

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

ITEM 23

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

**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:

November Inspection: _____

February Inspection: _____

May Inspection: _____

Total Cost/Year: _____

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

ITEM 24

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

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:

November Inspection: _____

February Inspection: _____

May Inspection: _____

Total Cost/Year: _____

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

ITEM 25

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

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:

November Inspection: _____

February Inspection: _____

May Inspection: _____

Total Cost/Year: _____

NOTE: Contact David Spell (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:

November Inspection: _____

February Inspection: _____

May Inspection: _____

Total Cost/Year: _____

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

ITEM 27

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

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:

November Inspection: _____

February Inspection: _____

May Inspection: _____

Total Cost/Year: _____

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

ITEM 28

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

**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:

November Inspection: _____

February Inspection: _____

May Inspection: _____

Total Cost/Year: _____

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

ITEM 29

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

**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:

November Inspection: _____

February Inspection: _____

May Inspection: _____

Total Cost/Year: _____

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

ITEM 30

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

November Inspection: _____

February Inspection: _____

May Inspection: _____

Total Cost/Year: _____

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

ITEM 31

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

**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

Warranty Information:

Date of Completion: April 18, 2018

Warranty Period: 5 Years or 1500 hrs.

Cost to provide the scheduled preventative maintenance services:

November Inspection: _____

February Inspection: _____

May Inspection: _____

Total Cost/Year: _____

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

ITEM 32

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

**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:

November Inspection: _____

February Inspection: _____

May Inspection: _____

Total Cost/Year: _____

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

ITEM 33

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

Covington Warehouse
19380 Claiborne Hill
Covington, LA 70433

Generator: Manufacturer: ONAN
Model: DGFA-5674276
Serial #: F040656218
Fuel: DIESEL
Size: 150 KW

Cost to provide the scheduled preventative maintenance services:

November Inspection: _____

February Inspection: _____

May Inspection: _____

Total Cost/Year: _____

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

**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. The St. Tammany Parish School Board adheres to the equal opportunity provisions of the Federal Civil Rights laws and regulations that are applicable to this agency. Therefore, no one will be discriminated against on the basis of race, color, or national origin (Title VI of the Civil Rights Act of 1964); sex (Title IX of the Education Amendments of 1972); disability (Section 504 of the Rehabilitation Act of 1973) in attaining educational goals and objectives and in the administration of personnel policies and procedures.

3. 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.

4. 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.

5. 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).

6. 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 Notice:

The St. Tammany Parish School Board does not discriminate on the basis of race, color, national origin, sex, disability, or age in the admission or access to, or treatment or employment in, its programs and activities and provides equal access to designated youth groups, such as the Boy Scouts.

The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Section 504
Candice Dozier, Coordinator of 504 Services
224 Brakefield St.
Slidell, LA 70458
985-898-3357
Candice.Dozier@stpsb.org

Americans with Disabilities Act (ADA)
Mary Hart, Assistant Superintendent
321 N. Theard Street
Covington, LA 70433
985-892-2276
Mary.Hart@stpsb.org

Title IX Coordinator
Mary Hart, Assistant Superintendent
321 N. Theard Street
Covington, LA 70433
985-892-2276
Mary.Hart@stpsb.org

This institution is an equal opportunity provider.

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.

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