



**DEPARTMENT OF FINANCE**  
Terrebonne Parish Consolidated Government

P.O. Box **2768**  
Houma, Louisiana **70361-2768**

tpcg.org  
PHONE **985-868-5050**

### **INVITATION TO BIDDERS**

Sealed bids will be received on **July 29, 2024**, by the Terrebonne Parish Consolidated Government (TPCG) Purchasing Division located at 301 Plant Road Houma, Louisiana 70363 until 2:00 P.M. as shown on the Purchasing Division Conference Room Clock at which time bids shall be publicly opened.

Bid documents are posted on <http://www.centralauctionhouse.com/rfp.php?cid=65>. To view these, download, and receive bid notices by e-mail, you must register with Central Auction House (CAH). Vendors/Contractors have the option to submit their bids electronically or by paper copy. Contact Bobby Callender with Central Auction House at (225) 810-4814 for information about the electronic submittal process.

**Each bid shall be either hand delivered by the bidder or his agent in which instance the deliverer shall be handed a written receipt, or such bid shall be sent by United States Postal Service registered or certified mail with a return receipt requested or shall be submitted electronically through Central Auction House (CAH). Bids shall not be accepted or taken, including receiving hand-delivered bids, on days recognized as holidays by the United States Postal Service.**

**The mailing address for bid submittal is: TPCG Purchasing Division  
301 Plant Road  
Houma, Louisiana 70363**

No bid received after the scheduled time for opening will be considered. Failure of the U.S. Mail to deliver the bids timely shall not be considered as due cause for the scheduled time of the bid opening to be extended.

#### **Bid 24-UTLTS-23 Hotel Accommodations in Support of Emergency Operations for the TPCG Utilities Department**

Bidding Documents for this solicitation are on file in the office of the Terrebonne Parish Consolidated Government Purchasing Division at 301 Plant Road Houma, Louisiana 70363 and posted on the TPCG Website [http://www.tpcg.org/index.php?f=purchasing&p=bid\\_opportunities](http://www.tpcg.org/index.php?f=purchasing&p=bid_opportunities). Please contact Gina Bergeron, Procurement Specialist III at 985-580-7272 or [gbergeron@tpcg.org](mailto:gbergeron@tpcg.org) concerning the specifications or for any clarifications about the bid documents.

The Terrebonne Parish Consolidated Government (TPCG) reserves the right to reject any bids in accordance with Louisiana State Bid Law.

/s/ Jason W. Bergeron  
Jason W. Bergeron, Parish President  
Terrebonne Parish Consolidated Government

Publish: July 11<sup>th</sup> & 18<sup>th</sup>, 2024  
To Courier: July 3, 2024

**REQUIREMENTS AND INSTRUCTIONS FOR BIDDERS  
FOR**

**Bid 24-UTLTS-23 Hotel Accommodations in Support of Emergency Operations for the TPCG Utilities Department**

**GENERAL:** The VENDOR/VENDORS awarded this bid shall be required to furnish Hotel Accommodations in Support of TPCG Emergency Operations for the Utilities Department as per specifications included hereafter.

**COPIES OF BIDDING DOCUMENTS:** A single complete set of Bidding Documents may be obtained as set forth in the Invitation to Bidders.

Complete sets of Bidding Documents shall be used in preparing Bids; the Owner shall not assume any responsibility for errors or misinterpretations resulting from the use of incomplete sets of Bidding Documents.

The Owner, in making copies of Bidding Documents available on the above terms do so only for the purpose of obtaining Bids on the work and do not confer a license or grant for any other use.

**INTERPRETATIONS AND ADDENDA:** All questions about the meaning or intent of the Requirements and Bidding Documents are to be directed to Gina Bergeron, Procurement Specialist, III. Interpretations, clarifications, or modifications considered necessary by Gina Bergeron, Procurement Specialist, III or Angela Guidry, Purchasing Manager in response to such questions will be issued by Addenda as set forth below.

Bidders shall promptly notify Gina Bergeron, Procurement Specialist, III in writing of any ambiguity, inconsistency, or error that they may discover upon examination of the Bid Documents. Bidders requiring clarification or interpretation of any of the Bid Documents shall make a written request to Gina Bergeron, Procurement Specialist, III at Terrebonne Parish Consolidated Government, Purchasing Division at P.O. Box 2768, Houma, LA 70361.

All requests pertaining to questions about the meaning or intent of the Bid Documents received less than seven days prior to the date for opening of Bids may not be answered unless, in the opinion of Gina Bergeron, Procurement Specialist, III the ambiguity in the Bid Documents is so significant that it may necessitate postponement of the Bid date and issuance of an addendum to respond to the Bidder's request.

Any interpretation, clarification, correction, or modification to the Bidding Documents shall be only by a written addendum. Interpretations, clarifications, corrections, or modifications made by any other manner shall not be binding and shall not be relied upon by Bidders. Addenda shall be transmitted in accordance with Louisiana Bid Law and, as provided by law, may be used to extend the time for the opening of bids.

Addenda may also be issued to modify the Bidding Documents as deemed advisable by the OWNER.

Prior to the submittal of a bid, each Bidder shall ascertain that they have received all addenda issued. **The Bidder shall acknowledge receipt of each Addendum by completing the acknowledgment space provided on Section "A" of the Bid Form. Failure by a Bidder to acknowledge receipt of each individual addendum shall render that Bidder's Bid as non-responsive.**

**BID DOCUMENT FORMS:** Bid Forms are included with the Bidding Documents; additional copies may be obtained from the Terrebonne Parish Consolidated Government Purchasing Division.

Bids shall be submitted on the Bid Forms provided with the Bidding Documents. All blank spaces required for Bid prices shall be properly filled in ink or typed in both figures and words when indicated. If any price shown in words and the equivalent price in figures do not agree, the written word shall be binding on the Bidder.

**PREPARATION AND SUBMISSION OF BIDS:** Bids shall be submitted by the time and at the place indicated in the Invitation to Bidders and shall be enclosed in an opaque sealed envelope unless submitted electronically. **The envelope shall be marked with the Bid title and name and address of the Bidder.**

**The following items MUST be included within each Bid:**

- Completed Official Bid Form Section "A".
- **\*Signature Authorization (Required By ALL Bidders):** Written evidence of the person signing the bid SHALL be submitted at the time of bidding, in accordance with LA R.S. 38:2212(B)(5) as follows:

(a) The signature on the bid is that of any corporate officer listed on the most current annual report on file with the secretary of state, or the signature on the bid is that of any member of a partnership, limited liability company, limited liability partnership, or other legal entity listed in the most current business records on file with the secretary of state.

(b) The signature on the bid is that of an authorized representative as documented by the legal entity certifying the authority of the person.

(c) The legal entity has filed in the appropriate records of the secretary of state of this state an affidavit, resolution, or other acknowledged or authentic document indicating the names of all parties authorized to submit bids for public contracts. Such document on file with the secretary of state shall remain in effect and shall be binding upon the principal until specifically rescinded and canceled from the records of the office.

**\*Failure to include the appropriate signature authorization shall result in the rejection of the bid as non-responsive.**

**MODIFICATION AND WITHDRAWAL OF BIDS:** Bids may be modified or withdrawn by an appropriate written document duly signed and authorized (in the manner that a Bid must be executed) and delivered to the place where Bids are to be submitted at any time prior to the deadline for submitting Bids. Withdrawal of a Bid will not prejudice the rights of a Bidder to submit a new Bid prior to the Bid Date and Time. After expiration of the period for receiving Bids, no Bid may be withdrawn, modified, or explained except as provided for herein.

In accordance with Louisiana law, more particularly, R.S. 38:2214, as may be amended, bids containing patently obvious, unintentional, and substantial mechanical and clerical, or mathematical errors, or errors of unintentional omission of a substantial quantity of work, labor, material, or services made directly in the compilation of the bid, may be withdrawn by the bidder if clear and convincing sworn, written evidence of such errors is furnished to the OWNER within 48 hours of the bid opening excluding Saturdays, Sundays and legal holidays.

Such errors must be clearly shown by objective evidence drawn from inspection of the original work papers, documents or materials used in the preparation of the bid sought to be withdrawn. If the OWNER determines that the error is a patently obvious mechanical, clerical, or mathematical error, or unintentional omission of a substantial quantity of work, labor, material, or services as opposed to a judgment error, and that the bid was submitted in good faith, it shall accept the withdrawal and return the bid security to the bidder. A bidder who attempts to withdraw a bid under these provisions of this section shall not be allowed to re-submit a bid on the contract. Any modifications or amendments to the above stated applicable State law shall supersede this procedure.

A bidder may alter or correct an entry on the bid form by crossing out the entry, entering the new figure above or below the deleted entry, and initialing on the line of change. The crossing out of an entry and the initials shall be legibly handwritten with ink or typed. Any ambiguity arising from entries altered or corrected on the Bid Form will cause the rejection of said Bid Proposal as non-responsive.

**OPENING OF BIDS:** All Bids received prior to the announced closing time for the receipt of Bids stipulated in the Invitation to Bidder will be opened publicly. Bids will be read aloud, and a tabulation of the amounts of the Base Bids and alternates (if any) will be made available to Bidders after the opening of Bids.

Any Bid received after the announced closing time will be returned unopened. Any uncertainty as to whether a Bid was submitted in time will be resolved against the Bidder.

**BIDS TO REMAIN OPEN:** The OWNER shall act not later than forty-five (45) calendar days after the date of opening Bids to award such contract to the lowest responsible and responsive bidder or to reject all bids.

The OWNER and the lowest responsible and responsive bidder, by mutually written consent, may agree to extend the deadline for award by one (1) or more extensions of thirty (30) calendar days.

**AWARD OF CONTRACT:** To the extent permitted by applicable local, state, and federal laws and regulations, the OWNER reserves the right to reject any and all Bids for just cause. The Terrebonne Parish Consolidated Government reserves the right to reject any and all bids in accordance with Louisiana State Bid Law.

In order to be responsive, the apparent low bidder must submit the additional information and documentation required by the OWNER within the time delays established by law.

**CONTRACT TERM AND EXTENSION TERM:** The initial contract term shall be for a one (1) year period after receipt of the Notice of Award. At TPCG's option, the contract may be extended for two (2) additional one (1) year periods provided there is no change in the terms, conditions, specifications, and pricing structure.

**CONTINGENCY CONTRACT SPECIAL TERMS AND CONDITIONS:** The TPCG anticipates that a single vendor may not have sufficient inventory to meet the requirements outlined in this solicitation. In addition, since no one knows where the next disaster may strike, it is impossible to know which vendors may not be accessible due to damage. Therefore, the TPCG intends to make multiple awards to multiple bidders for contracts (if sufficient responsible bids are received).

The TPCG reserves the right to make multiple awards in its best interest. Multiple awards may be in the TPCG's best interest when awarded to two (2) or more bidders for similar services needed to provide adequate, reliable, accommodations and availability. Multiple awards, if made, will be based on a review of such factors as anticipated usage and the reasonableness of prices and the need to assure timely provision of accommodations and services requested.

**CONTENT OF CONTRACT / ORDER OF PRECEDENCE:** In the event of an inconsistency between the contract, the BID and/or the Contractor's Bid, the inconsistency shall be resolved by giving precedence first to the final contract, then to the BID and subsequent addenda (if any) and finally, the Contractor's Bid.

**CONTRACT CHANGES:** No additional changes, enhancements, or modifications to any contract resulting from this bid shall be made without the prior approval of TPCG.

Changes to the contract include any change in compensation; beginning/ ending date of the contract; scope of work; and/or Contractor change through the Assignment of Contract process. Any such changes, once approved, will result in the issuance of an amendment to the contract.

**NO GUARANTEE OF QUANTITIES:** The quantities referenced are estimated. In the event a greater or lesser quantity is needed, the TPCG reserves the right to increase or decrease the amount, at the unit price stated in the bid. The TPCG does not obligate itself to contract for or accept more than its actual requirements during the period of this agreement, as determined by actual needs and availability of appropriated funds.

**DELIVERY:** Delivery of the services specified herein will be effective upon authorization from the Terrebonne Parish President and the direct tasking by the Utilities Director in coordination with the successful bidder and will cease at the discretion of the Utilities Director.

**PRICING:** Pricing should be based on fourteen (14) day contracts with renewable options of reducing pricing should the services go longer than thirty (30) days

The Contractor shall submit services in accordance with the established contract and shall submit itemized invoice(s) every five (5) days and monies wired on the 30<sup>th</sup> day on approved invoices. Payment of invoice(s) is subject to the approval of the Contract Monitor.

**SPECIAL ACCOMMODATION:** Any "qualified individual with a disability" as defined by the Americans with Disabilities Act who has submitted a bid and desires to attend the bid opening, must notify this office in writing no later than seven (7) days prior to the bid opening date of the need for special accommodations. If the request cannot be reasonably provided, the individual will be informed prior to the bid opening.

**CIVIL RIGHT COMPLIANCE:** The Contractor agrees to abide by the requirements of the following as applicable: Title VI and Title VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Act of 1975, and Contractor agrees to abide by the requirements of the Americans with Disabilities Act of 1990. Contractor agrees not to discriminate in its employment practices and will render services under the contract without regard to race, color, religion, sex, 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 the contract.

**CLEAN AIR ACT:** Bidder acknowledges that the Clean Air Act (CAA) is the comprehensive federal law regulating air emissions from stationary and mobile sources. Among other things, this law authorizes EPA to establish National Ambient Air Quality Standards (NAAQS) to protect public health and public welfare and to regulate emissions of hazardous air pollutants.

**ENERGY CONSERVATION:** The contractor agrees to comply with mandatory standards and policies relating to energy efficiency, which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.

**FEDERAL WATER POLLUTION CONTROL ACT:** Bidder acknowledges that the Federal Water Pollution Control Act, popularly known as the Clean Water Act, is a comprehensive law aimed at restoring and maintaining the chemical, physical and biological integrity of the nation's waters. The Act authorizes water quality programs, requires federal effluent limitations and state water quality standards, requires permits for the discharge of pollutants into navigable waters, provides enforcement mechanisms, and authorizes funding for wastewater treatment construction grants and state revolving loan programs, as well as funding to states and tribes for their water quality programs.

**SAFETY DATA SHEETS:** All applicable chemicals, herbicides, pesticides, and hazardous materials must be registered for sale in Louisiana by the Department of Agriculture, State of Louisiana, registered with EPA and must meet all requirements of Louisiana State Laws. Bidders must submit a product label, material safety data sheet and EPA registry number with the delivery of each applicable product. This information will be required on any subsequent deliveries if there is a change in chemical content or if a different product is being supplied. Failure to submit this data may cause the contract to be cancelled.

**DEFAULT OF VENDOR:** Failure to deliver within the time specified in the bid will constitute a default and may cause cancellation of the contract. Where the TPCG has determined the Vendor to be in default, the TPCG reserves the right to purchase any and/or all products or services covered by the contract on the open market and to charge the Vendor with cost in excess of the contract price (liquidated damages). Until such assessed charges have been paid, no subsequent bid from the defaulting Vendor will be considered.

**TERMINATION OF THE CONTRACT FOR CAUSE:** The TPCG may terminate the contract for cause based upon the failure of the Contractor to comply with the terms and/or conditions of the contract, or failure to fulfill its performance obligations pursuant to the contract, provided that the TPCG shall give the Contractor written notice specifying the Contractor's failure. If within ten (10) days after receipt of such notice, the Contractor has not corrected the failure or, in the case of failure which cannot be corrected in ten (10) days, begun in good faith to correct such failure, and thereafter proceeded diligently to complete such correction, then the TPCG may, at its option, place the Contractor in default and the contract shall terminate on the date specified in such notice.

The Contractor may exercise any rights available to it under Louisiana law to terminate for cause upon the failure of the TPCG to comply with the terms and conditions of the contract, provided that the Contractor shall give the TPCG written notice specifying the TPCG's failure and a reasonable opportunity for the TPCG to cure the defect.

**TERMINATION OF THE CONTRACT FOR CONVENIENCE:** The TPCG may terminate the contract at any time by giving ten (10) days written notice to the Contractor of such termination or negotiating with the Contractor an effective date. The Contractor shall be entitled to payment for deliverables in progress, to the extent work has been performed satisfactorily.

**TERMINATION FOR NON-APPROPRIATION OF FUNDS:** Notwithstanding any provisions herein, in the event sufficient funds for the performance of this Agreement are not appropriated by TPCG in any fiscal year covered by this contract, this agreement may be terminated by the TPCG giving notice to the Contractor of such facts and the TPCG's intention to terminate its financial obligation.

**CLEAN AIR ACT:** Contractor hereby agrees to adhere to the provisions which require compliance with all applicable standards, orders or requirements issued under Section 306 of the Clean Air Act which prohibits the use under non-exempt Federal contracts, grants or loans of facilities included on the EPA list of Violating Facilities.

The Contractor agrees to report each violation to the TPCG and understands and agrees that the TPCG will, in turn, report each violation as required to assure notification to the Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.

The Contractor agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance provided by FEMA.

**FEDERAL WATER POLLUTION CONTROL ACT:** The Contractor agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq.

The Contractor agrees to report each violation to the TPCG and understands and agrees that the TPCG will, in turn, report each violation as required to assure notification to the Federal Emergency Management Agency, and the appropriate Environmental Protection Agency (EPA) Regional Office.

The Contractor agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance provided by FEMA.

**DEBARMENT AND SUSPENSION:** This contract is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such, the contractor is required to verify that none of the contractor's principals (defined at 2 C.F.R. § 180.995) or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).

The contractor must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, and must include a requirement to comply with these regulations in any lower-tier transaction it enters into.

This certification is a material representation of fact relied upon by TPCG. If it is later determined that the contractor did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to TPCG the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.

The bidder or proposer agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

**BYRD ANTI-LOBBYING AMENDMENT:** Contractors who apply or bid for an award of \$100,000 or more shall 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 shall 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 recipient who in turn will forward the certification(s) to the awarding agency.

Contractors must sign and submit to the non-federal entity the Certification Regarding Lobbying Form, which is attached hereto.

**PROCUREMENT OF RECOVERED MATERIALS:** 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:

1. Competitively within a timeframe providing for compliance with the contract performance schedule;
2. Meeting contract performance requirements; or
3. At a reasonable price.

Information about this requirement, along with the list of EPA- designated items, is available at EPA's Comprehensive Procurement Guidelines web site, <https://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program>.

The Contractor also agrees to comply with all other applicable requirements of Section 6002 of the Solid Waste Disposal Act.”

**ACCESS TO RECORDS:** The Contractor agrees to provide TPCG, the FEMA Administrator, the Comptroller General of the United States, or any of their authorized representatives access to any books, documents, papers, and records of the Contractor which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts, and transcriptions.

The Contractor agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.

The Contractor agrees to provide the FEMA Administrator or his authorized representatives access to construction or other work sites pertaining to the work being completed under the contract.

In compliance with the Disaster Recovery Act of 2018, the TPCG and the Contractor acknowledge and agree that no language in this contract is intended to prohibit audits or internal reviews by the FEMA Administrator or the Comptroller General of the United States.

**DHS SEAL, LOGO, AND FLAGS:** The contractor shall not use the DHS seal(s), logos, crests, or reproductions of flags or likenesses of DHS agency officials without specific FEMA pre-approval.

**COMPLIANCE WITH FEDERAL LAWS, REGULATIONS, AND EXECUTIVE ORDERS:** This is an acknowledgement that FEMA financial assistance will be used to fund all or a portion of the contract. The contractor will comply with all applicable Federal law, regulations, executive orders, FEMA policies, procedures, and directives.

**NO OBLIGATION BY FEDERAL GOVERNMENT:** The Federal Government is not a party to this contract and is not subject to any obligations or liabilities to the non-Federal entity, contractor, or any other party pertaining to any matter resulting from the contract. The Federal Government is not a party to this contract and is not subject to any obligations or liabilities to the non-Federal entity, contractor, or any other party pertaining to any matter resulting from the contract.

**PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS OR RELATED ACTS:** The Contractor acknowledges that 31 U.S.C. Chap. 38 (Administrative Remedies for False Claims and Statements) applies to the Contractor's actions pertaining to this contract.

**APPLICABLE LAW:** All contracts shall be construed in accordance with and governed by the laws of the State of Louisiana.

**CLAIMS OR CONTROVERSIES:** The venue of any suit filed in connection with any claim shall be the Thirty-Second Judicial Court, Parish of Terrebonne, State of Louisiana.

**NON-COLLUSION AFFIDAVIT-** In accordance with La. R.S. 38:2224, successful bidders must submit a fully executed Non-Collusion Affidavit within ten (10) days of receipt of Notice of Award.

**ATTESTATIONS AFFIDAVIT** bidders shall comply with the provisions of LA R.S. 38:2212.10, 38:2227, 23:1726(B) attached hereto

**CERTIFICATE OF INSURANCE:** N/A

**PURCHASE ORDER:** The successful bidder will be issued a purchase order (when applicable) once the bid has been awarded and the vendor has timely submitted all required documents.

**PAYMENT STRUCTURE:** The vendor shall submit invoices to Karen Domingue, Utilities Department, Office Manager, or her representative at 301 Plant Road Houma LA 70363 or via email at [kdomingue@tpcg.org](mailto:kdomingue@tpcg.org). The invoice(s) must include the purchase order number (if applicable), the dates of stay for each room occupied and any additional charges for laundry services or other amenities (when applicable), and the name, address, and phone number of the vendor. No items other than those included in the bid shall be billed, and unit prices shall prevail.

**TAXES:** It is acknowledged and understood that all applicable taxes are included in the contract price. The successful bidder must register with the Terrebonne Parish Sales and Use Tax Department.

**OFFICIAL BID FORM  
SECTION "A"**

**TO:** TPCG  
Utilities Department  
301 Plant Road  
Houma, LA 70363

**FROM:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
**PHONE:** \_\_\_\_\_  
**EMAIL:** \_\_\_\_\_

**Bid 24-UTLTS-23 Hotel Accommodations in Support of Emergency Operations for the TPCG Utilities Department**

The undersigned bidder hereby declares and represents that she/he; a) has carefully examined and understands the Bidding Documents, b) has not received, relied on, or based his bid on any verbal instructions contrary to the Bidding Documents or any addenda, c) hereby proposes to provide the accommodations and services specified herein in strict accordance with the Bidding Documents prepared by: TPCG Purchasing Division and dated July 2024.

Item #	Description	Quantity	Unit Price
1	Double Occupancy/ two queen or double beds	10	Per day/night: \$ _____

Is the site is equipped with generator(s) to run the entire facility including a/c, heat, and elevators?  
 YES                       NO

If the facility is not equipped with generator(s) to run the entire site, the bidder agrees to provide wiring, at no cost to TPCG, for temporary generator(s) installation  
 YES                       NO

Bidders must acknowledge all addenda. The Bidder acknowledges receipt of the following **Addenda: (Enter the number assigned to each of the addenda that the Bidder is acknowledging)**

<u>Additional Amenities:</u>			
Hotel Facility: Wi-Fi, fitness center, meeting rooms etc... (can include additional sheet if needed)			
Item #	Description of Amenity	Quantity Available/Capacity	Price (if applicable)
1	Self Service Guest Coin Operated Laundry Facilities		Wash: \$ _____ per load Dry:\$ _____ per load
2	In-House Laundry Services		\$ _____ per load
Rooms: coffee maker, refrigerator, hair dryer, irons etc... (can include additional sheet if needed)			
			\$
			\$
			\$

**NAME OF BIDDER:** \_\_\_\_\_

**ADDRESS OF BIDDER:** \_\_\_\_\_

**NAME OF AUTHORIZED SIGNATORY BIDDER: (Print or Type)** \_\_\_\_\_

**SIGNATURE OF AUTHORIZED SIGNATORY BIDDER** \_\_\_\_\_

**TITLE OF AUTHORIZED SIGNATORY BIDDER:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**Signature Authorization: (Required by ALL Bidders) Written evidence of the person signing the bid SHALL be submitted at the time of bidding, in accordance with LA R.S. 38:2212(B)(5)**



## Specifications

### Accommodations for Parish Utility Personnel and Support Personnel for the Emergency Operations of the Utilities Department

#### A. General Statement

The Terrebonne Parish Consolidated Government Utilities Department is soliciting bids for the purpose of providing services and/or resources in support of emergency operations regardless of and in spite of the cause (natural, man-made, or technological). This contract will take effect upon authorization from the Terrebonne Parish President and the direct tasking by the Utilities Director and will cease at the discretion of the Utilities Director.

#### B. Requirements of Accommodations

The vendor shall provide any and/or all Hotel Accommodations for TPCG Utilities Personnel and additional contractors to support Emergency Operations during the contract period. These services are to include but not be limited to housing and laundry facilities with available housekeeping and maintenance personnel.

#### C. Room Accommodations

1. 2 double beds or equivalent
2. Toilet facilities located in the room
3. Temperature-controlled environment via air conditioning and/or heat as necessary, with generators and all necessary equipment to maintain a climate-controlled environment. **(NOTE: If property is not equipped with generator(s) to operate the entire facility, the bidder shall indicate in the area provided on Section "A". The bidder shall also indicate if he/she consents, or not, to providing electrical wiring at no cost to TPCG for generators to be temporarily installed by TPCG if the facility is selected and used in support of emergency operations.**
4. List any additional amenities that your hotel offers and include any pricing associated with the usage of those amenities
  - **Room amenities:** i.e. coffee maker, hair dryer, refrigerator, microwave, iron, Ironing board
  - **Hotel facilities:** i.e. meeting rooms, computer access, Wi-Fi, pool, gym, coin-operated and/or in-house laundry services.

**INDEMNIFICATION AGREEMENT**

(To be submitted within 10 days from receipt of "Notice of Award")

The \_\_\_\_\_ agrees to defend, indemnify,  
Contractor/Subcontractor/Lessee/Supplier

save and hold harmless the Parish of Terrebonne, all Parish Departments, Agencies, Boards and Commissions, its officers, agents, servants and employees, including volunteers, from and against any and all claims, demands, expense and liability arising out of injury or death to any person or the damage, loss or destruction of any property which may occur or in any way grow out of any act or omission of \_\_\_\_\_ its agents, servants and employees,  
Contractor/Subcontractor/Lessee/Supplier

and any and all cost, expense and/or attorney fees incurred by TPCG, all Departments, Agencies, Boards, Commissions, its agents, representatives, and/or employees as a result of any such claim, demands, and/or causes of action arising out of the negligence of TPCG, all Department, Agencies, Boards, Commissions, its agents, representatives, and/or employees \_\_\_\_\_  
Contractor, Subcontractor, Lessee, Supplier

agrees to investigate, handle, respond to, provide defense for and defend any such claim, demand, or suit at its sole expense related thereto, even if it (claims, etc.) is groundless, false or fraudulent.

Accepted by \_\_\_\_\_

Company

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date Accepted

Is Certificate of Insurance Attached? \_\_\_\_\_ Yes \_\_\_\_\_ No

**Bid No. 24-UTLTS-23**

For: **Utilities Department**  
Parish Department

**Purpose of Bid: Hotel Accommodations in Support of Emergency Operations for the TPCG Utilities Department**

**CERTIFICATION REGARDING LOBBYING**

(To be submitted within 10 days from receipt of "Notice of Award")

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 an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of 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 subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients 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.

The Contractor, \_\_\_\_\_, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor 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.

\_\_\_\_\_  
Signature of Contractor's Authorized Official

\_\_\_\_\_  
Name and Title of Contractor's Authorized Official

\_\_\_\_\_  
Date

**Non-Collusion Affidavit (Regarding LSA - R.S. 38:2224)**

(To be submitted within 10 days from receipt of "Notice of Award")

STATE OF LOUISIANA  
PARISH OF TERREBONNE

BID NAME: 24-UTLTS-23  
LOCATION: 301 Plant Road Houma, La 70363

**AFFIDAVIT**

Before me, the undersigned authority, duly commissioned and qualified within and for the State and Parish aforesaid, personally came and appeared \_\_\_\_\_ representing \_\_\_\_\_ who, being by me first duly sworn deposed and said that he has read this affidavit and does hereby agree under oath to comply with all provisions herein as follows:

Section 2224 of Part II of Chapter 10 of Title 38 of the Louisiana Revised Statutes, as amended.

- (1) That affiant employed no person, corporation, firm, association, or other organization, either directly or indirectly, to secure the public contract under which he received payment, other than persons regularly employed by the affiant whose services in connection with the construction, alteration or demolition of the public building or project or in securing the public contract were in the regular course of their duties for affiant; and
- (2) That no part of the Contract price received by affiant was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the Contract, other than the payment of their normal compensation to persons regularly employed by the affiant whose services in connection with the construction, alteration or demolition of the public building or project were in the regular course of their duties for affiant.

THUS DONE AND SIGNED BEFORE ME, THE UNDERSIGNED Notary Public and subscribing witnesses on this \_\_\_ day of \_\_\_\_\_, 20\_\_\_, at \_\_\_\_\_, Louisiana.

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
CONTRACTOR/VENDOR

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
NOTARY PUBLIC

**ATTESTATIONS AFFIDAVIT**

(To be submitted within 10 days from receipt of "Notice of Award")

Before me, the undersigned notary public, duly commissioned and qualified in and for the parish and state aforesaid, personally came and appeared Affiant, who after being duly sworn, attested as follows:

**LA R.S. 38:2227 PAST CRIMINAL CONVICTIONS OF BIDDERS**

A. No sole proprietor or individual partner, incorporator, director, manager, officer, organizer, or member who has a minimum of a ten percent (10%) ownership in the bidding entity named below has been convicted of, or has entered a plea of guilty or nolo contendere to any of the following state crimes or equivalent federal crimes:

- (a) Public bribery (R.S. 14:118)
- (b) Corrupt influencing (R.S. 14:120)
- (c) Extortion (R.S. 14:66)
- (d) Money laundering (R.S. 14:230)

B. Within the past five years from the project bid date, no sole proprietor or individual partner, incorporator, director, manager, officer, organizer, or member who has a minimum of a ten percent (10%) ownership in the bidding entity named below has been convicted of, or has entered a plea of guilty or nolo contendere to any of the following state crimes or equivalent federal crimes, during the solicitation or execution of a contract or bid awarded pursuant to the provisions of Chapter 10 of Title 38 of Louisiana Revised Statutes:

- (a) Theft (R.S. 14:67)
- (b) Identity Theft (R.S. 14:67.16)
- (c) Theft of a business record (R.S.14:67.20)
- (d) False accounting (R.S. 14:70)
- (e) Issuing worthless checks (R.S. 14:71)
- (f) Bank fraud (R.S. 14:71.1)
- (g) Forgery (R.S. 14:72)
- (h) Contractors; misapplication of payments (R.S. 14:202)
- (i) Malfeasance in office (R.S. 14:134)

**LA R.S. 38:2212.10 VERIFICATION OF EMPLOYEES**

A. Appearer is registered and participates in a status verification system to verify that all employees in the state of Louisiana are legal citizens of the United States or are legal aliens.

B. If awarded the contract, Appearer shall continue, during the term of the contract, to utilize a status verification system to verify the legal status of all new employees in the state of Louisiana.

C. If awarded the contract, Appearer shall require all subcontractors to submit to it a sworn affidavit verifying compliance with Paragraphs (A) and (B) of this Subsection.

**LA R.S. 23:1726(B) CERTIFICATION REGARDING UNPAID WORKERS COMPENSATION INSURANCE**

R.S. 23:1726 prohibits any entity against whom an assessment under Part X of Chapter 11 of Title 23 of the Louisiana Revised Statutes of 1950 (Alternative Collection Procedures & Assessments) is in effect, and whose right to appeal that assessment is exhausted, from submitting a bid or proposal for or obtaining any contract pursuant to Chapter 10 of Title 38 of the Louisiana Revised Statutes of 1950 and Chapters 16 and 17 of Title 39 of the Louisiana Revised Statutes of 1950.

A. By signing this bid /proposal, Affiant certifies that no such assessment is in effect against the bidding/proposing entity.

X: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

WITNESSES:

\_\_\_\_\_

\_\_\_\_\_

Sworn to and subscribed before me  
this \_\_\_\_ day of \_\_\_\_\_ 20\_\_.

\_\_\_\_\_

Notary Public

# Bidder's Check List

This checklist is for your guidance only and does not necessarily constitute every requirement of this bid. Please read the entire document thoroughly to ensure that your submission is complete.

Please check the box if you have completed the following:

**1. Bid documents are to be enclosed in a sealed envelope bearing the following on the outside of the envelope:**

- Bid name & Bid number
- Company's name
- Company's complete address

**OR**

**2. Bids can be electronically submitted via CAH site and accompanied by the required documents specified herein.**

**LINK:** <http://www.centralauctionhouse.com/Bid.php?cid=65>

**3. Official Bid Form Section "A":**

(Submitted in a sealed envelope delivered in the manner specified herein or uploaded to CAH)

- Completely filled out
- Acknowledged receipt of each addendum by inserting the number assigned on the line provided (if applicable)
- Signed and Dated
- Price(s) inserted

**4. Attachment(s) to be submitted with bid:**

(Submitted in a sealed envelope delivered in the manner specified herein or uploaded to (CAH)

- Signature Authorization: (Required By ALL Bidders)**

**Written evidence of the person signing the bid shall be submitted at the time of bidding, in accordance with LA R.S. 38:2212(B)(5)**

- Provide documentation stating that the person signing the bid is authorized to bind the company to the requirements of the bid/contract.
- The documentation provided must be signed by a member of the company with authority as outlined herein
- Failure to include the appropriate signature authorization shall result in rejection of the bid as non-responsive.

**5. Documents to be submitted within 10 days after receipt of the Notice of Award:**

- Non-Collusion Affidavit
- Indemnification Agreement
- Insurance Certificate
- Certification Regarding Lobbying
- Affidavit Verification of Citizenship (E-Verify)

**\*If you are unclear about the "signature authorization" requirement or any other requirement, please do not hesitate to contact the Purchasing Office at 985-580-7272**