REQUEST FOR PROPOSALS
EMERGENCY STANDBY SERVICES

Xavier University of Louisiana
New Orleans, Louisiana

Marion Bracy
Vice President of Facility Planning and Management

August 7, 2014
DESCRIPTION OF SERVICES

Xavier University of Louisiana (hereinafter referred to as XULA) invites proposals from qualified respondents to be included on the list of approved vendors for emergency standby services to support Xavier’s efforts in responding to future declared disasters and any emergency work needed by XULA. **XULA does not guarantee quantity of services or usage of vendors selected. Services from approved vendors will completely be dependent upon the needs of the University. The approved vendor list will be valid September 1, 2014 thru June 30, 2015.**

Xavier seeks the services as follows during an emergency or declared disaster:

- Debris Management
- Hazardous Material Clean-Up
- Debris Removal
- Decontamination Services
- Glazing Replacement (auto, building, and specialty)
- Plumbing
- Dining facility/catering
- Janitorial services
- Waste Pick-up
- Bus Services
- Miscellaneous Emergency Response Equipment or Services
- Water Testing
- Mold/Mildew Inspection/Testing
- Mold Remediation
- Flood Control
- Roof Repair
- HVAC Services
- Electrical Services
- Elevator Service/Repair
- Program Management
- Sanitary Services for Personnel
- Manpower for Temporary Services
- Tree/Stump Removal
- Flooring/Carpet
- Painting
- Roofing/Ceiling Materials
- Air Quality Testing

This Request for Proposals (RFP) is not an offer to contract but seeks the submission of proposals including current rate sheets for services from qualified, professional respondents that may form the basis for negotiation of a contract or agreement.
XULA will determine whether the respondent is qualified to perform the services being contracted based upon their proposal demonstrating satisfactory experience and capability. The Respondent shall identify necessary experienced personnel and facilities to support the activities requested in this RFP.

QUALIFICATION REQUIREMENTS

The Respondent has a continuing obligation to disclose information throughout the RFP process should any qualifications or situations change that might render the Respondent as an unqualified candidate.

The following are the minimum qualifications:

(a) The Respondent should provide have a history of providing emergency standby services/emergency work at universities or educational facilities.
(b) The Respondent must have a minimum of $1,000,000 general liability coverage, $1,000,000 automobile liability coverage, $1,000,000 workers compensation coverage and the ability to be bonded. Additional coverage may be required before the contract is executed.
(c) The Respondent shall be able to demonstrate the availability of adequate resources to fulfill the responsibilities aforementioned. The Respondent shall provide XULA with a list of subcontractors it plans to use prior to executing a contract with Xavier University.
(d) The Respondent must be qualified and in good standing with the Secretary of State to conduct business in the State of Louisiana, if selected.
(e) The Respondent covenants that it will have no interest, direct or indirect, that will conflict in any manner or degree with the performance of its contract services. The Respondent further covenants that, in the performance of the contract, the Respondent shall employ no person having any such known interests.
(f) The Respondent has a policy and practice of equal opportunity employment and non-discrimination based on age, race, creed and/or gender which must be furnished at the University's request.
(g) The Respondent attests that all workers providing the services described in this RFP are either citizens of the United States or are in proper and legal immigration status that authorizes them to be employed for pay within the United States.

Firms who have successfully provided similar services at universities are strongly encouraged to respond. Xavier University has the right to exercise any or all options according to its needs and available funding including but not limited to rejecting proposals/bids in excess of its funding for the project.

1. The respondent may be required before the award of any contract to show to the complete satisfaction of XULA that it has the necessary facilities, ability, and financial resources to provide the services specified therein in a satisfactory manner. The Respondent may also be required to give a past history and references in order to satisfy XULA in regard to the Proposer's qualifications.
XULA may make reasonable investigations deemed necessary and proper to determine the ability of the respondent to perform the work, and the respondent shall furnish to XULA all information for this purpose that may be requested. XULA reserves the right to reject any offer if the evidence submitted by, or investigation of, the respondent fails to satisfy XULA that the respondent is properly qualified to carry out the obligations of the contract and to complete the work described therein. Evaluation of the respondent's qualifications shall include:

A. The ability, capacity, skill, financial, and other necessary resources to perform the work or provide the service required;

B. The ability of the respondent to perform the work or provide the services promptly or within the time specified, without delay or interference;

C. The character, integrity, reputation, judgment, experience, and efficiency of the respondent; and

D. The quality of performance of previous contracts or services.

2. The resulting contract/agreement will be established in order to permit XULA to respond immediately and effectively with needed products, materials, or services in the event of an emergency. The respondent shall be solely responsible for issuing a valid invoice, receipt, or lease agreement for services related to the contract.

3. Time will be of the essence for the performance of the anticipated contract during the emergency period. The respondent must understand that the services, equipment, personnel and materials must be delivered in a timely manner following a request during times of an emergency or disaster.

4. XULA will reserve the right to acquire part or all of the services offered by the Respondent from other available resources as deemed necessary in the best interest of the University.

5. The respondent's responsibilities include but are not limited to the following:
   a. **Pre-Declaration**:
      i. Receive emergency phone calls 24/7
      ii. Participate in pre-activation conference calls
      iii. Provide management personnel to meet with Emergency Management Teams
   b. **Post-Declaration**
      i. Respond to projects in a timely manner.
      ii. Provide necessary insurance documentation at the time of contract signing.
iii. Provide on-site deployment and/or installation services for each piece of equipment/personnel/material/service requested within 12 to 24 hours of the initial call.
iv. Provide near real time project tracking and accountability for all projects.
v. Participate in the Governor’s Office of Homeland Security and Emergency Preparedness or Federal Emergency Management Agency’s meetings if necessary and requested.
vi. Provide on-site maintenance of any equipment deployed over 48 hours.
vii. Provide emergency refueling of equipment if tasked.
viii. Provide personnel management and briefing meetings if tasked.
ix. Conduct final recovery and any close out at the end of the mission.

6. The respondent shall specify the end point of delivery for products, equipment, materials, or services. The respondent shall be responsible for obtaining all permits or fees and track all eligible, reimbursable costs.

7. Local Hire of Manpower: Respondent must agree to utilize local qualified personnel to supplement overall staffing to every extent possible, both to reduce overall costs, and to reemploy locally affected personnel where possible. Respondent is responsible for determining qualifications, certifications and legal status to work requirements, and comply with all applicable State and Federal labor laws. Respondent will be responsible for all hired personnel.

SELECTION CRITERIA

All proposals timely received will be reviewed by XULA Selection Committee. The Committee will recommend proposals that most closely meet the requirements of the RFP. Approved vendors will be placed on the list of authorized vendors that will provide emergency standby services and/or emergency work for XULA. This list will be valid September 1, 2014 thru June 30, 2015.

The Selection Committee will select the Respondents that it determines to be fully qualified and best suited among those submitting proposals to fulfill the purposes of the RFP in a cost effective manner. The following will be used in making the selection:

1. Company experience and qualifications,
2. Proposed project staff’s qualifications and experience on emergency standby projects.
3. Billable/hourly rates
4. Equipment/materials costs
5. Familiarity with Colleges/Universities, FEMA and the Public Assistance program.
6. The degree of completeness of response to the specific requirements of the solicitation.
7. References.
8. Availability to commit adequate resources to provide timely response.
9. Proposers’ ability to provide the required services as reflected/evidence by qualifications (education, experience, etc.); this includes the ability of the Proposer to provide a work product that is legally defensible.
10. The personnel, equipment and financial resources to perform the services currently available or demonstrates to be made available at the time of contracting.

Any contract entered into as a result of this RFP will be issued with no guaranteed quantity of services and the usage of the contract is completely dependent upon the needs at the time of the emergency or disaster.

1. The deadline for proposal submittals is: **August 28, 2014 at 10:00 AM**

2. Proposals with hourly rates and a W-9 Form are to be submitted in an envelope clearly marked “Envelope 1: Emergency Management Services/Emergency Work” with the consultant’s name, address and phone number. Submit a total of two (2) hard copies, marking one (1) as the original.

3. All RFP submissions must be sealed and sent to the address below:

   Mr. Keith V. Dillon  
   Project Manager  
   Facilities Planning and Management  
   Xavier University of Louisiana  
   1 Drexel Drive, Box 54  
   New Orleans, LA 70125

**RFP SCHEDULE**

<table>
<thead>
<tr>
<th>RFP Release Date</th>
<th>August 7, 2014</th>
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<tr>
<td>Deadline for Questions</td>
<td>August 18, 2014</td>
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<tr>
<td>Qualifications Submission Deadline</td>
<td>August 28, 2014 – 10:00 AM</td>
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Questions regarding this RFP should be directed only in writing to the address listed above. XULA reserves the right to reject any and all bids. If all proposals are rejected, XULA may undertake the work by such means as they deem suitable. XULA further reserves the right to waive any formalities in the preparation and submittal of proposals.

It is the responsibility of the Respondent to ensure that its proposal is timely delivered and received at the aforementioned address on or before the Submission Deadline. Xavier University will not consider proposals received after the Submission Deadline.
Any oral communications shall be considered unofficial and nonbinding on XULA.

XULA does not guarantee or warrant the awarding of work for vendors selected. The vendors selected will be responsible for assembling the appropriate teams to meet the requirements of these assignments. XULA reserves the right to review the team due to poor past performance either upon review of the RFP response, after placement in a group of applicants, and prior to award.

The Respondent shall not begin any work until they have been authorized by XULA.