

TENSAS BASIN LEVEE DISTRICT
MAY 09, 2017

The Board of Commissioners of the Tensas Basin Levee District met for its regular meeting Tuesday, May 09, 2017 at 9:30 A. M. in its office located at 505 District Drive Monroe, Louisiana.

Mr. Rodney Hutchins, Vice President, called the meeting to order and requested the Secretary call roll with the following present and answering: Mr. Rodney Hutchins, Vice President, Catahoula Parish; Mr. Mike Calloway, Mr. Jonathan Johnson and Mr. Charles Venable Ouachita Parish; Ms. Ramona N. Haire and Mr. Robert Neal Harwell, Richland Parish; Ms. Michelle Collum, West Carroll Parish and Mr. Dick Zeagler, LaSalle Parish. Absent: Mr. Venoy Kinnaird, Morehouse Parish; Mr. Drew Keahey, President, Caldwell Parish and Mr. Ashley Peters, Franklin Parish.

Others in attendance were: Mr. Sam Hodge, Department of Transportation and Development; Mr. Max Tullos, Corps of Engineers; Mr. Michael Street, Attorney, Tensas Basin Levee District; Mr. John Stringer, Executive Director, Tensas Basin Levee District; Mr. Johnny Trisler and Mr. Chris Legendre, Maintenance Supervisors, Tensas Basin Levee District; Mr. Tracy Hilburn, Maintenance Supertendant, Tensas Basin Levee District and Mr. Brandon Waggoner, Captain, Levee District Police

Vice President Rodney Hutchins opened the meeting with prayer followed by the Pledge of Allegiance.

The following resolution was introduced by Commissioner Dick Zeagler, seconded by Commissioner Ramona N. Haire, and passed unanimously by the Board of Commissioners of the Tensas Basin Levee District, after Vice President Rodney Hutchins called for public comments

and there were none, to-wit:

RESOLUTION

WHEREAS, the Board of Commissioners of the Tensas Basin Levee District advertised for surface leasing for five year period for hunting purposes the following:

LASALLE PARISH: Lots 4, 5 and 6 of Section 1, Township 7 North, Range 4 East, containing 71 acres more or less.

WHEREAS, the time having arrived for the opening of bids, the following bids were received, opened and read aloud:

Mr. Benny Hailey, P. O. Box 981, Jena, La. bid \$42.50 per acre per year.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Tensas Basin Levee District does hereby accept that certain bid of Mr. Benny Hailey of \$42.50 per acre per year for a five year period.

Virginia Caviness
Secretary

Rodney Hutchins
Vice President

The following resolution was introduced by Commissioner Charles Venable, seconded by Commissioner Ramona N. Haire, and passed unanimously by the Board of Commissioners of the Tensas Basin Levee District, after Vice President Rodney Hutchins called for public comments
and there were none, to-wit:

RESOLUTION

WHEREAS, the Board of Commissioners of the Tensas Basin Levee District advertised for surface leasing for five year period for hunting purposes the following:

LASALLE PARISH: Lots 3, 4 and 7 (East ½ of East ½ of section lying east of Dry River), of Section 12, Township 7 North, Range 4 East, containing 65.36 acres more or less.

WHEREAS, the time having arrived for the opening of bids, the following bids were received, opened and read aloud:

Mr. Benny Hailey, P. O. Box 981, Jena, La. bid \$46.30 per acre per year.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Tensas Basin Levee District does hereby accept that certain bid of Mr. Benny Hailey of \$46.30 per acre per year for a five year period.

Virginia Caviness
Secretary

Rodney Hutchins
Vice President

The following resolution was introduced by Commissioner Mike Calloway, seconded by Commissioner Dick Zeagler, and passed unanimously by the Board of Commissioners of the Tensas Basin Levee District, after Vice President Rodney Hutchins called for public comments and there were none, to-wit:

RESOLUTION

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Tensas Basin Levee District does hereby declare that the reading of the minutes of the regular meeting of April 17, 2017 is hereby dispensed with and declared approved as published in the official journal of this board, The Richland Beacon News.

Virginia Caviness
Secretary

Rodney Hutchins
Vice President

The following resolution was introduced by Commissioner Ramona N. Haire, seconded by Commissioner Robert Neal Harwell, and passed unanimously by the Board of Commissioners of the Tensas Basin Levee District, after Vice President Rodney Hutchins called for public comments and there were none, to-wit:

RESOLUTION

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Tensas Basin Levee District does hereby approve all bills approved by the claims committee for April, 2017.

Virginia Caviness
Secretary

Rodney Hutchins
Vice President

The following resolution was introduced by Commissioner Jonathan Johnson, seconded by Commissioner Robert Neal Harwell, and passed unanimously by the Board of Commissioners of the Tensas Basin Levee District, after Vice President Rodney Hutchins called for public comments and there were none, to-wit:

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Tensas Basin Levee District does authorize the Vice President and Secretary to advertise for bids for sale of surplus equipment as follows:

2008 Polaris Ranger 700 4 Wheel Drive Utility Vehicle Serial Number
4XARH68A784726062.

2001 Honda Foreman Rubicon TRX 4-Wheeler Serial Number 478TF260214018407.

BE IT FURTHER RESOLVED that bids shall be received up until 7:30 A. M., June 13, 2017 at the office of the Tensas Basin Levee District, P. O. Box 68, Rayville, La. 71269 and 708 Julia Street, Suite 101B, Courthouse, Rayville, La. and up until 9:30 A. M., June 13, 2017 at 505 District Drive, Monroe, La. 71202-6862, at which time bids shall be opened and read

Virginia Caviness
Secretary

Rodney Hutchins
Vice President

The following resolution was introduced by Commissioner Jonathan Johnson, seconded by Commissioner Robert Neal Harwell, and passed unanimously by the Board of Commissioners of the Tensas Basin Levee District, after Vice President Rodney Hutchins called for public

comments and there were none, to-wit:

RESOLUTION

BE IT RESOLVED that the Board of Commissioners of the Tensas Basin Levee District does hereby authorize the President and Secretary to advertise for bids as follows:

Official Journal
Fuel

BE IT FURTHER RESOLVED that bids shall be received up until 7:30 A. M., June 13, 2017 at the office of the Tensas Basin Levee District, P. O. Box 68, Rayville, La. 71269 and 708 Julia Street, Suite 101B, Courthouse, Rayville, La. and up until 9:30 A. M., June 13, 2017 at the office of the Tensas Basin Levee District, 505 District Drive, Monroe, La. 71202-6862, at which time bids shall be opened and read aloud.

Virginia Caviness
Secretary

Rodney Hutchins
Vice President

The following resolution was introduced by Commissioner Ramona N. Haire, seconded by Commissioner Jonathan Johnson, and passed unanimously by the Board of Commissioners of the Tensas Basin Levee District, after Vice President Rodney Hutchins called for public comments and there were none, to-wit:

RESOLUTION

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Tensas Basin Levee District does hereby authorize the President and Secretary to advertise for bids for Engineering, Environmental, Surveying and related Technical Services for FEMA fund for proposed levee repairs on Claude Mann Levee, Morehouse Parish, La., Huff Place Levee, Morehouse Parish, La., Rawlinson Place Levee Morehouse Parish, La., Harrell Brake Levee, Morehouse Parish, La., Naff Place Levee, Morehouse Parish, La., Moore Place Levee, Morehouse Parish, La., Horse Bayou Levee, Morehouse Parish, La.; Seven Pine Levee, Morehouse Parish, La.; Flood Wall East Bank, Ouachita Parish, La.; Fernand Lake Levee; Buckhorn Bend Levee; Humble Lake Levee and Lee Lane Levee.

Virginia Caviness
Secretary

Rodney Hutchins
Vice President

The following resolution was introduced by Commissioner Jonathan Johnson, seconded by Commissioner Ramona N. Haire, and passed unanimously by the Board of Commissioners of the Tensas Basin Levee District, after Vice President Rodney Hutchins called for public comments and there were none, to-wit:

RESOLUTION

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Tensas Basin Levee District does hereby authorize the President and Secretary to advertise for bids for Grant Manager for FEMA fund for proposed levee repairs on Claude Mann Levee, Morehouse Parish, La., Huff Place Levee, Morehouse Parish, La., Rawlinson Place Levee Morehouse Parish, La., Harrell Brake Levee, Morehouse Parish, La., Naff Place Levee, Morehouse Parish, La., Moore Place Levee, Morehouse Parish, La., Horse Bayou Levee, Morehouse Parish, La.; Seven Pine Levee, Morehouse Parish, La.; Flood Wall East Bank, Ouachita Parish, La.; Fernand Lake; Buckhorn Bend Levee; Humble Lake Levee and Lee Lane Levee.

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The following resolution was introduced by Commissioner Jonathan Johnson, seconded by Commissioner Ramona N. Haire, and passed unanimously by the Board of Commissioners of the Tensas Basin Levee District, after Vice President Rodney Hutchins called for public comments and there were none, to-wit:

RESOLUTION

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Tensas Basin Levee District does hereby authorize the President and Secretary to advertise for bids for Project Manager for FEMA fund for proposed levee repairs on Claude Mann Levee, Morehouse Parish, La., Huff Place Levee, Morehouse Parish, La., Rawlinson Place Levee Morehouse Parish, La., Harrell Brake Levee, Morehouse Parish, La., Naff Place Levee, Morehouse Parish, La., Moore Place Levee, Morehouse Parish, La., Horse Bayou Levee, Morehouse Parish, La.; Seven Pine Levee, Morehouse Parish, La.; Flood Wall East Bank, Ouachita Parish, La.; Fernand Lake; Buckhorn Bend Levee; Humble Lake Levee and Lee Lane Levee.

Virginia Caviness
Secretary

Rodney Hutchins
Vice President

The following resolution was introduced by Commissioner Jonathan Johnson, seconded by Commissioner Dick Zeagler, and passed unanimously by the Board of Commissioners of the Tensas Basin Levee District, after Vice President Rodney Hutchins called for public comments and there were none, to-wit:

RESOLUTION

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Tensas Basin Levee District does hereby adopt the following policies applicable to all Federally funded contracts as required by 2 CFR 200.318(c), 2CFR 200.318(h), 2 CFR 200.318(i), 2 CFR 200.320(d)(3), 2 CFR 200.322, 2CFR 200.318(k), 2 CFR 200.319(c), 2 CFR 200.318(j), 2 CFR 200.318(d) and sealed bids.

Policy for Employees and Organizational Conflicts of Interest Standards

DEFINITIONS

Personal-An employee may not participate in any part of the procurement process, including the selection, awarding and administration of purchases or contracts supported by a Federal award, if he or she has a real or apparent conflict of interest. A conflict occurs when the employee and any member of the employee's family, his or her partner or an organization which employs or is about to employ the employee's family or partner has a financial, tangible or other benefit from a contractor considered for award.

Organizational-Tensas Basin Levee District must avoid an organizational conflict of interest where the Tensas Basin Levee District would be unable to impartial in conducting a procurement action because of an existing relationship with a parent company, affiliate or subsidiary organization.

STANDARDS

No officer, employee or agent may participate in the selection, awarding or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

No officer, employee or agent must solicit or accept gratuities, favors or anything of monetary value from contractors or parties to subcontracts, except where the financial interest is not substantial or the gift is an unsolicited item of nominal value, not exceeding sixty dollars (\$60.00) then these standards do not apply.

Tensas Basin Levee District must conduct a conflicts of interest search ensuring that there is no bias of partiality issues which would render or impair the performance of the contract (applies only to private nonprofits (PNPS)).

Gratuities, Kickbacks and Required Contract Clause.

Gratuities. It is a breach of ethical standards for any person to offer, give or agree to give any employee or former employee, or for any employee or former employee to solicit, demand, accept or agree to accept from another person a gratuity or an offer of employment in the connection with any decision, approval, disapproval, recommendation, preparation of any part of a program

requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, pertaining to any program requirement or a subcontract, or to any solicitation or proposal therefor.

Kickback. It is a breach of ethical standards for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.

Contract Clause. The prohibition against gratuities and kickbacks prescribed in this Section must be conspicuously set forth in every contract and solicitation therefor.

EMPLOYEE DISCLOSURE REQUIREMENTS

Disclosure of Benefit Received from Contract. It must be the policy of Tensas Basin Levee District to disclose in writing any potential conflict of interest to the Federal awarding agency or pass-through entity within 14 days of learning of the conflict of interest. Any employee who has, or obtains any benefits from, any Louisiana contract with a business in which the employee has a financial interest must report such benefit to Tensas Basin Levee District and copy the Louisiana Board of Ethics; provided, however, this Section must not apply to a contract with a business where the employee's interest in the business has been placed in a disclosed blind trust.

Failure to Disclose Benefit Received. Any employee who knows or should have known of such benefit, and fails to report such benefit to the Louisiana Board of Ethics, is in breach of the ethical standards of this Section and must be subject to disciplinary actions for violations of such standards by officers, employees or agents of the Tensas Basin Levee District.

Policy for Granting Awards to Responsible Contractors

Prior to any contract award, the contractor must be screened to ensure it is in good standing to perform the contract.

The contractor must be in good standing with the Secretary of State and vetted through both State and Federal databases to ensure the contractor is not debarred or suspended.

These databases are: www.sam.gov and <http://coraweb.sos.la.gov/CommercialSearch/CommercialSearch.aspx>

Policy for Maintaining Records to Detail History of Procurement

Documents required must include but may not be limited to the following:

Rationale for determining the need for project.

Rationale for the method of procurement selected, ie. micro purchases, small purchase procedures, sealed bids, competitive proposals and noncompetitive proposals.

Selection of contract type, ie. lump sum, unit price, cost reimbursement, time and materials.

Copy of RFP/RFQ.

List of all responsible bidders.

Documentation evidencing appointment of selection committee.

Basis for selection of contractor to include all grading sheets of selection committee evidencing bidder evaluations; include reasons for rejection of any bid.

Copy of contract.

In the case of an RFQ, copy of the independent cost analysis conducted prior to entering into negotiations.

Policy for Methods for Conducting Technical Evaluations

EVALUATION TEAM

The management section of Tensas Basin Levee District must appoint an evaluation team. The evaluation team must consist of 2 members.

ADMINISTRATIVE AND MANDATORY SCREENING

All proposals will be reviewed by the evaluation team to determine compliance with administrative and mandatory requirements as specified in the RFP/RFQ. Proposals found not to be compliant will be rejected from further consideration. The evaluation team will determine the

proposal most advantageous to the Tensas Basin Levee District applying the evaluation factors set forth in the RFP/RFQ.

CLARIFICATION OF PROPOSALS

Tensas Basin Levee District reserves the right to seek clarification of any proposal for the purpose of identifying and eliminating minor irregularities or informalities.

ORAL PRESENTATIONS/DISCUSSIONS MAY BE REQUIRED

Tensas Basin Levee District, at its sole discretion, may require proposers to provide an oral presentation following submission of proposals.

EVALUATION AND REVIEW

Responsive proposals will be evaluated based on the following criteria:

CRITERIA	MAXIMUM SCORE
Technical Evaluation	(Worth 75 points)
Corporate background and experience	15
Approach and methodology	30
Resumes, proposed staff qualifications	20
Hudson/Veterans Small Entrepreneurship Program	10
Cost Evaluation*	25
Total Score	100
Oral presentation (if required)	10

*RFQs are evaluated without cost. Costs are determined after selection of contractor based upon qualifications.

The evaluation team will compile the scores and make a recommendation to the management of Tensas Basin Levee District on the basis of the proposal with the highest score.

TECHNICAL EVALUATION CRITERIA

Corporate background and experience: 15 points

The proposer will be evaluated on past experience with similar projects and pertinent corporate resources. The evaluation team will review the proposer's experience rendering similar services to those stated in the RFP/RFQ.

The evaluation team will assess the proposer's corporate resources to determine proposer's ability to support the project. Such resources may include facilities, equipment and available staff with unique qualifications and experience.

Approach and methodology: 30 points

Each proposal will be evaluated on the proposer's project approach and methodology. The evaluation will be looking for the following items:

- Project Organization (including identification and role of subcontractors).
- Program Manager
- Team Staffing Resources
- Support Resources
- Project Management Planning and Tracking System
- Project Reporting
- Monthly Progress/Status Reporting
- Quality Assurance
- Subcontractor Management
- Management Planning and Reporting
- Ability to coordinate effectively
- Flexibility and capacity to provide a full range of services ie: short suspense, around the clock, etc.

Resumes, proposed staff qualifications: 20 points

The evaluation team will assess the resumes of the staff supplied by the proposer to determine the qualifications of the staff relevant to the RFP.

Hudson/Veterans Small Entrepreneurship Program: 10 points

Veteran-Owned and Service-Connected Small Entrepreneurship (Veteran Initiative) Louisiana Initiative for Small Entrepreneurships (Hudson Initiative) programs Participation

Ten percent (10%) of the total evaluation points on this RFP are reserved for proposers who are certified Veterans or Hudson Initiative Small Entrepreneurships.

Cost Evaluation: 25 points

The cost evaluation will be based upon the hourly labor rates for the positions submitted by the proposer. The total cost will be determined by the sum of all hourly rates stated. The proposer with the lowest cost will receive a score of 25 points for the cost category. The remaining proposers will receive a score based upon the following formula.

$CS = (LPC / PC) \times 25$

CH=Compared cost score for proposers

LPC=Lowest proposed cost for all proposers

PC=PROPOSER'S COST

Oral presentation: 10 points

In the event oral presentations are requested, they will be evaluated on the clarity of the approach and methodology.

Policy for Procurement of Recovered Materials

Recovered materials must be procured to the maximum extent practicable.

Procure only items designated within guidelines of the Environmental Protection Agency (EPA) in 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 during the preceding fiscal year exceeded \$10,000.

The designated items are:

Paper and paper products

Vehicle products

Construction products

Transportation products

Parks and recreation products

Landscaping products

Non-paper office products

Miscellaneous products

Procure solid waste management services in a manner that maximizes energy and resource recovery; and

Establish an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines above. The required elements of said affirmative program is as follows:

Preference programs for purchasing the designated items

Promotion programs

Procedures for obtaining estimates and certification of recovered materials content, and for verifying the estimates and certifications.

Annual review and monitoring of the effectiveness of the program.

This policy must extend to all contractors and to all subcontractors.

Policy for Protest Procedures**AWARD PROTEST**

Any protest against the award of a contract must be received in writing within ten (10) calendar days of the date provided on the written notice of contract award from Tensas Basin Levee District, or the protest will not be considered. Protest must be received by 4:00 pm on the tenth calendar day. If the tenth calendar day falls on a weekend or holiday, the tenth day will be considered the next business day.

DESIGNATION OF PROTEST OFFICIAL

All protests must be submitted to the Tensas Basin Levee District designated protest official, who must set a hearing date and time if requested by the protesting bidder. Protests must be sent to the protest official by certified mail or hand delivered to the following address;

Tracy Hilburn, Operations Superintendent
505 District Drive
Monroe, Louisiana 71202

The protest official must issue a written decision on the matter within fourteen (14) calendar days of the hearing unless circumstances dictate otherwise. In no case must the decision be issued more than thirty (30) days past the hearing date.

APPEAL OF PROTEST DECISION

The decision of the protest official will be final unless the protester files an appeal within five (5) business days of receipt of the written decision to the Executive Director and addressed to:

John Stringer, Executive Director
505 District Drive
Monroe, Louisiana 71202

Appeals should contain a statement of the factual and legal grounds on which reversal or modification of the decision is warranted, specifying any errors of law or fact made or information not previously considered. A new protest or additional changes to the original protest will not be allowed within the appeal process.

John Stringer has the discretion to request oral argument. John Stringer must issue a final decision no later than thirty (30) days from receipt of bidder's appeal.

Policy for Selection Procedures for Procurement Transactions

There must be a clear and accurate description of all technical requirements for the material, product or service to be procured.

The description of such set items must not contain features that unduly restrain competition.

The description of set items must, at a minimum, state any essential characteristics or standards required for its intended use.

Identify any and all requirements that the offeror must fulfill in evaluating business.

Policy for the Use of Time and Materials (T+M) Contracts

T+M type contracts may be used only after a determination that no other contract is suitable.

Such a contract must include a ceiling price that the contractor exceeds at its own risk.

A high degree of oversight must be maintained in order to obtain reasonable assurance that the contractor is using:

- Efficient methods and
- Effective cost controls.

Policy for Utilizing Small Businesses, Minority-Owned Firms and Women Business Enterprises

EVALUATION TEAM

The management section of Tensas Basin Levee District must appoint an evaluation team. The evaluation team must consist of 2 members.

ADMINISTRATIVE AND MANDATORY SCREENING

All proposals will be reviewed by the evaluation team to determine compliance with administrative and mandatory requirements as specified in the RFP/RFQ. Proposals found not to be compliant will be rejected from further consideration. The evaluation team will determine the proposal most advantageous to the Tensas Basin Levee District applying the evaluation factors set forth in the RFP/RFQ.

CLARIFICATION OF PROPOSALS

Tensas Basin Levee District reserves the right to seek clarification of any proposal for the purpose of identifying and eliminating minor irregularities or informalities.

ORAL PRESENTATIONS/DISCUSSIONS MAY BE REQUIRED

Tensas Basin Levee District, at its sole discretion, may require proposers to provide an oral presentation following submission of proposals.

EVALUATION AND REVIEW

Responsive proposals will be evaluated based on the following criteria:

CRITERIA	MAXIMUM SCORE
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Approach and methodology: 30 points

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- Project Organization (including identification and role of subcontractors).
- Program Manager
- Team Staffing Resources
- Support Resources
- Project Management Planning and Tracking System
- Project Reporting
- Monthly Progress/Status Reporting
- Quality Assurance
- Subcontractor Management
- Management Planning and Reporting
- Ability to coordinate effectively
- Flexibility and capacity to provide a full range of services ie: short suspense, around the clock, etc.

Resumes, proposed staff qualifications: 20 points

The evaluation team will assess the resumes of the staff supplied by the proposer to determine the qualifications of the staff relevant to the RFP.

Hudson/Veterans Small Entrepreneurship Program: 10 points

Veteran-Owned and Service-Connected Small Entrepreneurship (Veteran Initiative) Louisiana Initiative for Small Entrepreneurships (Hudson Initiative) programs Participation

Ten percent (10%) of the total evaluation points on this RFP are reserved for proposers who are certified Veterans or Hudson Initiative Small Entrepreneurships.

Cost Evaluation: 25 points

The cost evaluation will be based upon the hourly labor rates for the positions submitted by the proposer. The total cost will be determined by the sum of all hourly rates stated. The proposer with the lowest cost will receive a score of 25 points for the cost category. The remaining proposers will receive a score based upon the following formula.

$$CS = (LPC / PC) \times 25$$

CH=Compared cost score for proposers

LPC=Lowest proposed cost for all proposers

PC=PROPOSER'S COST

Oral presentation: 10 points

In the event oral presentations are requested, they will be evaluated on the clarity of the approach and methodology.

Policy to Avoid Acquisition of Unnecessary or Duplicative Items

Contract only for current and reasonably expected needs and avoid acquisition of unnecessary or duplicative items.

Written justification must be provided prior to the initiation of any procurement process.

Consideration must be given to consolidating or breaking out procurements to obtain a more economical purchase.

Where appropriate, an analysis must be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.

SEALED BID REQUIREMENTS

Advertisement for bids-instructions to potential bidders including: location and time and date for submission; availability of bid documents and duration of public inspection, deposit(s) and other bidding requirements; notice of Federal contract requirements.

Information for Bidders-Instructions to potential bidders including: bid preparation requirements; details for price submission; bidder qualifications, bid security requirements timelines for bid and contract award; liquidated damages provisions; conditions of work; addenda and interpretations; security for performance; power of attorney; governing laws and regulations; method of bid award; and obligations of bidders.

Requirements for a Bid Bond-The “bid bond” shall consist of a firm commitment such as a bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of his bid, execute such contractual documents as may be required within the time specified.

Requirements for a performance Bond-A performance bond on the part of the contractor for 100 percent of the contract price. A “performance bond” is one executed in connection with a contract to secure fulfillment of all the contractor’s obligations under such contract.

Requirements for a Payment Bond-A payment bond on the part of the contractor for 100 percent of the contract price. A “payment bond” is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

Certifications of non-debarment or suspension.

Certification of small, minority, women’s owned enterprise.

Corporate certificate of good standing.

SEALED BID PROCEDURES

The sealed bid solicitation shall be published at least once, not less than 30 and not more than 45 days before the date for filing bids in a newspaper that serves as the official publication for the grantee. If no official publication exists, then it shall be published in a newspaper published at least once weekly and having general circulation in the geographic area served by the governmental entity. Preference should be given to a newspaper published daily if available.

The sealed bid solicitation shall ensure the complete plans and specifications will be available on the date of the first advertisement.

The advertisement for the sealed bid solicitation shall indicate where specifications can be obtained and when and where bids will be received and opened.

All sealed bids received must be date and time stamped upon receipt.

Any sealed bid which does not arrive at the designated place by the appointed time will not be considered and will not be opened. The bid will be marked by the time received and returned to the bidder unopened.

All bids shall remain confident until the public bid opening.

All bids submitted on time will be publicly opened and the sealed bids read aloud.

Where specified in the bid documents, factors such as discounts, transportation costs and life cycle costs shall be considered in determining which bid is lowest. Payment discounts shall only be used to determine low bid when prior experience indicates that such discounts are generally taken.

After approval by the Tensas Basin Levee District, a firm fixed price award in writing to the lowest responsive, responsible bidder whose bid conforms to the advertisement for bids will be made.

A bid abstract of the bid opening will be maintained. At a minimum it will include the following:

- Date, time, and location of the bid opening;
- A listing of all bids received and the amounts of their bids;
- A listing of all persons present;
- A tabulation of the bids opened;
- The award decision

Unsuccessful bidders will be promptly notified in writing.

Virginia Caviness
Secretary

Rodney Hutchins
Vice President

Financial reports were reviewed and discussed after President Drew Keahey called for public comments and there were none.

Mr. Sam Hodge, Department of Transportation reported on 408 permits.

Mr. Johnny Trisler advised he will be retiring as Maintenance Supervisor of the Tensas Basin Levee District during first quarter 2018 and further advised there are workers in the Jonesville Department of the Tensas Basin Levee District that are qualified to step into his position.

Vice President Rodney Hutchins called for public comments and there were none.

The following resolution was introduced by Commissioner Ramona N. Haire, seconded by Commissioner Jonathan Johnson, and passed unanimously by the Board of Commissioners of the Tensas Basin Levee District, after Vice President Rodney Hutchins called for public comments and there were none, to-wit

RESOLUTION

NOW, THEREFORE, BE IT RESOLVED, that there being no further business to come before the Board of Commissioners of the Tensas Basin Levee District at this time, the meeting is adjourned.

Virginia Caviness
Secretary

Rodney Hutchins
Vice President