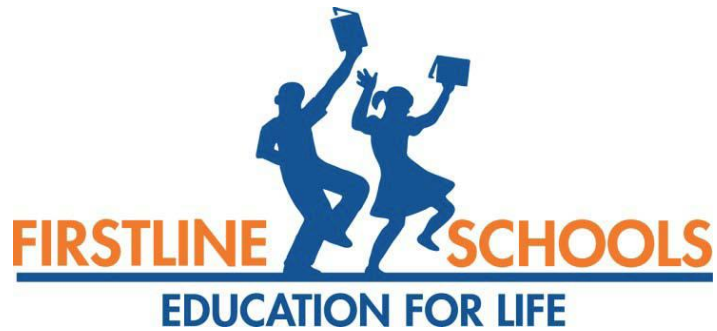


FirstLine Schools, Inc.
Request for Quote –Water Treatment Services



FirstLine Schools, Inc.
Request for Quote
Water Treatment Services

RFQ Questions Due: **April 25th, 2018 by 2:00 P.M.**

Questions directed to:
Rebekah Cain, Director of Operations,
at rcain@firstlineschools.org

Proposal Submittal Deadline: **April 30th, 2018 by 2:00 P.M.**

Rebekah Cain
300 N. Broad Street-Suite 207
New Orleans, LA 70119

FirstLine Schools, Inc.

Request for Quote –Water Treatment Services

RFQ Announcement: **April 4th, 2018**

Mandatory Walk-Through Pre-Bid: **April 18th, 2018 @ 9:00AM**

- Schedule: Arthur Ashe Charter School: 1456 Gardena Drive | New Orleans, LA 70122 @ 9AM
- Joseph S. Clark Preparatory High School: 1301 N. Derbigny Street | New Orleans, LA 70116 @ 10:30AM
- Langston Hughes Academy: 3519 Trafalgar Street | New Orleans, LA 70119 @11:30AM
- Phillis Wheatley Community School: 2300 Dumaine Street | New Orleans, LA 70119 @ 12:45PM
- Samuel J. Green Charter School: 2319 Valence St. | New Orleans, LA 70115 @ 1:30PM
- Live Oak Facility: 3128 Constance St | New Orleans, LA 70115 @ 2:30PM

Question Submittal Deadline: **April 25th, 2018 by 2:00 P.M.**

Proposal Submittal Deadline: **April 30th, 2018 by 2:00 P.M.**

Background:

FirstLine Schools is a New Orleans based charter management organization committed to helping New Orleans become the first city in the country where every child attends a good school. Our mission is to create and inspire great open-admission public schools in New Orleans. FirstLine's leaders started New Orleans' first charter school in 1998, and have been transforming the academic expectations, achievement and aspirations of our students ever since.

We operate four K-8 schools -- Arthur Ashe Charter School, Phillis Wheatley Community School, Langston Hughes Academy, Samuel J. Green Charter School -- and one high school -- Joseph S. Clark Preparatory High School -- all in New Orleans. For the 2018-2019 school year FirstLine Schools will be opening a new K-8 school that is tentatively known as Live Oak Facility. Our focus is turning around struggling schools through a culture of high expectations for academic achievement and behavior. Our schools also provide students with a variety of enriching experiences, including our signature program, the Edible Schoolyard NOLA.

Locations:

Arthur Ashe Charter School: 1456 Gardena Drive | New Orleans, LA 70122

Phillis Wheatley Community School: 2300 Dumaine Street | New Orleans, LA 70119

Langston Hughes Academy: 3519 Trafalgar Street | New Orleans, LA 70119

Samuel J. Green Charter School: 2319 Valence St. | New Orleans, LA 70115

Live Oak Facility: 3128 Constance St | New Orleans, LA 70115

Joseph S. Clark Preparatory High School: 1301 N. Derbigny Street | New Orleans, LA 70116

FirstLine Schools, Inc.

Request for Quote –Water Treatment Services

Proposals:

Proposals are to be delivered by email to Rebekah Cain, Director of Operations, FirstLine Schools, at rcain@firstlineschools.org. Proposals are due on: **April 30th, 2018 by 2:00 P.M.**

Contract Term:

The contract term is for one year.

Program Administration:

Organization is key to a well-run water treatment program. In order to have quick access to all technical and safety information regarding the water treatment program, we require that the vendor provide an Administration Notebook. At the very least, this notebook must contain an outline of the chemical program, all chemical control test procedures, Log Sheets, Product Bulletins, Material Safety Data Sheets, Feed and Control Equipment Specifications and Service Reports. Please provide a one to two- (2) page summary of how your firm administers and manages a water treatment program. Include a sample of your Administration Notebook and its contents.

Vendor Experience:

The vendor must be a company primarily engaged in selling water treatment chemicals and services for boiler and cooling systems. To be considered, your firm must have been in business for a minimum of 5 years.

Vendors' Commitment:

Vendor's chemical program and his/her consulting services are to produce clean heat transfer surfaces which are substantially free of scale, sludge, deposits, corrosion, pitting, and biological growth when treatment is administered in accordance with vendor's directions and recommendations.

FirstLine Schools, Inc.

Request for Quote –Water Treatment Services

Scope of Work:

The water treatment program will provide scale and corrosion protection for condenser water systems, cooling towers, chillers and chilled water systems, steam boilers, deaerator, steam/condensate lines, and closed hot water loops, while maximizing program safety, efficiency and performance.

The water treatment program will include all boiler systems, all cooling towers, all hot water loops, and all chilled water loops. In addition, the water treatment program will include all chemical products, any required equipment, and professional consulting services to:

- Improve program safety and reduce program risk / liability.
- Reduce fuel and electrical consumption through improved heat transfer efficiency. This is accomplished by minimizing scale, corrosion, fouling, and microbiological growth, which create deposits on heat transfer surfaces.
- Minimize repair and maintenance costs associated with replacement and cleaning of equipment due to scale, corrosion, fouling, or microbiological activity.
- Provide professional, knowledgeable and involved sales/service personnel to ensure program success.
- Accurately monitor program results and communicate appropriate recommendations with quantifiable business-oriented justifications.
- Thoroughly train maintenance personnel on the implementation and control of the program.

Tasks:

- Supply and delivery of chemicals to service locations, which include changing out and removal of empty drums, and priming of chemical feed pumps.
- Written reports on system conditions and any corrective action taken (written reports will be furnished for all scheduled or non-schedule visits) shall be delivered in person to the site operations manager of the school and electronically to Director of Operations or their designee
- Laboratory back-up and deposit analysis.
- Issue treatments for both Cooling Towers and Closed Loop Systems.

Schedule:

- Monthly Water Treatment Schedule:
 - Locations: Arthur Ashe | Langston Hughes
- Quarterly Water Treatment Schedule:
 - Locations: Samuel J. Green | Phillis Wheatley | Joseph S. Clark | Live Oak Facility

Equipment Inspection:

- The vendor shall provide a written statement of the condition of all equipment made available for inspection. All equipment will be made available for inspection within three (3) months of award of contract.

Material Compatibility:

- The vendor shall ensure that the chemicals used in the water treatment program shall have no detrimental effect on the metallic or non-metallic materials in the equipment being treated when used in accordance with vendor's instructions. It is our responsibility to inform the vendor of all the materials contained in the system. The proposed chemical products must also be completely compatible with the existing chemical treatment program.

Monitoring and Control:

- The vendor will provide a comprehensive chemical testing program with written instructions and test procedures for all control tests. The vendor will provide a summary chart with frequency and time of day for each test.

FirstLine Schools, Inc.

Request for Quote –Water Treatment Services

Feed and Control Equipment:

- The vendor will supply our facility with any chemical feed or control equipment which is required to assure reliable operation of our boiler and cooling systems. The vendor will review the benefits of installing this equipment and discuss any savings we will realize as a result.

Chemical requirements:

- Cooling Tower Treatment:
 - Chemicals must prevent scaling from hardness minerals that concentrate in water by evaporation. Prevent corrosion on carbon steel, stainless steel, copper, copper alloys, zinc, aluminum and other metals found in cooling systems.
 - Chemicals must disperse solids from precipitated hardness minerals, atmospheric dirt and biomass.
 - Chemicals must be compatible with all gaskets, seals, O-rings and elastomeric materials found in the cooling systems.
 - Chemicals must be effective in preventing and controlling the growth of a broad range of algae, bacteria and slime fungi in cooling towers.
 - Also prevent issues from algae, bacteria, and slime fungi that are responsible for metal corrosion and wood rotting.
- Closed Loop System:
 - Chemicals, etc., when used on closer-loop systems must provide protection against cavitation, erosion, and corrosion of the system.
 - Chemicals must form a pH buffer to resist the acidification of the system.
 - Chemicals must lubricate metal surfaces, water pumps, etc.
 - Chemicals must be of a low-foaming formulation.
 - Chemicals must be compatible with all metallic engine components as well as seals, gaskets and elastomeric parts.

Government Regulations:

- All chemicals proposed for use at our facility shall be verified as acceptable for use in the State of Louisiana. Chemicals used for water treatment must comply with all EPA, NC and DOT requirements, including packaging and labeling. The submitting vendor shall include MSD sheets and product bulletins/fact sheets with initial proposal for review.
- It is our intent that all steam produced to be acceptable for use around food materials, thereby, requiring FDA approval for all boiler treatment chemicals, including oxygen scavengers, scale and corrosion inhibitors, and steam/condensate treatments.
- All discharges into the sewerage system from cooling tower bleed-off, boiler blowdown, or system draining must meet all standards of the local municipality, the State of Louisiana, and any Federal regulations that apply.

Legislation Changes:

- In the event any governmental restrictions are imposed which would necessitate alteration of the material, quality, workmanship or performance of the items offered in this proposal prior to their delivery, it shall be the responsibility of the successful bidder to notify the buyer at once indicating in writing the specific regulation which requires an alteration. We reserve the right to accept or reject any such alteration, including any price adjustments occasioned thereby.

FirstLine Schools, Inc.

Request for Quote –Water Treatment Services

Chemical Storage Requirements:

- Storage container material of construction must be stainless steel. It must have an appropriate lining if storing corrosive chemical material. Exteriors must be stainless for strength.
- Secondary containment volume must be at least 150% of the delivered chemical storage container volume.
- Storage tanks must have bottom drain capabilities to insure positive, flooded suction for chemical pumping and injection and to allow complete emptying of the vessel.
- Storage containers must have a clear sight glass with inventory and drawdown capabilities for monitoring and control of the chemical program.
- Pumps must be located inside the containment.
- The supplier must retain ownership of tanks.
- Tanks must be vented and fitted with fume suppression equipment during delivery.
- Tanks must be fitted with automated inventory control and re-ordering equipment to prevent running out of chemical unexpectedly and to notify supplier of use rate abnormalities.

Chemical Delivery Requirements:

- Chemical transport equipment must comply with DOT requirements for transporting hazardous material.
- Chemical transport equipment brought on site must be stainless steel on exterior for strength.
- No empty or full chemical transport equipment is to be stored on-site.
- Deliveries must be made by chemical handlers who are:
 - Certified in HAZMAT compliance
 - Equipped with PPE on-site for delivery and transfer of chemical.
 - Equipped with items required to handle spills and any unexpected incidents.
- Chemicals must be transportable up steps if needed.

Equipment Inspection:

- Thorough equipment inspection is important in determining the effectiveness of a water treatment program as well as potential operational problems for a given system. Therefore, the vendor must have the capability of inspecting our boilers and chillers using fiber optics equipment and must be able to provide us with narrated videotape of the inspection, on an as-needed basis.

Program Administration:

- Organization is key to a well-run water treatment program. In order to have quick access to all technical and safety information regarding the water treatment program, we require that the vendor provide an Administration Notebook. At the very least, this notebook must contain an outline of the chemical program, all chemical control test procedures, Log Sheets, Product Bulletins, Material Safety Data Sheets, Feed and Control Equipment Specifications and Service Reports. Please provide a one to two- (2) page summary of how your firm administers and manages a water treatment program. Include a sample of your Administration Notebook and its contents.

FirstLine Schools, Inc.

Request for Quote –Water Treatment Services

Questions:

All questions regarding this RFQ must be emailed directly to Rebekah Cain, Director of Operations for FirstLine Schools, at rcain@firstlineschools.org and should be received by **April 25th, 2018 by 2:00 P.M.** Questions and answers will be posted as an addendum to the RFQ by **April 27th, 2018 by 4:00 P.M.**

FirstLine Schools, Inc.

Request for Quote –Water Treatment Services

Evaluation:

A variety of weighted criteria, given below in order of priority, will be considered in evaluating proposals. This evaluation will be made based on information provided within the Proposal, by the Proposer during RFQ specific presentations or negotiations, news articles, press releases, client references, industry references, vendors, and other sources.

Component	Scoring Scale	Evaluation Criteria
Proposal Quality	0-50 points	Award of a purchase order or contract is based on the best value to FirstLine: quality, availability, delivery, specifications, terms, conditions, and fitness for the particular purpose. When a solicitation requires an oral presentation, submission of test samples, or inspection of facilities, these factors are part of the component evaluation.
Price	0-30 points for each (Price, Professional References & Company Financials) The highest score is 30 points; however, applicants failing to address a Component entirely will receive a score of zero.	Lowest bid(s) receive 30 points; Highest bid(s) receive 0 points; all other bids receive between 29 and 1 points. The total cost may include unit price, delivery and installation, and maintenance and cost of operation as defined in the solicitation. If there is a discrepancy between a unit price and its extension, the unit price will prevail.
Professional References		Relevant professional experience, but no expertise in project subject; between 5 and 10 years of specified expertise in project subject; more than 10 years of expertise in specific project subject.
Company Financials		Three years of most recent audited company financials are requested. The audited financial reports will be reviewed to determine if the company has the financial capacity to perform the work outlined in the contract.
Headquartered in Orleans Parish	0-20 points each	Principal of Business and Registered Office in Orleans Parish as listed with the Louisiana Secretary of State.
State & Local Disadvantaged Business Enterprise	Applicant has provided verifiable evidence of component described by the Evaluation Criteria	A for-profit small business where socially and economically disadvantaged individuals own at least a 51% interest and also control management and daily business operations. As a certified DBE, a certificate issued by the City of New Orleans or other certifying agency must be provided with the submission.
Executive Resumes	0-10 points for each	Consideration is also given to the applicants' potential ability to perform successfully under the terms and conditions and their past performance record.
Community Involvement	Applicant can successfully demonstrate the Component as described by the Evaluation Criteria	Demonstrated organizational commitment to programs or public service initiatives serving the youth of New Orleans community relationships.
Innovation		Proposal demonstrates innovative means and methods.

FirstLine Schools, Inc.

Request for Quote –Water Treatment Services

Execution of Work:

- All work is to be completed within the scope of and consistent with the plans submitted as part of this RFQ. Any vendor wishing to deviate from this plan should provide specific information and rationale as to why it would be in FirstLine's best interest to do so.

Control of Work:

- Authority of Director of Operations and Director. All work shall be done under supervision of the Director of Operations, and/or FirstLine's authorized designee and to his/her satisfaction. The Director of Operations and/or authorized designee will decide all questions that may arise as to the quality and acceptability of materials furnished and work performed and as to the rate of progress of the work; all questions that may arise as to the interpretation of the specifications; and all questions as to the acceptable fulfillment of the Contract by the Contractor.

FirstLine Schools, Inc.

Request for Quote –Water Treatment Services

Proposal Authorities, Restrictions & Clauses

Authorities and Options:

- FirstLine reserves the right to reject any and all proposals for any reason.
- FirstLine reserves the right to correct or waive irregularities in submitted proposals should it be deemed in the best interest of FirstLine to do so.
- FirstLine reserves the right to negotiate any and all proposals for any reason.
- FirstLine reserves the right to disqualify any proposals that do not meet the submittal requirements.
- Final prices will be negotiated between the Proposer and FirstLine. FirstLine reserves the right to cancel the contract award if Proposer cannot commit to a contract that has prices within 5% of what is initially quoted.

Prohibitions:

- FirstLine shall assess, negotiate and decide on this Proposal without influence from the Proposer's employees, the Proposer's representatives or agents, the Proposer's vendors, or any other parties with a business, financial or family relationship to the Proposer.
- The Proposer is prohibited from exploiting a conflict of interest, gratuities, kickbacks, or any other type of incentive or influence upon FirstLine, its Board(s) and its agents; violators will be prosecuted to the extent of the pertinent laws.
- The proposer is prohibited from submitting Proposals that are contingent upon winning multiple contracts; any such proposals will be disqualified.

Proposer Responsibilities:

- It is the Proposer's duty to inspect all submitted documents to assure completeness and legibility.
- It is the Proposer's duty to understand the proposal; any misunderstanding is the responsibility of the Proposer; FirstLine has no obligation to correct, reject or question any portion of the proposal.
- Proposer must abide by all proposal requirements; the proposal may be rejected by FirstLine regardless of the type or significance of noncompliance.

Termination of the Contract:

- FirstLine reserves the right to terminate the contract because of inferior quality of materials, product, workmanship, service and/or reductions and/or termination of funding.
- FirstLine reserves the right to terminate the contract immediately in the event that there are unresolved safety or liability concerns.

Proposal Requirements:

- The Proposer must answer all questions in this section and must include all requested documentation in order for the Proposer's bid to be considered.
- A minimum of two (2) references, current or former clients and at least one must be in New Orleans
- For each of the following assurances the Proposer must provide sufficient documentation to prove their ability to meet these expectations and deliverables.
 - **Staffing:** The Proposer agrees not to discriminate against any employee or applicant for employment because of race, sex, religion, color, age, disability, national origin or sexual orientation
 - **Legal and Responsibility:** The Proposer must fulfill all obligations in compliance with all applicable local, state, and federal laws and regulations, including the Occupational Health and Safety Act. The Proposer will be responsible for all damage to FirstLine's property, equipment, and buildings caused by its employees or its equipment. The Proposer

FirstLine Schools, Inc.

Request for Quote –Water Treatment Services

will also be responsible for any injuries to persons caused by its staff or equipment. The Proposer must notify FirstLine concerning any litigation involving the Proposer or its parent or subsidiary companies.

- **Insurance:** The Proposer must be able to provide proof of insurance coverage that will minimize FirstLine's risk exposure to the extent outlined below:
 - Worker's Compensation/Employer's Liability insurance to cover bodily accidents in the amount of not less than \$1,000,000 per accident
 - Comprehensive General Liability insurance in the form of comprehensive, contractual insurance, personal injury, broad-form property damage, premises operations and completed operations in an amount of not less than \$1,000,000 per occurrence and \$3,000,000 aggregate

FirstLine Schools, Inc.
Request for Quote –Water Treatment Services

Non- Collusion AFFIDAVIT

STATE OF _____

PARISH/COUNTY OF _____

BEFORE ME, the undersigned authority, personally came and appeared, _____, (Affiant) who after being duly sworn, deposed and said that he/she is the fully authorized _____ of _____ (Entity), the party who submitted a Proposal/Contract/Bid/RFP/SOQ No. _____, to Orleans Parish.

Affiant further said:

- (1) That Affiant has not and will not employ any person, either directly or indirectly, to secure the public contract under which he/she is to receive payment, other than persons regularly employed by the Affiant whose services, in connection with the project or in securing the public contract, are in the regular course of their duties for the Affiant; and

- (2) That no part of the contract price was paid or will be paid to any person for soliciting the contract, other than the payment of normal compensation to persons regularly employed by the Affiant whose services with the project are in the regular course of their duties for the Affiant.

Signature of Affiant

SWORN TO AND SUBSCRIBED
BEFORE ME ON THIS _____ DAY OF _____, 20____.

NOTARY PUBLIC

FirstLine Schools, Inc.
Request for Quote –Water Treatment Services

Responsibility Disclosures

Responses to the following questions must accompany the contractor's bid. A bid may be deemed non-responsive if the contractor fails to provide complete answers or provides false statements to any of the questions provided herein. If any change(s) occur(s) during the bidding process, updated responses must be provided within thirty (30) calendar days of such change(s).

1. Please indicate whether, within the past five (5) years, your firm has been the defendant in any type of court action(s) for (an) alleged violation(s) of labor or employment laws in connection with a contract for landscaping services. Yes No

If yes, please explain the circumstances, including the specific allegation(s) filed against your firm; the name of the plaintiffs; the case number; and the disposition/current status of each case.

2. Please indicate whether, within the past five (5) years, your firm or any of its owners, partners, or officers, has/have ever been investigated, cited, assessed any penalties, or found to have violated any labor or employment laws. Yes No

If yes, please explain the circumstances, including the specific charge(s) filed against your firm, its owners, partners, and/or officers; the agency that was involved; and the disposition/current status of each case.

3. If a license is required for any of the services performed by your firm, please indicate whether, within the past five (5) years, your firm, or any individual employed by your firm, has been investigated, cited, assessed any penalties, subject to any disciplinary action by a licensing agency, or deemed to have violated any licensing laws. Yes No

If yes, please explain the circumstances, including the specific charge(s) filed against your firm; the licensing agency that was involved; and the disposition/current status of each case.

Signature of Legally Responsible Party

Date

FirstLine Schools, Inc.
Request for Quote –Water Treatment Services

END OF RFQ