



## ST. TAMMANY PARISH

MICHAEL B. COOPER  
PARISH PRESIDENT

# NOTICE OF REQUEST FOR PROPOSALS

St. Tammany Parish Government is seeking responses for the following project:

### **RFP# 20-7-3 – Safe Haven HVAC Maintenance**

Responses will be received by the Department of Procurement, until **2:00 p.m. CST Wednesday, April 8, 2020**. RFP responses will be opened publicly at the physical location as stated in Section 1.4 of the RFP documents and only respondents who have submitted an RFP response shall be identified aloud. Prices shall not be read. Each response will be evaluated by designated Parish personnel after the submission deadline and public opening has passed.

Each Proposal must be sealed. The outside of the envelope, box or package should be marked with the Proposer's Name and Address, the Proposal Name, the RFP #, and the Proposal Opening Date.

The successful Respondent must supply St. Tammany Parish Government with all required documentation as specified in the RFP documents. Said Respondent must also be in Good Standing and licensed to do business in the State of Louisiana.

A *site visit* will be held at **10:00 am on Monday, March 16, 2020**, at the Safe Haven Mechanical Plant located at 23592 Sparrow Road Mandeville LA, 70448.

Specifications may be obtained from the St. Tammany Parish Government Department of Procurement Office, 21454 Koop Dr., Suite 2F, Mandeville LA., 70471.

Proposals will be received at the St. Tammany Parish Government Department of Procurement Office, 21454 Koop Dr., Suite 2F, Mandeville LA., 70471 from each Respondent or his agent, or by certified mail with return receipt requested.

Procurement Department