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| <b>INVITATION TO QUOTE</b><br>Sourcing Event No. 4723  |  | <b>Bids must be submitted electronically in BRASS on:</b>  |
| <b>CITY OF NEW ORLEANS<br/>         OFFICE OF PROCUREMENT<br/>         BUREAU OF PURCHASING</b>                          |   | <b>Date: 6/22/2026</b>   |
| <input type="checkbox"/> Materials, Equipment, Supplies<br><input checked="" type="checkbox"/> Non-Professional Services | <b>By: 2:00P.M. CST</b>   | <b>Buyer-of-Record<br/>         Name: Ryan Edwards<br/>         Phone: (504)658-1503<br/>         Email: Ryan.Edwards@nola.gov</b> |

**TITLE: Agility Testing**

**General Instructions to Bidders**

1. Quotes for furnishing the goods and services specified are hereby solicited.
2. Bidders must submit the Bid Form (Price Sheet and Signature Page) on or before the specified due date and time.
3. To participate in this sourcing event, bidders must register as a supplier with the City of New Orleans new procurement platform called BRASS. Online registration can be found at <https://www.nola.gov/purchasing/brass/>.
4. Bid Forms must be signed by a person authorized to bind the bidder. Upon the Buyer-of-Record's request, the individual signing a bid must furnish satisfactory proof authority to bind the bidder.
5. Read the entire sourcing event, including all terms, conditions and specifications.
6. All bid information and pricing must be typed or written in ink. Any corrections, errors or other forms of alteration to unit prices are to be initialed by the bidder.
7. Bid prices shall include all delivery charges paid for by the bidder, F.O.B. City of New Orleans, unless otherwise provided in the specifications.
8. Any invoiced delivery charges not quoted and itemized on the City of New Orleans purchase order are subject to rejection and non-payment, all solicitations.
9. Payment is to be made within 30 days after receipt of a properly uploaded invoice.
10. **Additional requirements:**  
 Living Wage - City of New Orleans Code of Ordinances, Chapter. 70, Art. VIII, Pursuant to Section 70-804 of City Code, requires all covered employers to pay their employees a living wage and provide compensated leave. Any city contract where the value is or is projected to be \$25,000 or more is subject to this ordinance. The lowest responsive vendor will be contacted (via email) after bid opening to provide the required DBE Forms 1 & 2. If applicable a copy of DBE Forms 1 & 2 will be attached as a reference of the documentation that will be required, if contacted.

**Standard Terms and Conditions**

1. DBE - City of New Orleans Code of Ordinances – Part II, Chapter. 70, Art. IV, Div. 2. Pursuant to Section 70-459 of the City Code, establishes an overall equity goal of thirty-five percent (35%) DBE participation for all public spending or private projects that utilize public funding and/or incentives. Any procurement with a value greater than \$15,000.00 is subject to this ordinance and thus the two lowest responsive vendors to said procurement will be contacted (via email) after bid opening to provide the required DBE Compliance Forms. The applicable DBE Compliance Forms are attached to this document for reference.
2. Set-Aside: Act 230 allows the city to set aside up to 25% of city contracts for socially and economically disadvantaged business enterprises (DBEs). Pursuant to its authority under La. R.S. 38:2233.5, the City Council established the Procurement Set-Aside Program, for awarding to socially and economically disadvantaged business, an amount not less than 10% no more than 25% of the value of anticipated local procurement of goods and services, including construction or doing of public work. This Invitation to Quote (ITQ) is a part of the Procurement Set-Aside Program.
3. Bid Form. Bids are to be submitted on and in accordance with the City of New Orleans' form provided and must be signed by an authorized agent of the bidder. The bid form must contain the legal name and address of the bidder and be submitted by a person authorized to bind the bidder. Bids submitted on other forms or other price formats may be rejected in part or in its entirety.
4. Interpretation of sourcing event/Bidder Inquiries. If the bidder is in doubt as to the meaning of any part or requirement of this sourcing event, bidder must submit a written request for interpretation to the Buyer-of-Record designated above. No decision or

actions shall be executed by any bidder as a result of oral discussion with any City employee or consultant. Any interpretation of the documents will be made by formal addendum only, issued by the Office of Procurement – Bureau of Purchasing.

5. Standards of Quality. Any good or service bid shall conform to all applicable federal, state and local laws and regulations, and the specifications contained in the sourcing event. Any manufacturer's name, trade name, brand name, or catalog number used in the specification is for the purpose of describing the standard of quality, performance, and characteristics desired; and is not intended to limit or restrict competition. (approved equivalents will be accepted) Bidder must specify the brand and model number of the product offered in its bid. Bids not specifying brand and model number shall be considered as offering the exact product specified in the sourcing event.
6. New Products. All products bid for purchase must be new, never previously used, of the manufacturer's current model and/or packaging, and of best quality as measured by acceptable trade standards
7. Warranty. The manufacturer's standard published warranty and provisions shall apply, unless more stringent warranties are otherwise required by the City of New Orleans and specified in the sourcing event. In such cases, the bidder and/or manufacturer shall honor the specified warranty requirements and bid prices shall include any premium costs of such coverage.
8. Equivalent Brands or Models. Bidders proposing an equivalent brand or model are to submit descriptive information (such as literature, technical data, illustrations, etc.) sufficient for the City of New Orleans to evaluate quality, suitability, and compliance with the specifications. Failure to submit descriptive information may cause the bid to be rejected. If item(s) do not fully comply with specifications, the bidder must state in what respect item(s) deviate. Bidder's failure to note exceptions in its bid will not relieve the bidder from supplying the actual products requested.
9. Bids/Prices/F.O. B Point/Taxes.
  - The bid price for each item must be quoted on a "net" basis and F.O.B. City of New Orleans Destination, i.e. title passing upon receipt and inclusive of all delivery charges, and item discounts, etc.
  - Bids other than F.O.B. City of New Orleans Destination may be rejected.
  - Bids indicating estimated freight charges may be rejected.
  - Bids requiring deposits, payment in advance, or C.O.D. ("Cash On Delivery") terms may be rejected.
  - Bidders who do not quote "net" item prices and who separately quote an overall "lump sum" freight costs or discount for all items shall be considered as submitting an "all-or-none" bid for evaluation and award purposes; and risk rejection if award is made on an item or grouped basis.
  - Prices shall be firm for acceptance for a minimum of 30 days, unless otherwise specified. Bids conditioned with shorter acceptance periods may be rejected.
  - Prices are to be quoted in the unit/packaging specified or may be rejected.
  - In case of error in a price extension, the unit price bid shall prevail.
  - Bidder is responsible for including all applicable taxes in the bid price. The City of New Orleans is exempt from all Louisiana state and local sales and use taxes.
10. Terms and Conditions. This sourcing event contains all terms and conditions with respect to the purchase of the goods and/or services specified herein. Submittal of any contrary terms and conditions may cause your bid to be rejected. By signing and submitting a bid, the bidder agrees that contrary terms and conditions which may be included in its bid are nullified; and agrees that this purchase order shall be construed in accordance with this sourcing event and governed by the laws of the State of Louisiana.
11. Awards. The award will be made to the lowest responsive and responsible bidder. The City of New Orleans reserves the right: (1) to award items separately, grouped, or on an all-or-none basis, as deemed in its best interest; (2) to reject any or all bids and/or products/services; and (3) to waive any informalities in accordance with applicable laws and regulations.
12. Acceptance of Bid. Only the issuance of an official City of New Orleans purchase order or contract, or a notification of intent to award letter shall constitute the city's acceptance of a bid. The City of New Orleans shall not be responsible in any way to a supplier/vendor for goods delivered or services rendered without an official purchase order or contract.
13. Awarded Products. Only those awarded brands and model numbers stated in the City of New Orleans purchase order or contract are approved for delivery, acceptance, and payment purposes. Any substitution requires prior approval of the Office of Procurement – Bureau of Purchasing. Any defect in any product may cause its rejection.
14. Delivery/Default of Vendor. Vendor is responsible for making timely deliveries in accordance with its quoted delivery terms. Failure to deliver within the time determined in the bid/award will constitute a default and may cause cancellation. Where the City of New Orleans has determined the vendor to be in default, the City of New Orleans reserves the right to purchase any or all goods or services covered by the purchase order or contract on the open market and to surcharge the vendor with costs in excess of the

purchase order or contract price. Until such assessed surcharges have been paid, no subsequent bids from the defaulting vendor will be considered for award.

15. Cancellation/Suspension. The City of New Orleans has the right to cancel or suspend the purchase order or contract for cause in accordance with applicable laws and regulations.
16. Indemnification. To the fullest extent permitted by law, vendor will indemnify and hold harmless the City of New Orleans, its agents, employees, officials, insurers, self-insurance funds and assigns (collectively the "indemnified parties") from and against any and all losses, liabilities, suits, judgment of sums of money, and claims arising out of or resulting from the willful act, fault, omission, or negligence of the vendor, its employees, agents, or subcontractors while performing its obligations under the purchase order or contract. Vendor's indemnity does not extend to any loss arising from the gross negligence or willful misconduct of any of the indemnified parties, provided that neither the vendor nor its employees, agents, or subcontractors contributed to such gross negligence or willful misconduct.
17. Insurance. Vendor agrees to carry adequate insurance coverage for the performance of its obligations under the purchase order or contract.

# INVITATION TO QUOTE

Sourcing Event No. 4723



**CITY OF NEW ORLEANS  
OFFICE OF PROCUREMENT  
BUREAU OF PURCHASING**

- Materials, Equipment, Supplies
- Non-Professional Services

**Bids must be submitted electronically in BRASS on:**

**Date: 6/22/2026**

**By: 2:00P.M. CST**

## Bid Form – Price Sheet

Unless specified elsewhere, ship all items to:  
 Department: **Emergency Medical Services**  
 Street Address: **2929 Earhart Blvd**  
 City, State, Zip Code: **New Orleans, LA, 70125**

**QUOTE REQUIREMENTS:** Please refer to the General Instructions and Terms and Conditions Section.

**SUBMISSION OF RESPONSE:** To respond to this invitation to quote the prospective bidder must be sure to enter their quantity (if applicable) and unit price in the City’s Supplier Portal. The prospective bidder shall submit its detailed quote either as one attachment or with separate attachments.

**Specifications:** EMS Agility Testing

| Item | Item Description   | Quantity | Unit of Measure | Unit Price | Total |
|------|--|----------|-----------------|------------|-------|
|      | <p>Perform a validated assessment of physical demand requirements for each applicable position.</p> <p>Create pre-employment and return to work/fit for duty physical ability tests, functional job descriptions, and job-specific testing protocols for each applicable position.</p> <p>Can provide services throughout the continental United States.</p> <p>Conduct appropriate/applicable medical pre-screenings, monitor candidates throughout a test, and exclude anyone who cannot safely complete a test.</p> <p>Provide required reports on services provided in a timely fashion.<br/>Contractor will accept all liability for services.</p> <p>Services provided must meet all legally mandated requirements such as ADA, ADEA, FMLA, Pregnancy Discrimination Act (PDA), OFCCP, Title VII, and EEOC.</p> <p>Have appropriate internal QA/QI systems in place to guarantee testing process appropriateness and delivery.</p> <p>Ability for centralized billing and willingness to participate in the city’s online billing program.</p> |          | ea              | \$         | \$    |

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**Pricing:** Please include all shipping/handling and/or delivery fees in the quoted priced.

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BUREAU OF PURCHASING

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## Bid Form – Signature Page

**By signing this Bid Form, the bidder certifies compliance with all general instructions to bidders, terms, conditions and specifications; and further certifies that this bid is made without collusion or fraud.**

|  |                       |
|--|-----------------------|
| BIDDER (Name of Firm)                          | MAILING ADDRESS       |
| AUTHORIZED SIGNATURE (Original Signature Only) | CITY, STATE, ZIP CODE |
| PRINTED NAME                                   | PHONE #               |
| TITLE  | E-MAIL                |
| FEDERAL TAX ID #                               |                       |