

Coleman Alexander Prosser Foundation, Inc.  
5330 Executive Place  
Jackson, MS 39206



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September 9, 2023

RE: Request for Proposal (RFP) – Asphalt Contractor

Coleman Alexander Prosser Foundation (CAP, Inc.) extends an invitation to you to submit a proposal in response to our Request for Proposal (RFP) for a parking lot resurfacing contractor. We are excited to invite you to participate in this process and potentially collaborate on this significant project.

**Application Dates:**

- Application Due: 12:00 PM CST October 9, 2023
- Notice of Award or Denial: On or Before November 9, 2023

**Proposal Requirements:**

Please review the attached RFP document carefully, as it outlines the specific requirements for submitting your proposals. We encourage you to provide detailed information that demonstrates your expertise, experience, and understanding of the project goals.

**Contractor Selection:**

After the submission deadline, our evaluation team will review all received proposals to identify the best-fit partner for this project. The selected contractor will be notified by November 9, 2023.

**Questions or Clarifications:**

Should you have any questions or require clarifications regarding the RFP, please reach out to our team at [capcontractscommittee@gmail.com](mailto:capcontractscommittee@gmail.com).

We appreciate your interest in this project and look forward to receiving your proposals. Thank you for considering this opportunity to collaborate with Coleman Alexander Prosser Foundation (CAP, Inc.)

Sincerely,

*Tasha D. McCullar*

Latasha D. McCullar  
Coleman Alexander Prosser Foundation, Inc., President  
[capincpresident@gmail.com](mailto:capincpresident@gmail.com) | 601-259-1894

COLEMAN ALEXANDER PROSSER

CAP

FOUNDATION, INC.

**REQUEST FOR PROPOSAL**

*Security Services*

**REQUEST FOR PROPOSAL DEADLINE: 10/09/23**

**Time: 12:00 PM CST**

**Coleman Alexander Prosser Foundation (CAP, Inc.)**

**P.O. Box 16666**

**Jackson, MS 39236**

**<https://betadeltaomegachapter.wildapricot.org/CAPFoundation>**

**RELEASE DATE: 09/09/23**

**The Coleman Alexander Prosser Foundation (CAP, Inc.)** established by Beta Delta Omega Chapter of Alpha Kappa Alpha Sorority, Incorporated, invites all interested parties to submit a formal proposal to provide security services to enhance our organization's safety and protection. We are seeking a qualified contractor with the expertise and experience to fulfill our requirements. Prospective contractors may download a copy of this solicitation online at <https://betadeltaomegachapter.wildapricot.org/CAPFoundation>.

**MAILED OR HAND-DELIVERED PROPOSALS WILL NOT BE ACCEPTED.**

### **Company Background**

The Coleman Alexander Prosser Foundation (CAP, Inc.) is a non-profit charitable organization established by Beta Delta Omega Chapter of Alpha Kappa Alpha Sorority, Incorporated. It is named in honor of three of the chapter's most distinguished charter members: L. Zenobia Coleman, former Head Librarian at Tougaloo College; Florence O. Alexander, former State Supervisor at the Mississippi Department of Education; and Dr. Inez B. Prosser, former Registrar and Director of Education at Tougaloo College. In 1934, these leaders, along with three others in the Jackson community, realized the impact a group of united, college-educated women could have upon local and civic concerns, such as the health, education, and general welfare of the African-American community in Jackson, Mississippi. This led to the chartering of the Beta Delta Omega Chapter on the campus of Tougaloo College in 1934.

The Coleman Alexander Prosser Foundation (CAP, Inc.) received its Certificate of Registration as a non-profit charitable organization from the Mississippi Secretary of State on November 7, 1996, when it became a corporate entity that includes all Beta Delta Omega Chapter members. The foundation has a commitment to "service to all mankind" and facilitates the community service efforts of the Beta Delta Omega Chapter by providing tax-deductible capability to donors. The philanthropic arm of the foundation also includes the chapter's fully endowed scholarships at Jackson State University and Tougaloo College. Additionally, in 2012, a physical facility was acquired to accommodate the needs of the Chapter for offices, storage, meeting space, and other sisterly, social, and community activities. The Beta Delta Omega Chapter is located at 5330 Executive Place, Jackson, Mississippi. It has over 8,000 square footage of usable space.

Though the Beta Delta Omega Chapter is the vehicle through which service is performed, the Coleman Alexander Prosser Foundation (CAP, Inc.) is a separate entity with its officers and Board of Directors that administers its affairs and implements its programs and policies. Regular meetings, as well as an Annual Meeting, are held. Through contributions and fundraising efforts coordinated by the Coleman Alexander Prosser Foundation (CAP, Inc.), Beta Delta Omega Chapter provides outstanding programs and initiatives that not only sustain its initial objectives but also enable it to prosper.

## **Project Overview**

Coleman Alexander Prosser Foundation (CAP, Inc.) is seeking a parking lot resurfacing contractor to resurface the existing parking lot located at 5330 Executive Place, Jackson, MS 39206.

## **Project Purpose**

The purpose of this project is to resurface the existing parking lot to improve its condition, enhance durability, and provide a safe and aesthetically appealing surface for parking. See collective exhibit "A".

## **Contractor Qualifications**

In response to this invitation for proposals, prospective contractors must meet the following qualifications.

1. Licensing and Insurance:
  - The contractor must hold all necessary licenses and permits required by local and state authorities to perform asphalt paving and related services.
  - The contractor must have valid and up-to-date liability insurance and workers' compensation insurance coverage.
2. Experience:
  - The contractor must demonstrate a minimum of 2 years of experience in the asphalt paving industry, specifically in projects of similar scope and complexity.
3. Past Project Portfolio:
  - The contractor must provide a list of previous projects that are relevant to the scope of this project. These projects should showcase the contractor's expertise in asphalt paving, resurfacing, and related services.
4. References:
  - The contractor must provide a minimum of 3 references from past clients or project owners for whom similar asphalt paving work has been performed. Contact information for references must be included. See Form A.
5. Skilled Workforce:
  - The contractor must employ a skilled and experienced workforce capable of executing the scope of work outlined in this RFP.
6. Quality Control:
  - The contractor must have a well-defined quality control process to ensure that all work is completed to the highest standards and specifications.
7. Equipment and References:
  - The contractor must possess the necessary equipment and resources, including paving machines, rollers, trucks, and tools, to efficiently execute the project.
8. Safety Practices:
  - The contractor must have a strong commitment to safety and demonstrate a track record of adhering to industry-standard safety practices.
9. Environmental Compliance:

- The contractor must comply with all environmental regulations and guidelines related to asphalt paving, disposal of materials, and any potential impacts on the environment.
10. Financial Stability:
- The contractor must provide evidence of financial stability to ensure the ability to complete the project without financial constraints.
11. Warranty and Guarantee:
- The contractor must offer a warranty on the quality and workmanship of the completed asphalt paving project.
12. Communication:
- The contractor must have effective communication practices to ensure clear and prompt communication with Latasha D. McCullar, Coleman Alexander Prosser Foundation, Inc., President.

### **Contractor Scope of Services**

The prospective contractor is expected to deliver high-quality resurfacing services while adhering to all safety standards and timelines outlined below.

#### **Scope of Work:**

1. **Site Inspection:**  
The asphalt contractor shall conduct a comprehensive on-site inspection to assess the current condition of the parking lot, identifying any areas that require repair or replacement before resurfacing.
2. **Crack and Pothole Repair:**  
The contractor will repair existing cracks and potholes in the parking lot surface to ensure a stable foundation for the resurfacing process.
3. **Preparation:**  
Preparation work will include cleaning the parking lot surface from debris and dust, ensuring proper drainage, and making any necessary adjustments to ensure a smooth and even surface for resurfacing.
4. **Asphalt Resurfacing:**  
The contractor will apply a suitable thickness of high-quality asphalt mix on the prepared surface, using state-of-the-art resurfacing techniques to achieve an even, durable, and aesthetically pleasing result.
5. **Striping and Marking:**  
Upon completion of the asphalt resurfacing, the contractor shall apply clear and visible markings for parking spaces, traffic lanes, and any required signage, ensuring proper traffic flow and maximized parking capacity.
6. **Cleanup and Site Restoration:**  
The contractor is responsible for the proper removal and disposal of any construction debris and materials generated during the resurfacing process. The site should be left clean, safe, and free of any hazards.

**7. Timeline and Schedule:**

The proposed timeline for the project should include key milestones, start and completion dates, and any potential weather-related contingencies to ensure efficient resurfacing operations.

**8. Safety and Compliance:**

The contractor must adhere to all local, state, and federal regulations regarding safety, environmental standards, and licensing requirements throughout the resurfacing project.

**9. Warranty:**

The asphalt contractor shall provide a warranty on the quality and workmanship of the resurfacing project for a period of 5 years, ensuring long-lasting results.

**10. Insurance and Bonding:**

The contractor should carry adequate insurance coverage, including liability and workers' compensation, and be bonded as required by the project.

**11. Communication:**

The contractor is expected to maintain open and regular communication with the Latasha D. McCullar, Coleman Alexander Prosser Foundation, Inc., President, providing progress updates and addressing any concerns promptly.

**Proposal Submission Requirements**

Please submit your proposal by 10/09/23 to [capcontractscommittee@gmail.com](mailto:capcontractscommittee@gmail.com). Proposals must include the following information:

**1. Company Profile:**

- A brief overview of your company, including years in business, areas of specialization, and relevant experience.

**2. Qualification and Experience:**

- Details of your experiences in providing similar goods/services to other clients or organizations.
- Verification of bonding and any relevant certifications or accreditations (if applicable).

**3. Scope of Work:**

- A detailed description of the goods/services you propose to provide, including specifications and features.

**4. Pricing and Cost:**

- A breakdown of all costs and materials associated with the project, including any additional fees or charges.

**5. Project Timeline:**

- A proposed timeline for the completion of the project, including key milestones and deliverables.

**6. References:**

- Contact information for at least three references from past clients or organizations.

7. Sustainability and Corporate Social Responsibility:
  - Information on your company’s sustainability practices and any corporate social responsibility initiatives.
  - Contractors may be required, before awarding the contract, to demonstrate to the complete satisfaction of the Coleman Alexander Prosser Foundation (CAP, Inc.) that they have the necessary facilities, capabilities, and financial resources requirements herein.

**Proposal Submission Instructions**

The laws of the State of Mississippi shall govern all proposals and related documents submitted in response to this RFP. The Coleman Alexander Prosser Foundation (CAP, Inc.) reserves the right to accept or reject all proposals submitted in response to this solicitation or waive any informalities in the proposal process.

1. **Proposal Submission Method- All proposals must be submitted electronically via email to [capcontractscommittee@gmail.com](mailto:capcontractscommittee@gmail.com).** Contractors are advised to carbon copy (cc :) themselves when submitting via email and/or to request a Delivery Receipt from their email program to verify proper transmission. The Coleman Alexander Prosser Foundation (CAP, Inc.) will not send emails “Read Receipts.” It shall be the Contractor’s responsibility to ensure proper transmission of the email by the stated deadline. Only one method of submission is acceptable- by email, in no case shall a Contractor respond using mail or hand-delivered methods, as doing so will result in disqualification.
2. **Include the following information in your email SUBJECT LINE:**
  - YOUR COMPANY’S NAME: Asphalt Contractor

**Evaluation Criteria**

Proposals will be evaluated based on the following criteria:

- |  |                   |
|--|-------------------|
| • Relevant experiences and qualifications                      | (20 points)       |
| • Demonstrate ability to meet project requirements             | (25 points)       |
| • Cost-effectiveness and value for money                       | (20 points)       |
| • Project timeline and deliverability                          | (15 points)       |
| • Reference and past performance                               | (10 Points)       |
| • Sustainability and corporate social responsibility practices | (10 points)       |
| <b>Total Points</b>  | <b>100 points</b> |

The Coleman Alexander Prosser Foundation (CAP, Inc.) reserves the right to award the contract in whole or in part based on the circumstances. Likewise, the Coleman Alexander Prosser Foundation (CAP, Inc.) also reserves the right to accept or reject all proposals submitted in response to this RFP and to waive any minor proposal irregularities as determined by the Coleman Alexander Prosser Foundation (CAP, Inc.)

**Confidentiality:**

All information provided in the proposal will be treated as confidential and used solely for the purpose of evaluating the proposals.

**Questions and Clarifications:**

Please direct any questions or requests for clarification regarding this RFP to [capcontractscommittee@gmail.com](mailto:capcontractscommittee@gmail.com) before the proposal deadline. The Coleman Alexander Prosser Foundation (CAP, Inc.) reserves the right to extend the proposal's due date if such information significantly amends this solicitation or makes compliance with the original due date impractical. The Coleman Alexander Prosser Foundation (CAP, Inc.) shall have sixty (60) days from the proposal opening date to accept or reject the application(s).

**Awards**

A response to an Invitation for Proposals (RFP) is an offer to contract with the Coleman Alexander Prosser Foundation (CAP, Inc.) based on the terms, conditions, and specifications contained in the RFP. Proposals do not become contracts until they are accepted and a verification email is sent. The contract shall be governed, construed, and interpreted under the laws of the State of Mississippi excluding its choice of law provisions. Contracts will be made or entered into with the lowest responsible Contractor meeting the RFP specifications specified. Where more than one item is specified in the RFP, the Coleman Alexander Prosser Foundation (CAP, Inc.) reserves the right to determine the low proposal either based on the individual items or based on all items included in a proposal, or as expressly provided in this Invitation for Proposal.

**Proposal Contents**

Attach the following completed Forms as a PDF with email submissions:

- a. Form A – Contractor Application (signed)

**Contractors must provide written narrative responses in up to five (5) pages maximum by adhering to the following formatting requirements:**

- 8.5" x 11" single-sided pages with 1-inch margins
- 1.15" Line spacing
- 12-point Times New Roman, Arial, or Calibri Font
- Header with the organization's name listed at the top center of each page
- Pages numbered in the lower right corner
- Any application forms requiring a signature must be signed in blue/black ink

**Grievance Procedure:**

The Coleman Alexander Prosser Foundation (CAP, Inc.) seeks to conduct a fair competition for RFP. To this end, a competitive proposal review process will be conducted by the evaluation team utilizing the criteria set forth on pages 4 through 7 to rate each responsive proposal.



Entities responding to this RFP may register a grievance or protest regarding an unsuccessful proposal outcome according to policies set forth herein, if necessary.

1. Informal Resolution:

If a contractor has concerns or questions regarding the RFP, they are encouraged to seek informal resolutions by contacting the designated RFP contact person or representative. The RFP contact person will make every effort to address the concerns promptly and provide clarifications as needed.

2. Formal Grievance Submission:

If the contractor's concerns remain unresolved after the informal discussion, they may submit a formal written grievance to the RFP issuer. The written grievance should clearly outline the nature of the concern and any previous attempts made to seek an informal resolution.

3. Grievance Review:

The RFP issuer will review the formal grievance and may conduct further discussions or request additional information as necessary to fully understand the concern. The issuer will provide a formal response to the contractor within a reasonable timeframe, outlining the findings and any actions taken to address the concern.

4. Appeal Process:

If the contractor is dissatisfied with the outcome of the initial grievance review, they may have the option to appeal the decision by submitting a written appeal to a higher authority or designated appeals committee, if applicable. The appeal will be reviewed independently, and a final decision will be communicated to the contractor promptly.

5. Fairness and Transparency:

The RFP issuer is committed to ensuring fairness and transparency throughout the grievance process and will make every effort to resolve concerns promptly and impartially. The goal is to foster positive contractor relationships and address concerns to the best of the issuer's ability while adhering to the RFP guidelines and evaluation criteria.

We look forward to receiving your proposal and working with your company to achieve our project objectives. Thank you for your interest in partnering with the Coleman Alexander Prosser Foundation (CAP, Inc.)

**Coleman Alexander Prosser Foundation (CAP, Inc.)**

**Collective Exhibit “A”**

# Exhibit "A"





**Coleman Alexander Prosser Foundation (CAP, Inc.)**

**FORM A**

## Contractor Application Form

### Project Information:

Project Name: Parking Lot Resurfacing Project

Project Location: 5330 Executive Place, Jackson, MS 39206

Submission Deadline: October 9, 2023

### Contractor Information:

Company Name: \_\_\_\_\_(Typed)

Contact Person: \_\_\_\_\_(Typed)

Contact Email: \_\_\_\_\_(Typed)

Contact Phone: \_\_\_\_\_(Typed)

Address: \_\_\_\_\_(Typed)

Website: \_\_\_\_\_(Typed)

### Experience and Qualifications: (Typed)

Please provide a summary of your company's experience and qualifications relevant to the proposed project. Include details such as past projects, industry certifications, licenses, and any specialized skills.

### Project Approach: (Typed)

Outline your approach to the project, including your understanding of the scope, proposed methodologies, and any unique techniques you plan to employ.

### Work Plan and Timeline: (Typed)

Provide an estimated timeline for project completion, including key milestones and deliverables. Briefly describe the stages of work and how you plan to manage the project's timeline effectively.

### Cost Estimate: (Typed)

Provide a detailed breakdown of costs associated with the project. Include labor, materials, equipment, and any additional expenses. If applicable, specify any payment terms or schedule.

### References: (Typed)

Please provide references from at least three recent projects that are similar in scope to the proposed project. Include client names, project descriptions, contact information, and their willingness to be contacted.

1. Name:

Company/Organization:

Project Description:

Email Address:

Phone Number:

2. Name:

Company/Organization:

Project Description:

Email Address:

Phone Number:

3. Name:

Company/Organization:

Project Description:

Email Address:

Phone Number:

**Insurance and Licensing: (Typed)**

Provide proof of relevant insurance coverage, including liability and workers' compensation, and any necessary licenses required to perform the proposed work.

**Warranty: (Typed)**

Specify any warranties or guarantees offered on the quality of your workmanship and materials used.

**Additional Information: (Typed)**

Please provide any additional information or comments that you believe may be relevant to your application:

**Submission Instructions:**

Submit your proposal via email to [capcontractscommittee@gmail.com](mailto:capcontractscommittee@gmail.com) no later than October 9, 2023. Late submissions will not be considered.

**Evaluation Criteria:**

Proposals will be evaluated based on factors such as experience, qualifications, proposed approach, cost-effectiveness, and references.

**Declaration:**

By submitting this security services application, I confirm that all the information provided is accurate and complete to the best of my knowledge. I understand that submission of this application does not guarantee engagement with the Coleman Alexander Prosser Foundation (CAP, Inc.)

Signature: [Your Name]

Date: [Date]