



Bid Number 50 - 00121856

**TWO YEAR CONTRACT FOR THE SUPPLY OF SHIRTS AND SILK
SCREENING TO BE ORDERED ON AN AS NEEDED BASIS FOR THE
JEFFERSON PARISH DEPARTMENT OF PARKS AND RECREATION AND ALL
DEPARTMENTS, AGENCIES AND MUNICIPALITIES**

FEBRUARY 15, 2018 AT 2:00 PM

ATTENTION VENDORS!!!

**Please review all pages and respond accordingly, complying with all provisions
in the technical specifications and Jefferson Parish Instructions for Bidders and
General Terms and Conditions. All bids must be received in the Purchasing
Department by the bid due date and time.**

**Jefferson Parish Purchasing Department
200 Derbigny Street
General Government Building, Suite 4400
Gretna, LA 70053
Donna Evans
DMEvans@Jeffparish.net
504-364-2691**

JEFFERSON PARISH

PURCHASING DEPARTMENT
P.O. BOX 9
GRETN, LA. 70054-0009
504-364-2678

BUYER: DMEVANS@jeffparish.net

BIDS WILL BE RECEIVED IN THE WEST BANK PURCHASING DEPT, SUITE 4400, JEFFERSON PARISH GENERAL GOVERNMENT BUILDING, 200 DERBIGNY STREET, GRETN, LA 70053 UNTIL 2:00 PM, 2/15/2018 AND PUBLICLY OPENED THEREAFTER.

For convenience, bidders may also submit bids in the East Bank Purchasing Department, Suite 404, Jefferson Parish Joseph S. Yenni Building, 1221 Elmwood Park Blvd., Jefferson LA 70123. However, if submitting bids on the day of bid opening, bidders must submit at the West Bank location only. All bids will be publicly opened at the West Bank location.

At no charge, bidders may also submit via Jefferson Parish's electronic procurement page by visiting www.jeffparishbids.net to register for this free site. Additional instructions are included in the text box highlighting electronic procurement.

LATE BIDS WILL NOT BE ACCEPTED

Unless submitting via online (see Page 3), each bid must be submitted in a sealed envelope bearing on the outside; the name of the Bidder, his address, and the name of the project for which the bid is submitted and the bid number.

NOTE: ONLY BIDS WRITTEN IN INK OR TYPEWRITTEN, AND PROPERLY SIGNED BY A MEMBER OF THE FIRM OR AUTHORIZED REPRESENTATIVE, WILL BE ACCEPTED. PENCIL AND/OR PHOTOSTATIC FIGURES OR SIGNATURES SHALL RESULT IN BID REJECTION.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

THE FOLLOWING INSTRUCTIONS APPLY TO ALL BIDS

All bids submitted are subject to these instructions and general conditions and any special conditions and specifications contained herein, all of which are made part of this bid proposal reference. By submitting a bid, vendor agrees to comply with all provisions of Louisiana Law as well be in compliance with the Jefferson Parish Code of Ordinances, Louisiana Code of Ethics, applicable Jefferson Parish ethical standards and Jefferson Parish Resolution No. 113646 and/or Resolution No. 113647.

All vendors submitting bids should register as a Jefferson Parish vendor if not already yet registered. Registration forms may be downloaded from <http://purchasing.jeffparish.net> and by clicking on Vendor Information. Current W-9 forms with respective Tax Identification numbers and vendor applications may be submitted at any time; however, if your company is not registered and/or a current W-9 form is not on file, vendor registration is mandatory. Further, a current W-9 form and respective Tax Identification number must be supplied upon contract execution, should you be awarded a contract and/or issued purchase order. Failure to do so may result in delay of payment.

All quotations shall be based on F.O.B. Agency warehouse or job site, anywhere within the Parish as designated by the Purchasing Department. This provision does not apply to public works projects

JEFFERSON PARISH requires all products to be new (current) and all work must be performed according to standard practices for the project. Unless otherwise specified, no aftermarket parts will be accepted. Unless otherwise specified, all workmanship and materials must have at least one (1) year guaranty, in writing, from the date of delivery and/or acceptance of the project. Any deviations or alterations from the specifications must be indicated and/or supporting documentation supplied with bid submission.

Bidders should submit all questions in writing via email to the buyer's email address as indicated above, no later than Five (5) working days prior to the bid opening. Bid numbers should be mentioned in all requests. If submitting online, vendors may send questions via the E-Procurement site no later than Five (5) working days prior to the bid opening.

If this bid requires a pre-bid conference (see Additional Requirements section), bidders are advised that such conference will be held to allow bidders the opportunity to identify any discrepancies in the bid specifications and seek further clarification regarding instructions. The Purchasing Department will issue a written response to bidders' questions in the form of an Addendum. Please note that all official communication will be expressed in the form of an addendum.

All formal Addenda require written acknowledgement on the bid form by the bidder. Failure to acknowledge an Addendum on the bid form shall cause the bid to be rejected. JEFFERSON PARISH reserves the right to award bid to next lowest responsive and responsible bidder in this event.

The purpose and intention of this invitation to bid is to afford all suppliers an equal opportunity to bid on all construction, maintenance, repair, operating supplies and/or equipment listed in this bid proposal. JEFFERSON PARISH WILL ACCEPT ONE BID ONLY FROM EACH VENDOR. Items bid must meet specifications.

Visit our website at [HTTP://PURCHASING.JEFFPARISH.NET](http://PURCHASING.JEFFPARISH.NET)

JEFFERSON PARISH will accept one price for each item unless otherwise indicated. Two or more prices for one item will result in bid rejection. Bidders are required to complete, sign and return the bid form and/or complete and return the associated line item pricing forms as indicated. Vendors must not alter the bid forms. Doing so will cause the bid to be rejected.

A corporate resolution or written evidence of the individual signing the bid having such authority must be submitted with the bid. Failure to comply will cause bid to be rejected. For corporate entities, such written evidence may be a printout of the Louisiana Secretary of State's website listing the signatory as an officer. Such printout shall be included with the bid submission. Bids submitted by Owners or Sole Proprietorships must include certification that he or she owns the entity for which the bid is signed. This documentation must be submitted with the bid. Failure to do so will result in bid rejection.

NOTE: A sample corporate resolution can be downloaded from our website <http://purchasing.jeffparish.net> or you may provide your own document. A sample certification of sole proprietorship can also be downloaded from our website <http://purchasing.jeffparish.net> or you may provide your own document.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

A. AWARD OF CONTRACT: JEFFERSON PARISH reserves the right to award contracts or place orders on a lump sum or individual item basis, or such combination, as shall in its judgment be in the best interest of JEFFERSON PARISH. Every contract or order shall be awarded to the LOWEST RESPONSIVE and RESPONSIBLE BIDDER, taking into consideration the CONFORMITY WITH THE SPECIFICATIONS and the DELIVERY AND/OR COMPLETION DATE. SPLIT AWARDS MADE TO SEVERAL VENDORS WILL ONLY BE GRANTED TO THOSE DEEMED RESPONSIVE AND RESPONSIBLE.

All bid prices shall remain valid for 45 days. Jefferson Parish and the lowest responsive and responsible bidder(s) by mutual written consent may mutually agree to extend the deadline for award by one (1) or more extensions of thirty (30) calendar days.

PROTESTS: Only those vendors that submitted a bid in response to this solicitation may submit a protest in writing to the Director of the Purchasing within 48 hours of bid opening. The Purchasing Director will review it in connection with the Parish Attorney's Office which will then respond in writing as soon as possible.

PREFERENCE: Unless federal funding is directly spent by Jefferson Parish for this purchase, preference is hereby given to materials, supplies, and provisions produced, manufactured or grown in Louisiana, quality being equal to articles offered by competitors outside the state. "LSA - R.S. 38:2251-2261"

B. USE OF BRAND NAMES AND STOCK NUMBERS: Where brand names and stock numbers are specified, it is for the purpose of establishing certain minimum standards of quality. Bids may be submitted for products of equal quality, provided brand names and stock numbers are specified. Complete product data may be required prior to award.

C. CANCELLATION OF CONTRACT: JEFFERSON PARISH reserves the right to cancel all or any part if not shipped promptly. No charges will be allowed for parking or cartage unless specified in quotation. The order must not be filled at a higher price than quoted. JEFFERSON PARISH reserves the right to cancel any contract at anytime and for any reason by issuing a THIRTY (30) day written notice to the contractor.

For good cause and as consideration for executing a contract with Jefferson Parish, vendor conveys, sells, assigns and transfers to Jefferson Parish or its assigns all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of Louisiana, relating to the particular good or services purchased or acquired by Jefferson Parish.

D. PRICES: Jefferson Parish is exempt from paying sales tax under LSA-R.S. 47:301 (8)(c). All prices for purchases by Jefferson Parish of supplies and materials shall be quoted in the unit of measure specified and unless otherwise specified, shall be exclusive of state and Parish taxes. The price quoted for work shall be stated in figures. In the event there is a difference in unit prices and totals, the unit price shall prevail.

Quantities listed are for bidding purposes only. Actual requirements may be more or less than quantities listed.

Bidders are not to exclude from participation in, deny the benefits of, or subject to discrimination under any program or activity, any person in the United States on the grounds of race, color, national origin, or sex; nor discriminate on the basis of age under the Age Discrimination Act of 1975, or with respect to an otherwise qualified handicapped individual as provided in Section 504 of the Rehabilitation Act of 1973, or on the basis of religion, except that any exemption from such prohibition against discrimination on the basis of religion as provided in the Civil Rights Act of 1964, or Title VI and VII of the Act of April 11, 1968, shall also apply. This assurance includes compliance with the administrative requirements of the Revenue Sharing final handicapped discrimination provisions contained in Section 51.55 (c), (d), (e), and (k)(5) of the Regulations. New construction or renovation projects must comply with Section 504 of the 1973 Rehabilitation Act, as amended, in accordance with the American National Standard Institute's specifications (ANSI A17.1-1961).

Jefferson Parish and its partners as the recipients of federal funds are fully committed to awarding a contract(s) to firm(s) that will provide high quality services and that are dedicated to diversity and to containing costs. Thus, Jefferson Parish strongly encourages the involvement of minority and/or woman-owned business enterprises (DBE's, including MBE's, WBE's and SBE's) to stimulate participation in procurement and assistance programs.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

Advertised bids will be tabulated and a copy of the tabulation will be forwarded to each responding bidder.

IN ACCORDANCE WITH STATE REGULATIONS JEFFERSON PARISH OFFERS ELECTRONIC PROCUREMENT TO ALL VENDORS

This electronic procurement system allows vendors the convenience of reviewing and submitting bids online. This is a secure site and authorized personnel have limited read access only. Bidders are encouraged to submit electronically using this free service; while the website accepts various file types, one single PDF file containing all appropriate and required bid documents is preferred. Bidders submitting uploaded images of bid responses are solely responsible for clarity. If uploaded images/documents are not legible, then bidder's submission will be rejected. Please note all requirements contained in this bid package for electronic bid submission.

Please visit our E-Procurement Page at www.jeffparishbids.net to register and view Jefferson Parish solicitations. For more information, please visit the Purchasing Department page at <http://purchasing.jeffparish.net>.

The general specifications for construction projects and the purchase of materials, services and/or supplies are those adopted by the JEFFERSON PARISH Council by Resolution No. 113646 or 113647 dated 12/09/09. The general conditions adopted by this resolution shall be considered as much a part of this document as if they were written wholly herein. A copy may be obtained from the Office of the Parish Clerk, Suite 6700, Jefferson Parish General Government Building, 200 Derbigny Street, Gretna, LA 70053. You may also obtain a copy by visiting the Purchasing Department webpage at <http://purchasing.jeffparish.net> and clicking on Online Forms.

ADDITIONAL REQUIREMENTS FOR THIS BID

PLEASE MATCH THE NUMBERS PRINTED IN THIS BOX WITH THE
CORRESPONDING INSTRUCTIONS BELOW.

10,12,13,15

1. All bidders must attend the MANDATORY pre-bid conference and will be required to sign in and out as evidence of attendance. In accordance with LSA R.S. 38:2212(l), all prospective bidders shall be present at the beginning of the MANDATORY pre-bid conference and shall remain in attendance for the duration of the conference. Any prospective bidder who fails to attend the conference or remain for the duration shall be prohibited from submitting a bid for the project.
2. Attendance to this pre-bid conference is optional. However, failure to attend the pre-bid conference shall not relieve the bidder of responsibility for information discussed at the conference. Furthermore, failure to attend the pre-bid conference and inspection does not relieve the successful bidder from the necessity of furnishing materials or performing any work that may be required to complete the work in accordance with the specification with no additional cost to the owner.
3. Contractor must hold current applicable JEFFERSON PARISH licenses with the Department of Inspection and Code Enforcement. Contractor shall obtain any and all permits required by the JEFFERSON PARISH Department of Inspection and Code Enforcement. The contractor shall be responsible for the payment of these permits. All permits must be obtained prior to the start of the project. Contractor must also hold any and all applicable Federal and State licenses. Contractor shall be responsible for the payment of these permits and shall obtain them prior to the start of the project.
4. A LA State Contractor's License will be required in accordance with LSA R.S. 37-2150 et. seq. and such license number will be shown on the outside of the bid envelope. Failure to comply will cause the bid to be rejected. Additionally if submitting the bid electronically, then the license number must be entered in the appropriate field in the Electronic Procurement system. Failure to comply will cause the bid to be rejected.
5. It is the bidder's responsibility to visit the job site and evaluate the job before submitting a bid.
6. Job site must be clean and free of all litter and debris daily and upon completion of the contract. Passageways must be kept clean and free of material, equipment, and debris at all times. Flammable material must be removed from the job site daily because storage will not be permitted on the premises. Precautions must be exercised at all times to safeguard the welfare of JEFFERSON PARISH and the general public.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

7. **PUBLIC WORKS BIDS:** All awards for public works in excess of \$5,000.00 will be reduced to a formal contract which shall be recorded at the contractor's expense with the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. A price list of recordation costs may be obtained from the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. All awards in excess of \$25,000.00 will require both a performance and a payment bond. Unless otherwise stated in the bid specifications, the performance bond requirements shall be 100% of the contract price. Unless otherwise stated in the bid specifications, the payment bond requirements shall be 100% of the contract price. Both bonds shall be supplied at the signing of the contract.
8. **NON-PUBLIC WORKS BIDS:** A performance bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The performance bond shall be supplied at the signing of the contract.
9. **NON-PUBLIC WORKS BIDS:** A payment bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The payment bond shall be supplied at the signing of the contract.
10. All bidders must comply with the requirements stated in the attached "Standard Insurance Requirements" sheet attached to this bid solicitation. Prior to contract executions/purchase order issuance, the successful bidder will be required to provide final insurance certificates which shall name Jefferson Parish as an additional insured in accordance with the instructions in the aforementioned "Standard Insurance Requirements" sheet.
11. A bid bond will be required with bid submission in the amount of 5% of the total bid, unless otherwise stated in the bid specifications. Acceptable forms shall be limited to cashier's check, certified check, or surety bid bond. All sureties must be in original format (no copies). If submitting a bid online, vendors must submit an electronic bid bond through the respective online clearinghouse bond management system(s) as indicated in the electronic bid solicitation on Central Auction House. No scanned paper copies of any bid bond will be accepted as part of the electronic bid submission.
12. This is a requirements contract to be provided on an as needed basis. JEFFERSON PARISH makes no representations on warranties with regard to minimum guaranteed quantities unless otherwise stated in the bid specifications.
13. Freight charges should be included in total cost when quoting. If not quoted FOB DELIVERED, freight must be quoted as a separate item. Bid may be rejected if not quoted FOB DELIVERED or if freight charges are not indicated on bid form.
14. **PUBLIC WORKS BIDS - Completed, Signed and Properly Notarized Affidavits Required;** This applies to all solicitations for construction, alteration or demolition of public buildings or projects, in conformity with the provisions contained in LSA-RS 38:2212.9, LSA-RS 38:2212.10, LSA-RS 38:2224, and Sec 2-923.1 of the Jefferson Parish Code of Ordinances. For bidding purposes, all bidders must submit with bid submission COMPLETED, SIGNED and PROPERLY NOTARIZED Affidavits, including: Non-Collusion Affidavit, Non-Collusion Affidavit, Campaign Contribution Affidavit, Debt Disclosures Affidavit and E-Verify Affidavit. For the convenience of vendors, all affidavits have been combined into one form entitled PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format, and without material alteration, in order to be compliant and for the bid to be considered responsive. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid, however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
15. **NON PUBLIC WORK BIDS - Completed, Signed and Properly Notarized Affidavits Required** in conformity with the provisions contained in LSA - RS 38:2224 and Sec 2-923.1 of the Jefferson Parish Code of Ordinances. For bidding purposes, all bidders must submit with bid submission COMPLETED, SIGNED and PROPERLY NOTARIZED Affidavits, including: Non-Collusion Affidavit, Debt Disclosures Affidavit and Campaign Contribution Affidavit. For the convenience of vendors, all affidavits have been combined into one form entitled NON PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format, and without material alteration, in order to be compliant and for the bid to be considered responsive. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid, however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
16. The ensuing contract for this bid solicitation may be eligible for FEMA reimbursement and/or Federal funding/reimbursement. As such, the referenced appendix will be applicable accordingly and shall be considered a part of the bid documents. All applicable certifications must be duly completed, signed and submitted with bid submission. Failure to submit applicable certifications with bid submission will result in bid rejection.
17. For this project, the Contractor shall not pay any state or local sales or use taxes on materials and equipment which are affixed and made part of the immovable property of the project or which permanently incorporated in the project (hereinafter referred to as "applicable materials and equipment"). All purchases of applicable materials or equipment shall be made by the contractor on behalf of and as the agent of Jefferson Parish (Owner), a political subdivision of the State of Louisiana. No state and local sales and use taxes are owned on applicable materials and equipment under the provisions of Act 1029 of the 1991 Regular Session - Louisiana Revised Statute 47:301(8)(c). Owner will furnish contractor a certificate form which certifies that Owner is not required to pay such state or local sales and use taxes, and contractor shall furnish a copy of such certificate to all vendors or suppliers of the applicable materials and equipment.

It shall be the duty of every parish officer, employee, department, agency, special district, board, and commission; and the duty of every contractor, subcontractor, and licensee of the parish, and the duty of every applicant for certification of eligibility for a parish contract or program, to cooperate with the Inspector General in any investigation, audit, inspection, performance review, or hearing pursuant to Jefferson Parish Code of Ordinances Section 2-155.10(19). By submitting a bid, vendor acknowledges this and will abide by all provisions of the referenced Jefferson Parish Code of Ordinances.

All Public Work Projects are required to use the Louisiana Uniform Public Work Bid Form

All prices must be held firm unless an escalation provision is requested in this bid. Jefferson Parish will allow one escalation during the term of the contract, which may not exceed the U.S. Bureau of Labor Statistics National Index for all Urban Consumers, unadjusted 12 month figure. The most recently published figure issued at the time an adjustment is requested will be used. A request must be made in writing by the vendor, and the escalation will only be applied to purchases made after the request is made.

Are you requesting an escalation provision?

YES _____ NO ✓

MAXIMUM ESCALATION PERCENTAGE REQUESTED _____ %

INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF 5-15-2018

For the purposes of comparison of bids when an escalation provision is requested, Jefferson Parish will apply the maximum escalation percentage quoted by the bidder to the period to which it is applied in the bid. The initial price and the escalation will be used to calculate the total bid price. It will be assumed, for comparison of prices only, that an equal amount of material or labor is purchased each month throughout the entire contract.

DELIVERY: FOB JEFFERSON PARISH

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES

30 days

LOUISIANA CONTRACTOR'S LICENSE NO.: (if applicable)

N/A

THIS SECTION MUST BE COMPLETED BY BIDDER:

FIRM NAME: Rite Choice Uniforms, Inc

ADDRESS: 649 S. Galvez St.

CITY, STATE: New Orleans, LA ZIP: 70119

TELEPHONE: (504) 821-5353 FAX: (504) 821-5354

EMAIL ADDRESS: raymond@brownuniforms.com

In the event that addenda are issued with this bid, bidders MUST acknowledge all addenda on the bid form. Bidder must acknowledge receipt of an addendum on the bid form as indicated. Failure to acknowledge any addendum on the bid form will result in bid rejection.

Acknowledge Receipt of Addenda: NUMBER: 1

NUMBER: _____

NUMBER: _____

NUMBER: _____

TOTAL PRICE OF ALL BID ITEMS: \$ 59,437.90

AUTHORIZED

SIGNATURE: Raymond V Pizzitolo, Jr.

Raymond V Pizzitolo, Jr.

Printed Name

TITLE: President

SIGNING INDICATES YOU HAVE READ AND COMPLY WITH THE INSTRUCTIONS AND CONDITIONS.

NOTE: All bids should be returned with the BID NUMBER and BID OPENING DATE indicated on the outside of the envelope submitted to the Purchasing Department.

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00121856

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			two year contract for the supply of shirts and silk screening to be ordered on an as needed basis by the department of parks and recreation and all jeff parish departments and municipalities		
1	50.00	EA	0100 - Group A Tee Shirts Size: Adult 3X-Large Short Sleeve	7.00	350.00
2	50.00	EA	0110 - Group A - Tee Shirts Size: Adult 4X-Large Short Sleeve Special Order Not All Colors Available Color Varies With Size Increase	7.00	350.00
3	80.00	EA	0120 - Group A - Tee Shirts Size: Adult 5X-Large Short Sleeve Special Order Not All Colors Available Color Varies With Size Increase	7.50	600.00
4	80.00	EA	0130 - Group A - Tee Shirts Size: Adult 2X-Large Short Sleeve	6.50	520.00
5	220.00	EA	0140 - Group A - Tee Shirts Size: Adult X-Large Short Sleeve	4.00	880.00
6	250.00	EA	0150 - Group A - Tee Shirts Size: Adult Large Short Sleeve	4.00	1000.00
7	500.00	EA	0160 - Group A - Tee Shirts Size: Adult Medium Short Sleeve	4.00	2000.00
8	1,500.00	EA	0170 - Group A - Tee Shirts Size: Adult Small Short Sleeve	4.00	6,000.00
9	1,200.00	EA	0180 - Group A - Tee Shirts Size: Youth Large	3.75	4500.00

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00121856

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			Short Sleeve		
10	1,600.00	EA	0190 - Group A - Tee Shirts Size: Youth Medium	3.75	6,000.00
			Short Sleeve		
11	1,700.00	EA	0200 - Group A - Tee Shirts Size: Youth Small	3.75	6375.00
			Short Sleeve		
12	240.00	EA	0210 - Group A - Tee Shirts Size: Youth Extra-Small	3.75	900.00
			Short Sleeve		
13	4.00	EA	0220 - Group A - Tee Shirts Size: Adult 2X-Large	8.50	34.00
			Long Sleeve		
14	30.00	EA	0230 - Group A - Tee Shirts Size: Adult X-Large	8.50	255.00
			Long Sleeve		
15	4.00	EA	0240 - Group A - Tee Shirts Size: Adult Large	8.50	34.00
			Long Sleeve		
16	4.00	EA	0250 - Group A - Tee Shirts Size: Adult Medium	8.50	34.00
			Long Sleeve		
17	60.00	EA	0300 - Group B - Henley Tee Shirts Or Equal	13.00	780.00
			Size: Adult 2X-Large		
18	75.00	EA	0310 - Group B - Henley Tee Shirts Size: Adult X-Large	12.00	900.00
			Imprint Left Chest		
19	150.00	EA	0320 - Group B - Henley Tee Shirts Size: Adult Large	12.00	1800.00
			Imprint Left Chest		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00121856

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
20	200.00	EA	0330 - Group B - Henley Tee Shirts Size: Adult Medium Imprint Left Chest	13.00	2600.00
21	125.00	EA	0340 - Group B - Henley Tee Shirts Size: Adult Small Imprint Left Chest	13.00	1625.00
22	50.00	EA	0400 - Group C - Coaches Shirts Size: Adult 3X-Large	10.75	537.50
23	4.00	EA	0410 - Group C - Coaches Shirts Size: Adult 4X-Large	13.00	52.00
24	80.00	EA	0420 - Group C - Coaches Shirts Size: Adult 2X-Large	10.00	800.00
25	80.00	EA	0430 - Group C - Coaches Shirts Size: Adult X-Large	9.50	760.00
26	150.00	EA	0440 - Group C - Coaches Shirts Size: Adult Large	9.50	1425.00
27	150.00	EA	0450 - Group C - Coaches Shirts Size: Adult Medium	9.50	1425.00
28	150.00	EA	0460 - Group C - Coaches Shirts Size: Adult Small	9.50	1425.00
29	30.00	EA	0500 - Group D - Heavy Weight Pocket Tee Shirt Size: Adult 3X-Large	10.50	315.00
30	20.00	EA	0510 - Group D - Heavy Weight Pocket Tee Shirt Size: Adult 2X-Large	10.50	210.00
31	80.00	EA	0520 - Group D - Heavy Weight Pocket Tee Shirt	8.00	640.00

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00121856

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
32	30.00	EA	Size: Adult X-Large 0530 - Group D - Heavy Weight Pocket Tee Shirt	8.00	240.00
33	20.00	EA	Size: Adult Large 0540 - Group D - Heavy Weight Pocket Tee Shirt	8.00	160.00
34	4.00	EA	Size: Adult Medium 0550 - Group D - Heavy Weight Pocket Tee Shirt	8.00	32.00
35	12.00	EA	Size: Adult Small 0560 - Group D - Heavy Weight Pocket Tee Shirt	11.00	132.00
36	12.00	EA	Size: Adult 4X-Large 0570 - Group D - Heavy Weight Pocket Tee Shirt	11.00	132.00
37	4.00	EA	Size: Adult 5X-Large 0600 - Group E - Coaches Shirts With Pocket	10.00	40.00
38	4.00	EA	Size: Adult Small 0610 - Group E - Coaches Shirts With Pocket	15.00	60.00
39	4.00	EA	Size: Adult 4X-Large 0620 - Group E - Coaches Shirts With Pocket	15.00	60.00
40	4.00	EA	Size: Adult 5X-Large 0630 - Group E - Coaches Shirts With Pocket	15.00	60.00
41	10.00	EA	Size: Adult 3X-Large 0640 - Group E - Coaches Shirts With Pocket	14.00	140.00
			Size: Adult 2X-Large		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00121856

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
42	4.00	EA	0650 - Group E - Coaches Shirts With Pocket Size: Adult X-Large	11.00	44.00
43	10.00	EA	0660 - Group E - Coaches Shirts With Pocket Size: Adult Large	11.00	110.00
44	4.00	EA	0670 - Group E - Coaches Shirts With Pocket Size: Adult Medium	11.00	44.00
45	6,000.00	EA	0800 - Group G - Silk Screening 1 Logo 1 Location 1 Color	1.25	7500.00
46	800.00	EA	0810 - Group G - Silk Screening 1 Logo 1 Location 2 Or 3 Colors	1.40	1120.00
47	1,800.00	EA	0820 - Group G - Silk Screening 1 Logo 1 Location 4 Colors	1.50	2700.00
48	1.00	EA	0830 - Group G - Silk Screening Cost Per Additional Location Of Logo 1 Color	2.25	2.25
49	1.00	EA	0840 - Group G - Silk Screening Cost Per Additional Location Of Logo 2 Or 3 Colors	2.40	2.40
50	1.00	EA	0850 - Group G - Silk Screening Cost Per Additional Location Of Logo 4 Colors	2.50	2.50
51	25.00	EA	0860 - Group G - Silk Screening Single Digit, 6 Inch Number, 1 Location	2.75	68.75

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00121856

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
52	1.00	EA	0870 - Group G - Silk Screening Single Digit, 6 Inch Number, 2 Locations	5.50	5.50
53	10.00	EA	0880 - Group G - Silk Screening Double Digit, 6 Inch Number, 1 Location	4.00	40.00
54	1.00	EA	0890 - Group G - Silk Screening Double Digit, 6 Inch Number, 2 Locations	10.00	10.00
55	4.00	EA	0900 - Group G - Silk Screening Single Digit, 8 Inch Number, 1 Location	5.00	20.00
56	1.00	EA	0910 - Group G - Silk Screening Single Digit, 8 Inch Number, 2 Locations	10.00	10.00
57	4.00	EA	0920 - Group G - Silk Screening Double Digit, 8 Inch Number, 1 Location	7.00	28.00
58	4.00	EA	0930 - Group G - Silk Screening Double Digit, 8 Inch Number, 2 Locations	12.00	48.00
			***** Imprint On All Shirts Must Be Silk Screened With Selected Logos Of Various Colors For Use In Particular Programs Or Departments. Artwork Will Be Provided To Vendor Upon Ordering Of Shirts For The Particular Program Involved. *****		
59	25.00	HR	0940 - Art Work - Digital Full color print on front and rear of shirt	40.00	1000.00
			Vendor will have to work with requestor to get final approval of shirt design.		
60	20.00	EA	0950 - Silk Screening cost per color screen up to 10 colors	25.00	500.00

**TWO (2) YEAR CONTRACT FOR THE SUPPLY OF SHIRTS AND SILK SCREENING
FOR THE DEPARTMENT OF PARKS AND RECREATION AND ALL JEFFERSON
PARISH AGENCIES AND MUNICIPALITIES**

BID 50-00121856

This bid is for a two (2) year contract for the supply of shirts and silk screening to be ordered on an as-needed basis by the Department of Parks and Recreation and all Jefferson Parish Departments, Agencies and Municipalities.

Quantities for this bid are estimates based on previous usage and accounting for upcoming projects / demand within Jefferson Parish. Actual requirements may be more or less than quantities listed.

Items will be ordered on an as-needed basis by the Department. All proofs and shirt color should be approved by the department prior to production. Delivery is required within 10 business days of acceptance of proof.

Deliveries will have to be made to various Parish departments on the East Bank and West Bank of Jefferson Parish.

GROUP SPECIFICATIONS

GROUP A – TEE SHIRTS:

- Gildan Ultra Cotton Best Shirt Or Equal
- 100 Percent Cotton
- Preshrunk jersey knit
- Seamless double-needle 7/8" collar
- Taped neck and shoulders
- Satin label (transition to tear away label in 2017)
- Double-needle sleeve and bottom hems
- Quarter turned to eliminate center crease
- Fiber content varies by color, see color list for exceptions

Available in the Following Colors:

Cardinal Red - Red - Purple - White - Royal Blue - Light Blue - Navy Blue - Orange - Gold - Ash - Yellow
Maroon - Kelly Green - Forest Green - Black

GROUP B – HENLEY TEE SHIRTS:

(These specifications are applicable to all Henley Tee Shirts on this bid.)

- Augusta Henley Tee Shirt
- Henley Neck with Two Button Placket
- Short Sleeve
- 50 Percent Polyester/50 Percent Cotton
- Left Chest Silk Screen Imprint

Available in the Following Colors:

Light Blue - Silver Grey - Dark Green - Royal Navy - Red - White - Ash - Maroon

Other seasonal colors may be ordered on this contract with the understanding that they may not be available the next year.

GROUP C – COACHES SHIRTS:

(These specifications apply to all Coaches Shirts with No Pocket on this bid.)

- Gildan DryBlend® Adult Jersey Sport Shirt Polos

Description:

- Contoured welt knit collar and cuffs
- Heat transfer label
- Clean finished placket with reinforced bottom box
- 3 woodtone buttons
- Double-needle hem

Content:

5.6-ounce, 50% Cotton/50% DryBlend® Polyester Preshrunk Jersey Knit

Available in the Following Colors:

Red - Navy Blue - Royal Blue - Ash - Green - Hunter Green - Maroon - White - Black - Orange - Yellow

GROUP D – HEAVY WEIGHT POCKET:

(These specifications are applicable to all Heavy Weight Tee Shirts within this bid.)

- Jerzees Adult Heavy Weight Pocket Tee Shirt Or Equal
- 50 Percent Polyester/ 50 Percent Cotton
- Short Sleeves
- Weaved Blend Cotton Crew Neck

Available in the Following Color:

Royal Blue

GROUP E – COACHES SHIRTS WITH POCKET:

(These specifications apply to all Coaches Shirts with Pockets on this bid.)

- **Gildan DryBlend® Adult Jersey Sport Shirt Polos w/ Pocket**

Description:

- Contoured welt knit collar and cuffs
- Clean finished placket with reinforced bottom box
- Heat transfer label
- 3 wood-tone buttons
- Double-needle bottom hem
- Double-needle left chest 5-point pocket

Content:

5.6 oz. 50% Cotton/50% DryBlend® Polyester Preshrunk Jersey KnitHartwell Coaches Shirt Or Equal

- Available in the Following Colors:

Red - Royal Blue - Black - Orange - Tan - Navy Blue - Hunter Green - White - Silver
Grey - Maroon - Yellow

GROUP G – SILK SCREENING

Imprint on all shirts must be silk screened with selected logos of various colors for use in particular programs or departments.

Artwork will be provided to vendor upon ordering of shirts for the particular program involved.

Successful bidder will have to work with requestor to get final approval of shirt design.

Delivery is required within 10 business days of acceptance of proof.

Any additional fees, such as a screen set-up fee, should be included in vendors bid prices.

CORPORATE RESOLUTION

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF
Rite Choice Uniforms, Inc.
INCORPORATED.

AT THE MEETING OF DIRECTORS OF _____
INCORPORATED, DULY NOTICED AND HELD ON November 30, 2017
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT
WAS:

RESOLVED THAT Raymond V. Pizzitolo, JR., BE AND IS HEREBY
APPOINTED, CONSTITUTED AND DESIGNATED AS AGENT AND ATTORNEY-IN-
FACT OF THE CORPORATION WITH FULL POWER AND AUTHORITY TO ACT ON
BEHALF OF THIS CORPORATION IN ALL NEGOTIATIONS, BIDDING, CONCERNS
AND TRANSACTIONS WITH THE PARISH OF JEFFERSON OR ANY OF ITS AGENCIES,
DEPARTMENTS, EMPLOYEES OR AGENTS, INCLUDING BUT NOT LIMITED TO, THE
EXECUTION OF ALL BIDS, PAPERS, DOCUMENTS, AFFIDAVITS, BONDS, SURETIES,
CONTRACTS AND ACTS AND TO RECEIVE ALL PURCHASE ORDERS AND NOTICES
ISSUED PURSUANT TO THE PROVISIONS OF ANY SUCH BID OR CONTRACT, THIS
CORPORATION HEREBY RATIFYING, APPROVING, CONFIRMING, AND ACCEPTING
EACH AND EVERY SUCH ACT PERFORMED BY SAID AGENT AND ATTORNEY-IN-
FACT.

I HEREBY CERTIFY THE FOREGOING TO BE
A TRUE AND CORRECT COPY OF AN
EXCERPT OF THE MINUTES OF THE ABOVE
DATED MEETING OF THE BOARD OF
DIRECTORS OF SAID CORPORATION, AND
THE SAME HAS NOT BEEN REVOKED OR
RESCINDED.

Raymond V. Pizzitolo, JR.
SECRETARY-TREASURER

11/5/18

DATE

Non-Public Works Bid Affidavit Instructions

- Affidavit is supplied as a courtesy to Affiants, but it is the responsibility of the affiant to insure the affidavit they submit to Jefferson Parish complies, in both form and content, with federal, state and parish laws.
- Affidavit must be signed by an authorized representative of the entity or the affidavit will not be accepted.
- Affidavit must be notarized or the affidavit will not be accepted.
- Notary must sign name, print name, and include bar/notary number, or the affidavit will not be accepted.
- Affiant **MUST** select either A or B when required or the affidavit will not be accepted.
- Affiants who select choice A must include an attachment or the affidavit will not be accepted.
- If both choice A and B are selected, the affidavit will not be accepted.
- Affidavit marked N/A will not be accepted.
- It is the responsibility of the Affiant to submit a new affidavit if any additional campaign contributions are made after the affidavit is executed but prior to the time the council acts on the matter.

Instruction sheet may be omitted when submitting the affidavit

Non-Public Works Bid

AFFIDAVIT

STATE OF Louisiana

PARISH/COUNTY OF Orleans

BEFORE ME, the undersigned authority, personally came and appeared: Raymond Pizzitolo, (Affiant) who after being by me duly sworn, deposed and said that he/she is the fully authorized President of Rite Choice Uniforms, Inc (Entity), the party who submitted a bid in response to Bid Number 50-00121856 to the Parish of Jefferson.

Affiant further said:

Campaign Contribution Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A Attached hereto is a list of all campaign contributions, including the date and amount of each contribution, made to current or former elected officials of the Parish of Jefferson by Entity, Affiant, and/or officers, directors and owners, including employees, owning 25% or more of the Entity during the two-year period immediately preceding the date of this affidavit or the current term of the elected official, whichever is greater. Further, Entity, Affiant, and/or Entity Owners have not made any contributions to or in support of current or former members of the Jefferson Parish Council or the Jefferson Parish President through or in the name of another person or legal entity, either directly or indirectly.

Choice B ✓ there are NO campaign contributions made which would require disclosure under Choice A of this section.

Debt Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A ☐ Attached hereto is a list of all debts owed by the affiant to any elected or appointed official of the Parish of Jefferson, and any and all debts owed by any elected or appointed official of the Parish to the Affiant.

Choice B ☒ There are **NO** debts which would require disclosure under Choice A of this section.

Affiant further said:

That Affiant has employed no person, corporation, firm, association, or other organization, either directly or indirectly, to secure the public contract under which he received payment, other than persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project or in securing the public contract were in the regular course of their duties for Affiant; and

[The remainder of this page is intentionally left blank.]

That no part of the contract price received by Affiant was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project were in the regular course of their duties for Affiant.

Raymond Pizzitolo Jr
Signature of Affiant

Raymond Pizzitolo Jr
Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME
ON THE 5th DAY OF February, 2018.

Wayne E. Garrett
Notary Public

Wayne E. Garrett
Printed Name of Notary

5947
Notary/Bar Roll Number

My commission expires Issued for Life

Wayne E. Garrett, AFLC
Notary Public
LA Bar #5947
Issued for Life

STANDARD INSURANCE REQUIREMENTS – PUBLICLY ADVERTISED BIDS

All required insurance under this bid shall conform to Jefferson Parish Resolution No. 113646 or No. 113647, as applicable. Contractors may not commence any work under any ensuing contract unless and until all required insurance and associated evidentiary requirements thereto have been met, along with any additional specifications contained in the advertised bid. Except as where otherwise precluded by law, the Parish Attorney or his designee, with the concurrence of the Director of Risk Management or his designee, may agree on a case-by-case basis, to deviate from Jefferson Parish's standard insurance requirements, as provided in this Section. Vendors requesting deviation therefrom shall submit such requests in writing, along with compelling substantiation, to the Purchasing Department prior to the bid's due date. Any changes to the insurance requirements will be reflected in the bid specifications and addenda. Prior to contract execution and at all times thereafter during the term of such contract, contractors must provide and continuously maintain all coverages as required by the foregoing Resolutions, and the contract documents. Failure to do so shall be grounds for suspension, discontinuation or termination of the contract.

For bidding purposes, bidders must submit with bid submission a current (valid) insurance certificate evidencing the required coverages. Failure to comply will cause bid to be rejected. The current insurance certificate will be used for proof of insurance at time of evaluation. Thereafter, and prior to contract execution, the low bidder will be required to provide final insurance certificates to the Parish which shall name the Jefferson Parish, its Districts Departments and Agencies under the direction of the Parish President and the Parish Council as additional insureds regarding negligence by the contractor for the Commercial General Liability, Workmen's Compensation Insurance and the Comprehensive Automobile Liability policies. Additionally, said certificates should reflect the name of the Parish Department receiving goods and services and reference the respective Jefferson Parish bid number.

JEFFERSON PARISH REQUIRED STANDARD INSURANCE

☒ WORKER'S COMPENSATION INSURANCE

As required by Louisiana State Statute, exception; Employer's Liability, Section B shall be \$1,000,000 per occurrence when Work is to be over water and involves maritime exposures to cover all employees not covered under the State Worker's Compensation Act, otherwise this limit shall be no less than \$500,000 per occurrence.

Note: If your company is not required by law to carry workmen's compensation insurance, i.e. not a Louisiana company, sole employee of the company, then bidders must request a workmen's compensation insurance declaration affidavit prior to the bid opening date. This insurance declaration affidavit must be fully completed, signed, properly notarized and submitted with the bid. A scanned copy may be submitted with the bid; however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.

☒ **COMMERCIAL GENERAL LIABILITY**

Shall provide limits not less than the following: \$1,000,000.00 Combined Single Limit per Occurrence for bodily injury and property damage.

☒ **COMPREHENSIVE AUTOMOBILE LIABILITY**

Bodily injury liability \$1,000,000.00 each person; \$1,000,000.00 each occurrence.
Property Damage Liability \$1,000,000.00 each occurrence.

Note: This category may be omitted if bidders do not/will not utilize company vehicles for the project or do not possess company vehicles. Bidder must request an automobile insurance declaration affidavit prior to the bid opening date. This insurance declaration affidavit must be fully completed, signed, properly notarized and submitted with the bid. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid; however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.

DEDUCTIBLES

No insurance required shall include a deductible not greater than \$10,000.00. The cost of the deductible shall be borne by the contractor.

NOTE: If the vendor requires a change in deductibles, the request must be submitted in writing to the Purchasing Department prior to the due date of the bid. Such request shall be reviewed by the Parish Attorney's Office with the concurrence of the Director of Risk Management.

UMBRELLA LIABILITY COVERAGE

An umbrella policy or excess may be used to meet minimum requirements.

FOR CONSTRUCTION AND RENOVATION PROJECTS:

The following are required unless otherwise specified in the bid. Such insurance is due upon contract execution.

1) **OWNER'S PROTECTIVE LIABILITY**

To be for the same limits of liability for bodily injury and property damage liability established for commercial general liability.

2) **BUILDER'S RISK INSURANCE**

The contractor shall maintain Builder's Risk Insurance at his own expense to insure both the owner (Parish of Jefferson) and contractor as their interest may appear.



BROWUNI-01

SEDO

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1/5/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Community Financial Insurance Center, LLC 4212 American Way, Suite A Baton Rouge, LA 70816		(888) 293-5471		CONTACT NAME: Donna O. Settoon, CIC	
				PHONE (A/C, No, Ext): 225-293-5471 5162	
				FAX (A/C, No): 888-716-7290	
				E-MAIL ADDRESS: dsettoon@cf-ins.com	
				INSURER(S) AFFORDING COVERAGE	
				INSURER A: Atain Specialty Insurance Co	
				INSURER B: Hallmark Specialty Insurance Company	
				INSURER C: Louisiana Workers Compensation Corp	
				INSURER D:	
				INSURER E:	
				INSURER F:	
INSURED Brown's Uniforms Rite Choice Uniforms, Inc. dba Brown's Uniforms P.O. Box 792318 New Orleans, LA 70119				NAIC # 17159 MK	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER	Y	N	CIP319090	3/1/2017	3/1/2018
						EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPOP AGG \$ 2,000,000
B	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	N	N	H1740053301	3/1/2017	3/1/2018
						COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N Y	N/A	N	110351A	12/31/2017 12/31/2018
						<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
See attached page.

CERTIFICATE HOLDER

CANCELLATION

The Parish of Jefferson, etal (see below)
Public Works - Streets Department
1901 Ames Boulevard
Marrero, LA 70072-

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Donna O. Settoon

DESCRIPTION OF OPERATIONS -

Brown's Uniforms
Rite Choice Uniforms, Inc. dba Brown's Uniforms
P.O. Box 792318
New Orleans, LA 70119

The Parish of Jefferson, etal (see
below)
Public Works - Streets Department
1901 Ames Boulevard
Marrero, LA 70072-

Distributor of work uniforms.

Workers Compensation excluded officer: Rayond V. Pizzitolo

Re: Bid #50-114289 - Work Uniforms

Complete certificate holder:

The Parish of Jefferson, its Districts, Departments and Agencies under the direction of the Parish President and the Parish Council.



JEFFERSON PARISH

Department of Purchasing

Michael S. Yenni
Parish President

Brenda C. Patel
Director

CHANGES TO JEFFERSON PARISH BIDDING PROCEDURES

The East bank Office of Purchasing is now open! We are located in the Joseph S. Yenni Building, 1221 Elmwood Park Blvd., Suite 404, Jefferson, LA 70123. Bidders may submit bid responses at this location, pending authorization in each bid package. **Bidders should carefully read and must respond accordingly per the requirements of the bid packages. NOTE: Bidders submitting bids on the day of bid opening, bidders must submit at the West Bank location only.**

Other Changes Continued:

- For all advertised sealed bids, written evidence of signature authority must be included with bid submission.
- Current W9 Forms and vendor applications may be submitted at any time; however, if your company is not registered and/or a current W-9 form is not on file, a current W-9 form must be supplied upon contract execution, should you be awarded a contract and/or issued a purchase order.
- Upon contract execution, successful bidder must produce final insurance certificates per standard Jefferson Parish insurance requirements. Proof of insurance is required for bidding purposes. Bidders must read the insurance requirements attachment included in each bid package for specific instructions.

Bidders should reference the "Additional Requirements" section of the bid instructions and/or the "Important Notice to Bidders" included in the bid package for specific requirements to respond accordingly.

For more information, please call Jefferson Parish Purchasing at 504-364-2678.



JEFFERSON PARISH

Department of Purchasing

Michael S. Yenni
Parish President

Brenda C. Patel
Director

January 31, 2018

ADDENDUM # 1

Bid No.: 50-00121856

Bid Opening Date: 02/15/2018

For: TWO YEAR CONTRACT FOR THE SUPPLY OF SHIRTS AND SILK SCREENING TO BE ORDERED ON AN AS NEEDED BASIS FOR THE JEFFERSON PARISH DEPARTMENT OF PARKS AND RECREATION AND WILL BE USED BY ALL DEPARTMENTS, AGENCIES AND MUNICIPALITIES

CLARIFICATION:

Question: Do you know how many colors are in the artwork?

Answer: The bid clearly address the amount of colors in the items of Group G of the bid. Order a shirt from Groups A, B, C, D, or E- depending on the type of shirt the department would want, Then the department would order the appropriate item from Group G, depending upon HOW MANY COLORS THE IMPRINT IS AND WHERE DEPARTMENT WANT LOGO.

Question: GROUP A- E. What are the imprint locations and how many colors for the imprint?

Answer: These questions are addressed in the items of Group G of the bid. Specific locations are not addressed nor should it affect the bid price. The amount of locations is addressed in each item of Group G. As for how many colors- this is also addressed in the items of Group G. A department would order the type of shirt and then pick an appropriate item from Group G if that department wanted something silk screened on those shirts,

Question: ART WORK- digital full color print on front and back of shirt and it isn't listed as a quantity, but rather in hours. Is this graphic design work that will need to be created?

Answer: Yes

Question: Which shirts will this apply to?

Answer: It shouldn't matter- this is simply how much a graphic designer would charge a department (PER HOUR) to create a logo that has not been created.



JEFFERSON PARISH

Department of Purchasing

Michael S. Yenni
Parish President

Brenda C. Patel
Director

Sincerely,

A handwritten signature in dark ink, appearing to read "Donna M. Evans", is written over a horizontal line.

DONNA M EVANS, Buyer II
Jefferson Parish Purchasing Department

Bidders must acknowledge all addenda on the bid form. Bidder acknowledges receipt of this addendum on the bid form as indicated. Failure to do so will result in bid rejection.

This addendum is a part of the contract documents and modifies the original bidding documents and specifications. The contents of this addendum shall be included in the contract documents. Changes made by this addendum shall take precedence over the documents of earlier date.

front center
8" wide

1 color -
white



Back number -
8" tall

1 color -
black



Order Name: JP Owens

Due Date:

Shirt Style: G800
Shirt Color: Maroon
Ink Color: 110C (gold)
Total Quantity: 80
Sizes: Youth: M: 20, L: 20, Adult: S: 20, M: 20



W: 8.5in
H: 9in

FRONT



BACK

Email:
Phone:
Address:

Notes:

Initials

Add any additional notes on back

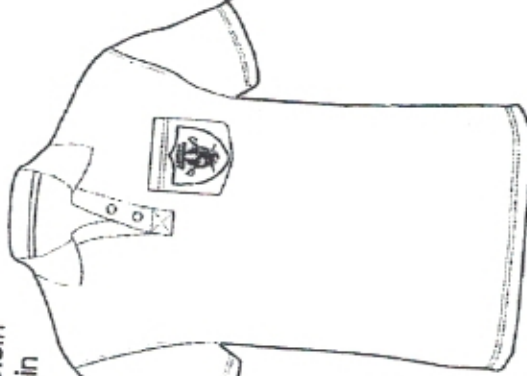
**Order Name: Lemon Raiders/
Owens**

Ship Date:

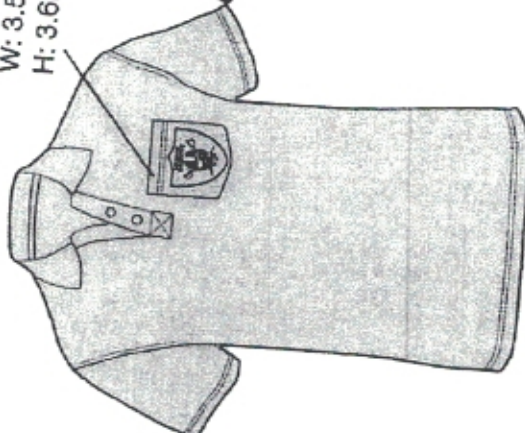
Shirt Style: Coach's shirt with Pocket
Shirt Color: Maroon, White, Black, Grey
Ink Color: Black, Grey, Gold (110C)
Total Quantity: 17
Sizes: See attached



W: 3.5in
H: 3in



W: 3.5in
H: 3.6in



Email:
Phone:
Address:

Notes:

Initials

Add any additional notes on back



Bid Number 50 - 00121856

**TWO YEAR CONTRACT FOR THE SUPPLY OF SHIRTS AND SILK
SCREENING TO BE ORDERED ON AN AS NEEDED BASIS FOR THE
JEFFERSON PARISH DEPARTMENT OF PARKS AND RECREATION AND ALL
DEPARTMENTS, AGENCIES AND MUNICIPALITIES**

FEBRUARY 15, 2018 AT 2:00 PM

ATTENTION VENDORS!!!

**Please review all pages and respond accordingly, complying with all provisions
in the technical specifications and Jefferson Parish Instructions for Bidders and
General Terms and Conditions. All bids must be received in the Purchasing
Department by the bid due date and time.**

**Jefferson Parish Purchasing Department
200 Derbigny Street
General Government Building, Suite 4400
Gretna, LA 70053
Donna Evans
DMEvans@Jeffparish.net
504-364-2691**

JEFFERSON PARISH

PURCHASING DEPARTMENT
P.O. BOX 9
GRETNA, LA. 70054-0009
504-364-2678

BUYER: DMEVANS@jeffparish.net

BIDS WILL BE RECEIVED IN THE WEST BANK PURCHASING DEPT, SUITE 4400, JEFFERSON PARISH GENERAL GOVERNMENT BUILDING, 200 DERBIGNY STREET, GRETNA, LA 70053 UNTIL 2:00 PM, 2/15/2018 AND PUBLICLY OPENED THEREAFTER.

For convenience, bidders may also submit bids in the East Bank Purchasing Department, Suite 404, Jefferson Parish Joseph S. Yenni Building, 1221 Elmwood Park Blvd., Jefferson LA 70123. However, if submitting bids on the day of bid opening, bidders must submit at the West Bank location only. All bids will be publicly opened at the West Bank location.

At no charge, bidders may also submit via Jefferson Parish's electronic procurement page by visiting www.jeffparishbids.net to register for this free site. Additional instructions are included in the text box highlighting electronic procurement.

LATE BIDS WILL NOT BE ACCEPTED

Unless submitting via online (see Page 3), each bid must be submitted in a sealed envelope bearing on the outside; the name of the Bidder, his address, and the name of the project for which the bid is submitted and the bid number.

NOTE: ONLY BIDS WRITTEN IN INK OR TYPEWRITTEN, AND PROPERLY SIGNED BY A MEMBER OF THE FIRM OR AUTHORIZED REPRESENTATIVE, WILL BE ACCEPTED. PENCIL AND/OR PHOTOSTATIC FIGURES OR SIGNATURES SHALL RESULT IN BID REJECTION.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS**THE FOLLOWING INSTRUCTIONS APPLY TO ALL BIDS**

All bids submitted are subject to these instructions and general conditions and any special conditions and specifications contained herein, all of which are made part of this bid proposal reference. By submitting a bid, vendor agrees to comply with all provisions of Louisiana Law as well be in compliance with the Jefferson Parish Code of Ordinances, Louisiana Code of Ethics, applicable Jefferson Parish ethical standards and Jefferson Parish Resolution No. 113646 and/or Resolution No. 113647.

All vendors submitting bids should register as a Jefferson Parish vendor if not already yet registered. Registration forms may be downloaded from <http://purchasing.jeffparish.net> and by clicking on Vendor Information. Current W-9 forms with respective Tax Identification numbers and vendor applications may be submitted at any time; however, if your company is not registered and/or a current W-9 form is not on file, vendor registration is mandatory. Further, a current W-9 form and respective Tax Identification number must be supplied upon contract execution, should you be awarded a contract and/or issued purchase order. Failure to do so may result in delay of payment.

All quotations shall be based on F.O.B. Agency warehouse or job site, anywhere within the Parish as designated by the Purchasing Department. This provision does not apply to public works projects

JEFFERSON PARISH requires all products to be new (current) and all work must be performed according to standard practices for the project. Unless otherwise specified, no aftermarket parts will be accepted. Unless otherwise specified, all workmanship and materials must have at least one (1) year guaranty, in writing, from the date of delivery and/or acceptance of the project. Any deviations or alterations from the specifications must be indicated and/or supporting documentation supplied with bid submission.

Bidders should submit all questions in writing via email to the buyer's email address as indicated above, no later than Five (5) working days prior to the bid opening. Bid numbers should be mentioned in all requests. If submitting online, vendors may send questions via the E-Procurement site no later than Five (5) working days prior to the bid opening.

If this bid requires a pre-bid conference (see Additional Requirements section), bidders are advised that such conference will be held to allow bidders the opportunity to identify any discrepancies in the bid specifications and seek further clarification regarding instructions. The Purchasing Department will issue a written response to bidders' questions in the form of an Addendum. Please note that all official communication will be expressed in the form of an addendum.

All formal Addenda require written acknowledgement on the bid form by the bidder. Failure to acknowledge an Addendum on the bid form shall cause the bid to be rejected. JEFFERSON PARISH reserves the right to award bid to next lowest responsive and responsible bidder in this event.

The purpose and intention of this invitation to bid is to afford all suppliers an equal opportunity to bid on all construction, maintenance, repair, operating supplies and/or equipment listed in this bid proposal. JEFFERSON PARISH WILL ACCEPT ONE BID ONLY FROM EACH VENDOR. Items bid must meet specifications.

Visit our website at [HTTP://PURCHASING.JEFFPARISH.NET](http://PURCHASING.JEFFPARISH.NET)

JEFFERSON PARISH will accept one price for each item unless otherwise indicated. Two or more prices for one item will result in bid rejection. Bidders are required to complete, sign and return the bid form and/or complete and return the associated line item pricing forms as indicated. Vendors must not alter the bid forms. Doing so will cause the bid to be rejected.

A corporate resolution or written evidence of the individual signing the bid having such authority must be submitted with the bid. Failure to comply will cause bid to be rejected. For corporate entities, such written evidence may be a printout of the Louisiana Secretary of State's website listing the signatory as an officer. Such printout shall be included with the bid submission. Bids submitted by Owners or Sole Proprietorships must include certification that he or she owns the entity for which the bid is signed. This documentation must be submitted with the bid. Failure to do so will result in bid rejection.

NOTE: A sample corporate resolution can be downloaded from our website <http://purchasing.jeffparish.net> or you may provide your own document. A sample certification of sole proprietorship can also be downloaded from our website <http://purchasing.jeffparish.net> or you may provide your own document.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

A. AWARD OF CONTRACT: JEFFERSON PARISH reserves the right to award contracts or place orders on a lump sum or individual item basis, or such combination, as shall in its judgment be in the best interest of JEFFERSON PARISH. Every contract or order shall be awarded to the LOWEST RESPONSIVE and RESPONSIBLE BIDDER, taking into consideration the CONFORMITY WITH THE SPECIFICATIONS and the DELIVERY AND/OR COMPLETION DATE. SPLIT AWARDS MADE TO SEVERAL VENDORS WILL ONLY BE GRANTED TO THOSE DEEMED RESPONSIVE AND RESPONSIBLE.

All bid prices shall remain valid for 45 days. Jefferson Parish and the lowest responsive and responsible bidder(s) by mutual written consent may mutually agree to extend the deadline for award by one (1) or more extensions of thirty (30) calendar days.

PROTESTS: Only those vendors that submitted a bid in response to this solicitation may submit a protest in writing to the Director of the Purchasing within 48 hours of bid opening. The Purchasing Director will review it in connection with the Parish Attorney's Office which will then respond in writing as soon as possible.

PREFERENCE: Unless federal funding is directly spent by Jefferson Parish for this purchase, preference is hereby given to materials, supplies, and provisions produced, manufactured or grown in Louisiana, quality being equal to articles offered by competitors outside the state. "LSA - R.S. 38:2251-2261"

B. USE OF BRAND NAMES AND STOCK NUMBERS: Where brand names and stock numbers are specified, it is for the purpose of establishing certain minimum standards of quality. Bids may be submitted for products of equal quality, provided brand names and stock numbers are specified. Complete product data may be required prior to award.

C. CANCELLATION OF CONTRACT: JEFFERSON PARISH reserves the right to cancel all or any part if not shipped promptly. No charges will be allowed for parking or cartage unless specified in quotation. The order must not be filled at a higher price than quoted. JEFFERSON PARISH reserves the right to cancel any contract at anytime and for any reason by issuing a THIRTY (30) day written notice to the contractor.

For good cause and as consideration for executing a contract with Jefferson Parish, vendor conveys, sells, assigns and transfers to Jefferson Parish or its assigns all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of Louisiana, relating to the particular good or services purchased or acquired by Jefferson Parish.

D. PRICES: Jefferson Parish is exempt from paying sales tax under LSA-R.S. 47:301 (8)(c). All prices for purchases by Jefferson Parish of supplies and materials shall be quoted in the unit of measure specified and unless otherwise specified, shall be exclusive of state and Parish taxes. The price quoted for work shall be stated in figures. In the event there is a difference in unit prices and totals, the unit price shall prevail.

Quantities listed are for bidding purposes only. Actual requirements may be more or less than quantities listed.

Bidders are not to exclude from participation in, deny the benefits of, or subject to discrimination under any program or activity, any person in the United States on the grounds of race, color, national origin, or sex; nor discriminate on the basis of age under the Age Discrimination Act of 1975, or with respect to an otherwise qualified handicapped individual as provided in Section 504 of the Rehabilitation Act of 1973, or on the basis of religion, except that any exemption from such prohibition against discrimination on the basis of religion as provided in the Civil Rights Act of 1964, or Title VI and VII of the Act of April 11, 1968, shall also apply. This assurance includes compliance with the administrative requirements of the Revenue Sharing final handicapped discrimination provisions contained in Section 51.55 (c), (d), (e), and (k)(5) of the Regulations. New construction or renovation projects must comply with Section 504 of the 1973 Rehabilitation Act, as amended, in accordance with the American National Standard Institute's specifications (ANSI A17.1-1961).

Jefferson Parish and its partners as the recipients of federal funds are fully committed to awarding a contract(s) to firm(s) that will provide high quality services and that are dedicated to diversity and to containing costs. Thus, Jefferson Parish strongly encourages the involvement of minority and/or woman-owned business enterprises (DBE's, including MBE's, WBE's and SBE's) to stimulate participation in procurement and assistance programs.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

Advertised bids will be tabulated and a copy of the tabulation will be forwarded to each responding bidder.

IN ACCORDANCE WITH STATE REGULATIONS JEFFERSON PARISH OFFERS ELECTRONIC PROCUREMENT TO ALL VENDORS

This electronic procurement system allows vendors the convenience of reviewing and submitting bids online. This is a secure site and authorized personnel have limited read access only. Bidders are encouraged to submit electronically using this free service; while the website accepts various file types, one single PDF file containing all appropriate and required bid documents is preferred. Bidders submitting uploaded images of bid responses are solely responsible for clarity. If uploaded images/documents are not legible, then bidder's submission will be rejected. Please note all requirements contained in this bid package for electronic bid submission.

Please visit our E-Procurement Page at www.jeffparishbids.net to register and view Jefferson Parish solicitations. For more information, please visit the Purchasing Department page at <http://purchasing.jeffparish.net>.

The general specifications for construction projects and the purchase of materials, services and/or supplies are those adopted by the JEFFERSON PARISH Council by Resolution No. 113646 or 113647 dated 12/09/09. The general conditions adopted by this resolution shall be considered as much a part of this document as if they were written wholly herein. A copy may be obtained from the Office of the Parish Clerk, Suite 6700, Jefferson Parish General Government Building, 200 Derbigny Street, Gretna, LA 70053. You may also obtain a copy by visiting the Purchasing Department webpage at <http://purchasing.jeffparish.net> and clicking on Online Forms.

ADDITIONAL REQUIREMENTS FOR THIS BID

PLEASE MATCH THE NUMBERS PRINTED IN THIS BOX WITH THE
CORRESPONDING INSTRUCTIONS BELOW.

10,12,13,15

1. All bidders must attend the MANDATORY pre-bid conference and will be required to sign in and out as evidence of attendance. In accordance with LSA R.S. 38:2212(I), all prospective bidders shall be present at the beginning of the MANDATORY pre-bid conference and shall remain in attendance for the duration of the conference. Any prospective bidder who fails to attend the conference or remain for the duration shall be prohibited from submitting a bid for the project.
2. Attendance to this pre-bid conference is optional. However, failure to attend the pre-bid conference shall not relieve the bidder of responsibility for information discussed at the conference. Furthermore, failure to attend the pre-bid conference and inspection does not relieve the successful bidder from the necessity of furnishing materials or performing any work that may be required to complete the work in accordance with the specification with no additional cost to the owner.
3. Contractor must hold current applicable JEFFERSON PARISH licenses with the Department of Inspection and Code Enforcement. Contractor shall obtain any and all permits required by the JEFFERSON PARISH Department of Inspection and Code Enforcement. The contractor shall be responsible for the payment of these permits. All permits must be obtained prior to the start of the project. Contractor must also hold any and all applicable Federal and State licenses. Contractor shall be responsible for the payment of these permits and shall obtain them prior to the start of the project.
4. A LA State Contractor's License will be required in accordance with LSA R.S. 37-2150 et. seq. and such license number will be shown on the outside of the bid envelope. Failure to comply will cause the bid to be rejected. Additionally if submitting the bid electronically, then the license number must be entered in the appropriate field in the Electronic Procurement system. Failure to comply will cause the bid to be rejected.
5. It is the bidder's responsibility to visit the job site and evaluate the job before submitting a bid.
6. Job site must be clean and free of all litter and debris daily and upon completion of the contract. Passageways must be kept clean and free of material, equipment, and debris at all times. Flammable material must be removed from the job site daily because storage will not be permitted on the premises. Precautions must be exercised at all times to safeguard the welfare of JEFFERSON PARISH and the general public.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

7. **PUBLIC WORKS BIDS:** All awards for public works in excess of \$5,000.00 will be reduced to a formal contract which shall be recorded at the contractor's expense with the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. A price list of recordation costs may be obtained from the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. All awards in excess of \$25,000.00 will require both a performance and a payment bond. Unless otherwise stated in the bid specifications, the performance bond requirements shall be 100% of the contract price. Unless otherwise stated in the bid specifications, the payment bond requirements shall be 100% of the contract price. Both bonds shall be supplied at the signing of the contract.
8. **NON-PUBLIC WORKS BIDS:** A performance bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The performance bond shall be supplied at the signing of the contract.
9. **NON-PUBLIC WORKS BIDS:** A payment bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The payment bond shall be supplied at the signing of the contract.
10. All bidders must comply with the requirements stated in the attached "Standard Insurance Requirements" sheet attached to this bid solicitation. Prior to contract executions/purchase order issuance, the successful bidder will be required to provide final insurance certificates which shall name Jefferson Parish as an additional insured in accordance with the instructions in the aforementioned "Standard Insurance Requirements" sheet.
11. A bid bond will be required with bid submission in the amount of 5% of the total bid, unless otherwise stated in the bid specifications. Acceptable forms shall be limited to cashier's check, certified check, or surety bid bond. All sureties must be in original format (no copies). If submitting a bid online, vendors must submit an electronic bid bond through the respective online clearinghouse bond management system(s) as indicated in the electronic bid solicitation on Central Auction House. No scanned paper copies of any bid bond will be accepted as part of the electronic bid submission.
12. This is a requirements contract to be provided on an as needed basis. JEFFERSON PARISH makes no representations or warranties with regard to minimum guaranteed quantities unless otherwise stated in the bid specifications.
13. Freight charges should be included in total cost when quoting. If not quoted FOB DELIVERED, freight must be quoted as a separate item. Bid may be rejected if not quoted FOB DELIVERED or if freight charges are not indicated on bid form.
14. **PUBLIC WORKS BIDS - Completed, Signed and Properly Notarized Affidavits Required;** This applies to all solicitations for construction, alteration or demolition of public buildings or projects, in conformity with the provisions contained in LSA-RS 38:2212.9, LSA-RS 38:2212.10, LSA-RS 38:2224, and Sec 2-923.1 of the Jefferson Parish Code of Ordinances. For bidding purposes, all bidders must submit with bid submission COMPLETED, SIGNED and PROPERLY NOTARIZED Affidavits, including: Non-Conviction Affidavit, Non-Collusion Affidavit, Campaign Contribution Affidavit, Debt Disclosures Affidavit and E-Verify Affidavit. For the convenience of vendors, all affidavits have been combined into one form entitled PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format, and without material alteration, in order to be compliant and for the bid to be considered responsive. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid, however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
15. **NON PUBLIC WORK BIDS - Completed, Signed and Properly Notarized Affidavits Required** in conformity with the provisions contained in LSA - RS 38:2224 and Sec 2-923.1 of the Jefferson Parish Code of Ordinances. For bidding purposes, all bidders must submit with bid submission COMPLETED, SIGNED and PROPERLY NOTARIZED Affidavits, including: Non-Collusion Affidavit, Debt Disclosures Affidavit and Campaign Contribution Affidavit. For the convenience of vendors, all affidavits have been combined into one form entitled NON PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format, and without material alteration, in order to be compliant and for the bid to be considered responsive. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid, however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
16. The ensuing contract for this bid solicitation may be eligible for FEMA reimbursement and/or Federal funding/reimbursement. As such, the referenced appendix will be applicable accordingly and shall be considered a part of the bid documents. All applicable certifications must be duly completed, signed and submitted with bid submission. Failure to submit applicable certifications with bid submission will result in bid rejection.
17. For this project, the Contractor shall not pay any state or local sales or use taxes on materials and equipment which are affixed and made part of the immovable property of the project or which permanently incorporated in the project (hereinafter referred to as "applicable materials and equipment"). All purchases of applicable materials or equipment shall be made by the contractor on behalf of and as the agent of Jefferson Parish (Owner), a political subdivision of the State of Louisiana. No state and local sales and use taxes are owned on applicable materials and equipment under the provisions of Act 1029 of the 1991 Regular Session - Louisiana Revised Statute 47:301(8)(c). Owner will furnish contractor a certificate form which certifies that Owner is not required to pay such state or local sales and use taxes, and contractor shall furnish a copy of such certificate to all vendors or suppliers of the applicable materials and equipment.

It shall be the duty of every parish officer, employee, department, agency, special district, board, and commission: and the duty of every contractor, subcontractor, and licensee of the parish, and the duty of every applicant for certification of eligibility for a parish contract or program, to cooperate with the Inspector General in any investigation, audit, inspection, performance review, or hearing pursuant to Jefferson Parish Code of Ordinances Section 2-155.10(19). By submitting a bid, vendor acknowledges this and will abide by all provisions of the referenced Jefferson Parish Code of Ordinances.

All Public Work Projects are required to use the Louisiana Uniform Public Work Bid Form

All prices must be held firm unless an escalation provision is requested in this bid. Jefferson Parish will allow one escalation during the term of the contract, which may not exceed the U.S. Bureau of Labor Statistics National Index for all Urban Consumers, unadjusted 12 month figure. The most recently published figure issued at the time an adjustment is requested will be used. A request must be made in writing by the vendor, and the escalation will only be applied to purchases made after the request is made.

Are you requesting an escalation provision?

YES _____ NO ✓

MAXIMUM ESCALATION PERCENTAGE REQUESTED _____ %

INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF 5-15-2018

For the purposes of comparison of bids when an escalation provision is requested, Jefferson Parish will apply the maximum escalation percentage quoted by the bidder to the period to which it is applied in the bid. The initial price and the escalation will be used to calculate the total bid price. It will be assumed, for comparison of prices only, that an equal amount of material or labor is purchased each month throughout the entire contract.

DELIVERY: FOB JEFFERSON PARISH

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES

30 days

LOUISIANA CONTRACTOR'S LICENSE NO.: (if applicable) N/A

THIS SECTION MUST BE COMPLETED BY BIDDER:

FIRM NAME: Rite Choice Uniforms, INC

ADDRESS: 649 S. Galvez St.

CITY, STATE: New Orleans, LA ZIP: 70119

TELEPHONE: (504) 821-5353 FAX: (504) 821-5354

EMAIL ADDRESS: raymond@brownsoniforms.com

In the event that addenda are issued with this bid, bidders MUST acknowledge all addenda on the bid form. Bidder must acknowledge receipt of an addendum on the bid form as indicated. Failure to acknowledge any addendum on the bid form will result in bid rejection.

Acknowledge Receipt of Addenda: NUMBER: 1

NUMBER: _____

NUMBER: _____

NUMBER: _____

TOTAL PRICE OF ALL BID ITEMS: \$ 59,437.90

AUTHORIZED SIGNATURE: Raymond Pizzitolo Jr.

TITLE: President

Raymond Pizzitolo, Jr.
Printed Name

SIGNING INDICATES YOU HAVE READ AND COMPLY WITH THE INSTRUCTIONS AND CONDITIONS.

NOTE: All bids should be returned with the BID NUMBER and BID OPENING DATE indicated on the outside of the envelope submitted to the Purchasing Department.

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00121856

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			two year contract for the supply of shirts and silk screening to be ordered on an as needed basis by the department of parks and recreation and all jeff parish departments and municipalities		
1	50.00	EA	0100 - Group A Tee Shirts Size: Adult 3X-Large Short Sleeve	7.00	350.00
2	50.00	EA	0110 - Group A - Tee Shirts Size: Adult 4X-Large Short Sleeve Special Order Not All Colors Available Color Varies With Size Increase	7.00	350.00
3	80.00	EA	0120 - Group A - Tee Shirts Size: Adult 5X-Large Short Sleeve Special Order Not All Colors Available Color Varies With Size Increase	7.50	600.00
4	80.00	EA	0130 - Group A - Tee Shirts Size: Adult 2X-Large Short Sleeve	6.50	520.00
5	220.00	EA	0140 - Group A - Tee Shirts Size: Adult X-Large Short Sleeve	4.00	880.00
6	250.00	EA	0150 - Group A - Tee Shirts Size: Adult Large Short Sleeve	4.00	1000.00
7	500.00	EA	0160 - Group A - Tee Shirts Size: Adult Medium Short Sleeve	4.00	2000.00
8	1,500.00	EA	0170 - Group A - Tee Shirts Size: Adult Small Short Sleeve	4.00	6,000.00
9	1,200.00	EA	0180 - Group A - Tee Shirts Size: Youth Large	3.75	4500.00

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00121856

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
10	1,600.00	EA	Short Sleeve 0190 - Group A - Tee Shirts Size: Youth Medium	3.75	6,000.00
11	1,700.00	EA	Short Sleeve 0200 - Group A - Tee Shirts Size: Youth Small	3.75	6375.00
12	240.00	EA	Short Sleeve 0210 - Group A - Tee Shirts Size: Youth Extra-Small	3.75	900.00
13	4.00	EA	Short Sleeve 0220 - Group A - Tee Shirts Size: Adult 2X-Large	8.50	34.00
14	30.00	EA	Long Sleeve 0230 - Group A - Tee Shirts Size: Adult X-Large	8.50	255.00
15	4.00	EA	Long Sleeve 0240 - Group A - Tee Shirts Size: Adult Large	8.50	34.00
16	4.00	EA	Long Sleeve 0250 - Group A - Tee Shirts Size: Adult Medium	8.50	34.00
17	60.00	EA	Long Sleeve 0300 - Group B - Henley Tee Shirts Or Equal Size: Adult 2X-Large	13.00	780.00
18	75.00	EA	0310 - Group B - Henley Tee Shirts Size: Adult X-Large Imprint Left Chest	12.00	900.00
19	150.00	EA	0320 - Group B - Henley Tee Shirts Size: Adult Large Imprint Left Chest	12.00	1800.00

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00121856

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
20	200.00	EA	0330 - Group B - Henley Tee Shirts Size: Adult Medium Imprint Left Chest	13.00	2600.00
21	125.00	EA	0340 - Group B - Henley Tee Shirts Size: Adult Small Imprint Left Chest	13.00	1625.00
22	50.00	EA	0400 - Group C - Coaches Shirts Size: Adult 3X-Large	10.75	537.50
23	4.00	EA	0410 - Group C - Coaches Shirts Size: Adult 4X-Large	13.00	52.00
24	80.00	EA	0420 - Group C - Coaches Shirts Size: Adult 2X-Large	10.00	800.00
25	80.00	EA	0430 - Group C - Coaches Shirts Size: Adult X-Large	9.50	760.00
26	150.00	EA	0440 - Group C - Coaches Shirts Size: Adult Large	9.50	1425.00
27	150.00	EA	0450 - Group C - Coaches Shirts Size: Adult Medium	9.50	1425.00
28	150.00	EA	0460 - Group C - Coaches Shirts Size: Adult Small	9.50	1425.00
29	30.00	EA	0500 - Group D - Heavy Weight Pocket Tee Shirt Size: Adult 3X-Large	10.50	315.00
30	20.00	EA	0510 - Group D - Heavy Weight Pocket Tee Shirt Size: Adult 2X-Large	10.50	210.00
31	80.00	EA	0520 - Group D - Heavy Weight Pocket Tee Shirt	8.00	640.00

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00121856

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
32	30.00	EA	Size: Adult X-Large 0530 - Group D - Heavy Weight Pocket Tee Shirt	8.00	240.00
33	20.00	EA	Size: Adult Large 0540 - Group D - Heavy Weight Pocket Tee Shirt	8.00	160.00
34	4.00	EA	Size: Adult Medium 0550 - Group D - Heavy Weight Pocket Tee Shirt	8.00	32.00
35	12.00	EA	Size: Adult Small 0560 - Group D - Heavy Weight Pocket Tee Shirt	11.00	132.00
36	12.00	EA	Size: Adult 4X-Large 0570 - Group D - Heavy Weight Pocket Tee Shirt	11.00	132.00
37	4.00	EA	Size: Adult 5X-Large 0600 - Group E - Coaches Shirts With Pocket	10.00	40.00
38	4.00	EA	Size: Adult Small 0610 - Group E - Coaches Shirts With Pocket	15.00	60.00
39	4.00	EA	Size: Adult 4X-Large 0620 - Group E - Coaches Shirts With Pocket	15.00	60.00
40	4.00	EA	Size: Adult 5X-Large 0630 - Group E - Coaches Shirts With Pocket	15.00	60.00
41	10.00	EA	Size: Adult 3X-Large 0640 - Group E - Coaches Shirts With Pocket	14.00	140.00
			Size: Adult 2X-Large		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00121856

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
42	4.00	EA	0650 - Group E - Coaches Shirts With Pocket Size: Adult X-Large	11.00	44.00
43	10.00	EA	0660 - Group E - Coaches Shirts With Pocket Size: Adult Large	11.00	110.00
44	4.00	EA	0670 - Group E - Coaches Shirts With Pocket Size: Adult Medium	11.00	44.00
45	6,000.00	EA	0800 - Group G - Silk Screening 1 Logo 1 Location 1 Color	1.25	7500.00
46	800.00	EA	0810 - Group G - Silk Screening 1 Logo 1 Location 2 Or 3 Colors	1.40	1120.00
47	1,800.00	EA	0820 - Group G - Silk Screening 1 Logo 1 Location 4 Colors	1.50	2700.00
48	1.00	EA	0830 - Group G - Silk Screening Cost Per Additional Location Of Logo 1 Color	2.25	2.25
49	1.00	EA	0840 - Group G - Silk Screening Cost Per Additional Location Of Logo 2 Or 3 Colors	2.40	2.40
50	1.00	EA	0850 - Group G - Silk Screening Cost Per Additional Location Of Logo 4 Colors	2.50	2.50
51	25.00	EA	0860 - Group G - Silk Screening Single Digit, 6 Inch Number, 1 Location	2.75	68.75

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00121856

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
52	1.00	EA	0870 - Group G - Silk Screening Single Digit, 6 Inch Number, 2 Locations	5.50	5.50
53	10.00	EA	0880 - Group G - Silk Screening Double Digit, 6 Inch Number, 1 Location	4.00	40.00
54	1.00	EA	0890 - Group G - Silk Screening Double Digit, 6 Inch Number, 2 Locations	10.00	10.00
55	4.00	EA	0900 - Group G - Silk Screening Single Digit, 8 Inch Number, 1 Location	5.00	20.00
56	1.00	EA	0910 - Group G - Silk Screening Single Digit, 8 Inch Number, 2 Locations	10.00	10.00
57	4.00	EA	0920 - Group G - Silk Screening Double Digit, 8 Inch Number, 1 Location	7.00	28.00
58	4.00	EA	0930 - Group G - Silk Screening Double Digit, 8 Inch Number, 2 Locations	12.00	48.00
			***** Imprint On All Shirts Must Be Silk Screened With Selected Logos Of Various Colors For Use In Particular Programs Or Departments. Artwork Will Be Provided To Vendor Upon Ordering Of Shirts For The Particular Program Involved. *****		
59	25.00	HR	0940 - Art Work - Digital Full color print on front and rear of shirt	40.00	1000.00
			Vendor will have to work with requestor to get final approval of shirt design.		
60	20.00	EA	0950 - Silk Screening cost per color screen up to 10 colors	25.00	500.00

**TWO (2) YEAR CONTRACT FOR THE SUPPLY OF SHIRTS AND SILK SCREENING
FOR THE DEPARTMENT OF PARKS AND RECREATION AND ALL JEFFERSON
PARISH AGENCIES AND MUNICIPALITIES**

BID 50-00121856

This bid is for a two (2) year contract for the supply of shirts and silk screening to be ordered on an as-needed basis by the Department of Parks and Recreation and all Jefferson Parish Departments, Agencies and Municipalities.

Quantities for this bid are estimates based on previous usage and accounting for upcoming projects / demand within Jefferson Parish. Actual requirements may be more or less than quantities listed.

Items will be ordered on an as-needed basis by the Department. All proofs and shirt color should be approved by the department prior to production. Delivery is required within 10 business days of acceptance of proof.

Deliveries will have to be made to various Parish departments on the East Bank and West Bank of Jefferson Parish.

GROUP SPECIFICATIONS

GROUP A – TEE SHIRTS:

- Gildan Ultra Cotton Best Shirt Or Equal
- 100 Percent Cotton
- Preshrunk jersey knit
- Seamless double-needle 7/8" collar
- Taped neck and shoulders
- Satin label (transition to tear away label in 2017)
- Double-needle sleeve and bottom hems
- Quarter turned to eliminate center crease
- Fiber content varies by color, see color list for exceptions

Available in the Following Colors:

Cardinal Red - Red - Purple - White - Royal Blue - Light Blue - Navy Blue - Orange - Gold - Ash - Yellow
Maroon - Kelly Green - Forest Green - Black

GROUP B – HENLEY TEE SHIRTS:

(These specifications are applicable to all Henley Tee Shirts on this bid.)

- Augusta Henley Tee Shirt
- Henley Neck with Two Button Placket
- Short Sleeve
- 50 Percent Polyester/50 Percent Cotton
- Left Chest Silk Screen Imprint

Available in the Following Colors:

Light Blue - Silver Grey - Dark Green - Royal Navy - Red - White - Ash - Maroon

Other seasonal colors may be ordered on this contract with the understanding that they may not be available the next year.

GROUP C – COACHES SHIRTS:

(These specifications apply to all Coaches Shirts with No Pocket on this bid.)

- Gildan DryBlend® Adult Jersey Sport Shirt Polos

Description:

- Contoured welt knit collar and cuffs
- Heat transfer label
- Clean finished placket with reinforced bottom box
- 3 woodtone buttons
- Double-needle hem

Content:

5.6-ounce, 50% Cotton/50% DryBlend® Polyester Preshrunk Jersey Knit

Available in the Following Colors:

Red - Navy Blue - Royal Blue - Ash - Green - Hunter Green - Maroon - White - Black - Orange - Yellow

GROUP D – HEAVY WEIGHT POCKET:

(These specifications are applicable to all Heavy Weight Tee Shirts within this bid.)

- Jerzees Adult Heavy Weight Pocket Tee Shirt Or Equal
- 50 Percent Polyester/ 50 Percent Cotton
- Short Sleeves
- Weaved Blend Cotton Crew Neck

Available in the Following Color:

Royal Blue

GROUP E – COACHES SHIRTS WITH POCKET:

(These specifications apply to all Coaches Shirts with Pockets on this bid.)

- **Gildan DryBlend® Adult Jersey Sport Shirt Polos w/ Pocket**

Description:

- Contoured welt knit collar and cuffs
- Clean finished placket with reinforced bottom box
- Heat transfer label
- 3 wood-tone buttons
- Double-needle bottom hem
- Double-needle left chest 5-point pocket

Content:

5.6 oz. 50% Cotton/50% DryBlend® Polyester Preshrunk Jersey KnitHartwell Coaches Shirt Or Equal

- Available in the Following Colors:

Red - Royal Blue - Black - Orange - Tan - Navy Blue - Hunter Green - White - Silver
Grey - Maroon - Yellow

GROUP G – SILK SCREENING

Imprint on all shirts must be silk screened with selected logos of various colors for use in particular programs or departments.

Artwork will be provided to vendor upon ordering of shirts for the particular program involved.

Successful bidder will have to work with requestor to get final approval of shirt design.

Delivery is required within 10 business days of acceptance of proof.

Any additional fees, such as a screen set-up fee, should be included in vendors bid prices.

CORPORATE RESOLUTION

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF
Rite Choice Uniforms, Inc.
INCORPORATED.

AT THE MEETING OF DIRECTORS OF _____
INCORPORATED, DULY NOTICED AND HELD ON November 30, 2017
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT
WAS:

RESOLVED THAT Raymond V. Pizzitolo, Jr., BE AND IS HEREBY
APPOINTED, CONSTITUTED AND DESIGNATED AS AGENT AND ATTORNEY-IN-
FACT OF THE CORPORATION WITH FULL POWER AND AUTHORITY TO ACT ON
BEHALF OF THIS CORPORATION IN ALL NEGOTIATIONS, BIDDING, CONCERNS
AND TRANSACTIONS WITH THE PARISH OF JEFFERSON OR ANY OF ITS AGENCIES,
DEPARTMENTS, EMPLOYEES OR AGENTS, INCLUDING BUT NOT LIMITED TO, THE
EXECUTION OF ALL BIDS, PAPERS, DOCUMENTS, AFFIDAVITS, BONDS, SURETIES,
CONTRACTS AND ACTS AND TO RECEIVE ALL PURCHASE ORDERS AND NOTICES
ISSUED PURSUANT TO THE PROVISIONS OF ANY SUCH BID OR CONTRACT, THIS
CORPORATION HEREBY RATIFYING, APPROVING, CONFIRMING, AND ACCEPTING
EACH AND EVERY SUCH ACT PERFORMED BY SAID AGENT AND ATTORNEY-IN-
FACT.

I HEREBY CERTIFY THE FOREGOING TO BE
A TRUE AND CORRECT COPY OF AN
EXCERPT OF THE MINUTES OF THE ABOVE
DATED MEETING OF THE BOARD OF
DIRECTORS OF SAID CORPORATION, AND
THE SAME HAS NOT BEEN REVOKED OR
RESCINDED.

Raymond Pizzitolo, Jr.
SECRETARY-TREASURER

11/5/18

DATE

Non-Public Works Bid Affidavit Instructions

- Affidavit is supplied as a courtesy to Affiants, but it is the responsibility of the affiant to insure the affidavit they submit to Jefferson Parish complies, in both form and content, with federal, state and parish laws.
- Affidavit must be signed by an authorized representative of the entity or the affidavit will not be accepted.
- Affidavit must be notarized or the affidavit will not be accepted.
- Notary must sign name, print name, and include bar/notary number, or the affidavit will not be accepted.
- Affiant **MUST** select either A or B when required or the affidavit will not be accepted.
- Affiants who select choice A must include an attachment or the affidavit will not be accepted.
- If both choice A and B are selected, the affidavit will not be accepted.
- Affidavit marked N/A will not be accepted.
- It is the responsibility of the Affiant to submit a new affidavit if any additional campaign contributions are made after the affidavit is executed but prior to the time the council acts on the matter.

Instruction sheet may be omitted when submitting the affidavit

Non-Public Works Bid

AFFIDAVIT

STATE OF Louisiana

PARISH/COUNTY OF Orleans

BEFORE ME, the undersigned authority, personally came and appeared: Raymond Pizzitolo, (Affiant) who after being by me duly sworn, deposed and said that he/she is the fully authorized President of Rite Choice Uniforms, Inc (Entity), the party who submitted a bid in response to Bid Number 50-00121856 to the Parish of Jefferson.

Affiant further said:

Campaign Contribution Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A _____ Attached hereto is a list of all campaign contributions, including the date and amount of each contribution, made to current or former elected officials of the Parish of Jefferson by Entity, Affiant, and/or officers, directors and owners, including employees, owning 25% or more of the Entity during the two-year period immediately preceding the date of this affidavit or the current term of the elected official, whichever is greater. Further, Entity, Affiant, and/or Entity Owners have not made any contributions to or in support of current or former members of the Jefferson Parish Council or the Jefferson Parish President through or in the name of another person or legal entity, either directly or indirectly.

Choice B ☒ there are NO campaign contributions made which would require disclosure under Choice A of this section.

Debt Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A Attached hereto is a list of all debts owed by the affiant to any elected or appointed official of the Parish of Jefferson, and any and all debts owed by any elected or appointed official of the Parish to the Affiant.

Choice B ✓ There are **NO** debts which would require disclosure under Choice A of this section.

Affiant further said:

That Affiant has employed no person, corporation, firm, association, or other organization, either directly or indirectly, to secure the public contract under which he received payment, other than persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project or in securing the public contract were in the regular course of their duties for Affiant; and

[The remainder of this page is intentionally left blank.]

That no part of the contract price received by Affiant was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project were in the regular course of their duties for Affiant.

Raymond Pizzitolo Jr
Signature of Affiant

Raymond Pizzitolo Jr
Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME
ON THE 5th DAY OF February, 2018.

Wayne E. Garrett
Notary Public

Wayne E. Garrett
Printed Name of Notary

5947
Notary/Bar Roll Number

My commission expires Issued for Life

Wayne E. Garrett, AFLC
Notary Public
LA Bar #5947
Issued for Life

STANDARD INSURANCE REQUIREMENTS – PUBLICLY ADVERTISED BIDS

All required insurance under this bid shall conform to Jefferson Parish Resolution No. 113646 or No. 113647, as applicable. Contractors may not commence any work under any ensuing contract unless and until all required insurance and associated evidentiary requirements thereto have been met, along with any additional specifications contained in the advertised bid. Except as where otherwise precluded by law, the Parish Attorney or his designee, with the concurrence of the Director of Risk Management or his designee, may agree on a case-by-case basis, to deviate from Jefferson Parish's standard insurance requirements, as provided in this Section. Vendors requesting deviation therefrom shall submit such requests in writing, along with compelling substantiation, to the Purchasing Department prior to the bid's due date. Any changes to the insurance requirements will be reflected in the bid specifications and addenda. Prior to contract execution and at all times thereafter during the term of such contract, contractors must provide and continuously maintain all coverages as required by the foregoing Resolutions, and the contract documents. Failure to do so shall be grounds for suspension, discontinuation or termination of the contract.

For bidding purposes, bidders must submit with bid submission a current (valid) insurance certificate evidencing the required coverages. Failure to comply will cause bid to be rejected. The current insurance certificate will be used for proof of insurance at time of evaluation. Thereafter, and prior to contract execution, the low bidder will be required to provide final insurance certificates to the Parish which shall name the Jefferson Parish, its Districts Departments and Agencies under the direction of the Parish President and the Parish Council as additional insureds regarding negligence by the contractor for the Commercial General Liability, Workmen's Compensation Insurance and the Comprehensive Automobile Liability policies. Additionally, said certificates should reflect the name of the Parish Department receiving goods and services and reference the respective Jefferson Parish bid number.

JEFFERSON PARISH REQUIRED STANDARD INSURANCE

☒ WORKER'S COMPENSATION INSURANCE

As required by Louisiana State Statute, exception; Employer's Liability, Section B shall be \$1,000,000 per occurrence when Work is to be over water and involves maritime exposures to cover all employees not covered under the State Worker's Compensation Act, otherwise this limit shall be no less than \$500,000 per occurrence.

Note: If your company is not required by law to carry workmen's compensation insurance, i.e. not a Louisiana company, sole employee of the company, then bidders must request a workmen's compensation insurance declaration affidavit prior to the bid opening date. This insurance declaration affidavit must be fully completed, signed, properly notarized and submitted with the bid. A scanned copy may be submitted with the bid; however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.

☒ **COMMERCIAL GENERAL LIABILITY**

Shall provide limits not less than the following: \$1,000,000.00 Combined Single Limit per Occurrence for bodily injury and property damage.

☒ **COMPREHENSIVE AUTOMOBILE LIABILITY**

Bodily injury liability \$1,000,000.00 each person; \$1,000,000.00 each occurrence.
Property Damage Liability \$1,000,000.00 each occurrence.

Note: This category may be omitted if bidders do not/will not utilize company vehicles for the project or do not possess company vehicles. Bidder must request an automobile insurance declaration affidavit prior to the bid opening date. This insurance declaration affidavit must be fully completed, signed, properly notarized and submitted with the bid. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid; however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.

DEDUCTIBLES

No insurance required shall include a deductible not greater than \$10,000.00. The cost of the deductible shall be borne by the contractor.

NOTE: If the vendor requires a change in deductibles, the request must be submitted in writing to the Purchasing Department prior to the due date of the bid. Such request shall be reviewed by the Parish Attorney's Office with the concurrence of the Director of Risk Management.

UMBRELLA LIABILITY COVERAGE

An umbrella policy or excess may be used to meet minimum requirements.

FOR CONSTRUCTION AND RENOVATION PROJECTS:

The following are required unless otherwise specified in the bid. Such insurance is due upon contract execution.

1) OWNER'S PROTECTIVE LIABILITY

To be for the same limits of liability for bodily injury and property damage liability established for commercial general liability.

2) BUILDER'S RISK INSURANCE

The contractor shall maintain Builder's Risk Insurance at his own expense to insure both the owner (Parish of Jefferson) and contractor as their interest may appear.



BROWUNI-01

SEDO

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
1/5/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Community Financial Insurance Center, LLC 4212 American Way, Suite A Baton Rouge, LA 70816		(888) 293-5471		CONTACT NAME: Donna O. Settoon, CIC	
				PHONE (A/C, No, Ext): 225-293-5471 5162	FAX (A/C, No): 888-716-7290
				E-MAIL ADDRESS: dsettoon@cf-ins.com	
				INSURER(S) AFFORDING COVERAGE	
				INSURER A: Atain Specialty Insurance Co	NAIC # 17159
				INSURER B: Hallmark Specialty Insurance Company	
				INSURER C: Louisiana Workers Compensation Corp	MK
				INSURER D:	
				INSURER E:	
				INSURER F:	

COVERAGES	CERTIFICATE NUMBER:	REVISION NUMBER:
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.		

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:	Y	N	CIP319090	3/1/2017	3/1/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPROP AGG \$ 2,000,000
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	N	N	H1740053301	3/1/2017	3/1/2018	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N Y	N/A	110351A	12/31/2017	12/31/2018	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
See attached page.

CERTIFICATE HOLDER The Parish of Jefferson, etal (see below) Public Works - Streets Department 1901 Ames Boulevard Marrero, LA 70072-	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Donna O. Settoon
--	---

DESCRIPTION OF OPERATIONS -

Brown's Uniforms
Rite Choice Uniforms, Inc. dba Brown's Uniforms
P.O. Box 792318
New Orleans, LA 70119

The Parish of Jefferson, etal (see
below)
Public Works - Streets Department
1901 Ames Boulevard
Marrero, LA 70072-

Distributor of work uniforms.

Workers Compensation excluded officer: Rayond V. Pizzitolo

Re: Bid #50-114289 - Work Uniforms

Complete certificate holder:

The Parish of Jefferson, its Districts, Departments and Agencies under the direction of the Parish President and the Parish Council.



JEFFERSON PARISH

Department of Purchasing

Michael S. Yenni
Parish President

Brenda C. Patel
Director

CHANGES TO JEFFERSON PARISH BIDDING PROCEDURES

The East bank Office of Purchasing is now open! We are located in the Joseph S. Yenni Building, 1221 Elmwood Park Blvd., Suite 404, Jefferson, LA 70123. Bidders may submit bid responses at this location, pending authorization in each bid package. **Bidders should carefully read and must respond accordingly per the requirements of the bid packages. NOTE: Bidders submitting bids on the day of bid opening, bidders must submit at the West Bank location only.**

Other Changes Continued:

- For all advertised sealed bids, written evidence of signature authority must be included with bid submission.
- Current W9 Forms and vendor applications may be submitted at any time; however, if your company is not registered and/or a current W-9 form is not on file, a current W-9 form must be supplied upon contract execution, should you be awarded a contract and/or issued a purchase order.
- Upon contract execution, successful bidder must produce final insurance certificates per standard Jefferson Parish insurance requirements. Proof of insurance is required for bidding purposes. Bidders must read the insurance requirements attachment included in each bid package for specific instructions.

Bidders should reference the "Additional Requirements" section of the bid instructions and/or the "Important Notice to Bidders" included in the bid package for specific requirements to respond accordingly.

For more information, please call Jefferson Parish Purchasing at 504-364-2678.



JEFFERSON PARISH

Department of Purchasing

Michael S. Yenni
Parish President

Brenda C. Patel
Director

January 31, 2018

ADDENDUM #1

Bid No.: 50-00121856

Bid Opening Date: 02/15/2018

For: TWO YEAR CONTRACT FOR THE SUPPLY OF SHIRTS AND SILK SCREENING TO BE ORDERED ON AN AS NEEDED BASIS FOR THE JEFFERSON PARISH DEPARTMENT OF PARKS AND RECREATION AND WILL BE USED BY ALL DEPARTMENTS, AGENCIES AND MUNICIPALITIES

CLARIFICATION:

Question: Do you know how many colors are in the artwork?

Answer: The bid clearly address the amount of colors in the items of Group G of the bid. Order a shirt from Groups A, B, C, D, or E- depending on the type of shirt the department would want, Then the department would order the appropriate item from Group G, depending upon HOW MANY COLORS THE IMPRINT IS AND WHERE DEPARTMENT WANT LOGO.

Question: GROUP A- E. What are the imprint locations and how many colors for the imprint?

Answer: These questions are addressed in the items of Group G of the bid. Specific locations are not addressed nor should it affect the bid price. The amount of locations is addressed in each item of Group G. As for how many colors- this is also addressed in the items of Group G. A department would order the type of shirt and then pick an appropriate item from Group G if that department wanted something silk screened on those shirts,

Question: ART WORK- digital full color print on front and back of shirt and it isn't listed as a quantity, but rather in hours. Is this graphic design work that will need to be created?

Answer: Yes

Question: Which shirts will this apply to?

Answer: It shouldn't matter- this is simply how much a graphic designer would charge a department (PER HOUR) to create a logo that has not been created.



JEFFERSON PARISH

Department of Purchasing

Michael S. Yenni
Parish President

Brenda C. Patel
Director

Sincerely,

A handwritten signature in blue ink, reading "Donna M. Evans", is written over a horizontal line.

DONNA M EVANS, Buyer II
Jefferson Parish Purchasing Department

Bidders must acknowledge all addenda on the bid form. Bidder acknowledges receipt of this addendum on the bid form as indicated. Failure to do so will result in bid rejection.

This addendum is a part of the contract documents and modifies the original bidding documents and specifications. The contents of this addendum shall be included in the contract documents. Changes made by this addendum shall take precedence over the documents of earlier date.

front center
8" wide

1 color -
white



Back number -
8" tall

1 color -
black



Order Name: JP Owens

Due Date:

Shirt Style: G800
Shirt Color: Maroon
Ink Color: 110C (gold)
Total Quantity: 80
Sizes: Youth: M: 20, L: 20, Adult: S: 20, M: 20



Email:
Phone:
Address:

Notes:

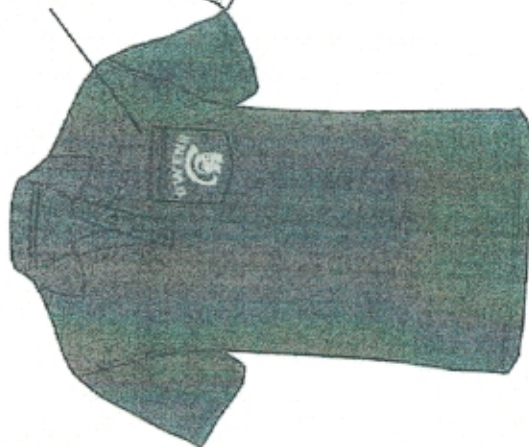
Initials

Add any additional notes on back

**Order Name: Lemon Raiders/
Owens**

Ship Date:

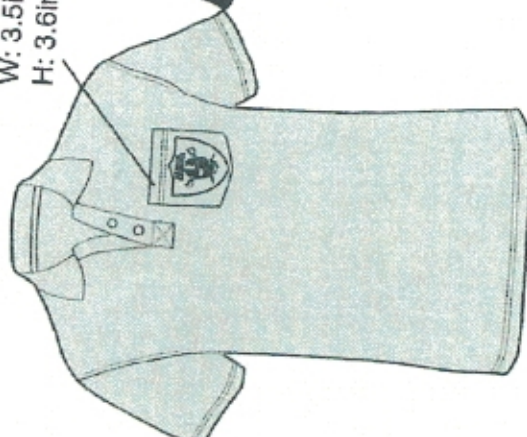
Shirt Style: Coach's shirt with Pocket
Shirt Color: Maroon, White, Black, Grey
Ink Color: Black, Grey, Gold (110C)
Total Quantity: 17
Sizes: See attached



W: 3.5in
H: 3in



W: 3.5in
H: 3.6in



Email:
Phone:
Address:

Notes:

Initials

Add any additional notes on back