



Original

Attn: Shanna Folse
Response to Request for Proposals Bid Number 50-00139637
Submission Deadline: Thursday, September 15, 2022 by 2:00 p.m.
Cotton Commercial USA, Inc. | 5443 Katy Hockley Cut Off Road, Katy, TX 77493
Quote Number: GOV-22-0592





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TRANSMITTAL LETTER

September 14, 2022

Jefferson Parish State of Louisiana
Attn: Shanna Folse
sfolse@jeffparish.net
504-364-2680

Quote #: GOV-22-0592
Cotton Commercial USA, Inc.
Federal Tax ID: 20-2702810
Sam Gov - VPRKW5GS6K17
Duns – 119792633
GSA Contract # 47QRAA22D004M

RE: One Time Purchase of Portable Restroom and Shower Combo Trailers for The Jefferson Parish Emergency Management Department

Cotton Commercial has reviewed your request for providing purchase of Combo Trailer located at Metairie, LA. We respectfully submit this detailed proposal based on provided specifications in the RFP. We feel confident that our proposal provides a successful and sustaining execution plan and solution from mobilization phase to commencing operations based on the needs communicated from your onsite installed management.

Cotton Commercial agrees to be in strict adherence to all Federal, State, and Local regulations when providing services under a contract resulting from this Proposal and will follow all company-specific operating procedures as required by Jefferson Parish regarding health, safety, and the environment.

As a part of this RFP process the following individuals will be primary points of contact for questions or negotiations with our President having sole authority of executing any contracts or agreements:

Johnny Slaughter President 5443 Katy Hockley Cutoff Katy, Tx 77493 Johnnys@cottonteam.com 713-898-0182	Forrest Jackson Executive Vice President 5443 Katy Hockley Cutoff Katy, Tx 77493 forrestj@cottonteam.com 281-932-0171	Ronald Johnson VP of Govt. Services 5443 Katy Hockley Cutoff Katy, Tx 77493 Ronald.johnson@cottonteam.com 832-888-4210	Blake Hunt Culinary VP of Operations 5443 Katy Hockley Cutoff Katy, Tx 77493 Blake.Hunt@cottonteam.com 985-974-7553
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Cotton Commercial would like to thank you for the opportunity to provide the purchase of combo trailer, and for the interest expressed in us as a provider for these services. We hope that the information contained within our Proposal adequately addresses all qualifications necessary in your efforts to contract with a Commercial services firm. We look forward to the opportunity to discuss this Proposal should there be any questions.

Respectfully submitted,

Ron Johnson
VP of Govt. Services





Cotton Commercial USA, Inc.

5443 Katy Hockley Cutoff Road

Katy, Texas 77493

1-877-511-2962

To whom it may concern:

James Scaife is duly authorized to sign on behalf of Cotton Commercial USA, Inc. Should you have any further questions, please don't hesitate to contact Cotton's Legal Department at the phone number referenced above or at legal@cottonteam.com.

Sincerely,

A handwritten signature in blue ink, appearing to read "R. Thompson", is written over the printed name.

Randall Thompson
Chief Operating Officer
and Vice President

Non-Public Works Bid

AFFIDAVIT

STATE OF TEXAS

PARISH/COUNTY OF HARRIS COUNTY

BEFORE ME, the undersigned authority, personally came and appeared: JAMES SCAIFE

_____, (Affiant) who after being by me duly sworn, deposed and said that

he/she is the fully authorized PRESIDENT of COTTON COMMERCIAL USA, INC. (Entity),

the party who submitted a bid in response to Bid Number 50-00139637, 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 X 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.

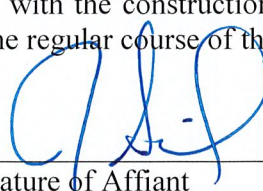
Choice B X _____ There are **NO** debts which would require disclosure under Choice A of this section.

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.



Signature of Affiant

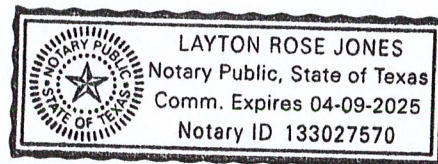
JAMES SCAIFE

Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME
ON THE 14th DAY OF September 2022.



Notary Public



Layton Rose Jones

Printed Name of Notary

133027570

Notary/Bar Roll Number

My commission expires 04/09/2025.

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 X

MAXIMUM ESCALATION PERCENTAGE REQUESTED _____%

INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF _____.

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

6-8 MONTHS FROM ORDER

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

42741**THIS SECTION MUST BE COMPLETED BY BIDDER:**FIRM NAME: COTTON COMMERCIAL USA, INC.ADDRESS: 5443 KATY HOCKLEY CUT OFF RD.CITY, STATE: KATY, TXZIP: 77493TELEPHONE: (877) 427-2947

FAX: () _____

EMAIL ADDRESS: JAMESS@COTTONTTEAM.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 by placing the addendum number 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: \$ 869,750.00

AUTHORIZED

SIGNATURE: JAMES SCAIFE

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.

DATE: 8/31/2022

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INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00139637

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			ONE TIME PURCHASE OF PORTABLE RESTROOM AND SHOWER COMBO TRAILERS FOR THE JEFFERSON PARISH EMERGENCY MANAGEMENT DEPARTMENT		
1	5.00	EA	0010 - ADA+4 STATION PORTABLE SHOWER/ RESTROOM COMBO TRAILER- OAHU SERIES	\$ 166,870.00	\$ 834,350.00
			THIS IS NEEDED FOR HURRICANE SEASON		
2	5.00	ONLY	0020 - FREIGHT -APPROXIMATE TO ZIP 70053	\$ 7,080.00	\$ 35,400.00

APPENDIX A: The ensuing contract for this bid solicitation may be eligible for FEMA reimbursement. As such Appendix A will be applicable accordingly and shall be considered a part of the bid documents. All applicable certifications must be duly completed, signed and included in the submission. Failure to do so will result in rejection. (Bid #50-00139637 One Time Purchase of Portable Restroom and Shower Combo Trailers for The Jefferson Parish Emergency Management Department.)

Anti-Lobbying Form

CERTIFICATION OF RESTRICTIONS ON LOBBYING

I, JAMES SCAIFE, PRESIDENT, hereby certify on
(name and title of bidder's official)

behalf of COTTON COMMERCIAL USA, INC. that:
(name of bidder)

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance is placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Executed this 14 day of September, 2022

By [Signature]
(signature of authorized official)

PRESIDENT
(title of authorized official)

APPENDIX A: The ensuing contract for this bid solicitation may be eligible for FEMA reimbursement. As such Appendix A will be applicable accordingly and shall be considered a part of the bid documents. All applicable certifications must be duly completed, signed and included in the submission. Failure to do so will result in rejection. (Bid #50-00139637 One Time Purchase of Portable Restroom and Shower Combo Trailers for The Jefferson Parish Emergency Management Department.)

Debarment/Suspension Form

DEBARMENT/SUSPENSION CERTIFICATION

Debarment:

Federal Executive Order (E.O.) 12549 "Debarment" requires that all contractors receiving individual awards, using federal funds, and all subrecipients certify that the organization and its principals are not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency from doing business with the Federal Government. By signing this document you certify that your organization and its principals are not debarred. Failure to comply or attempts to edit this language may disqualify your bid. Information on debarment is available at the following websites: www.sam.gov and <https://acquisition.gov/far/index.html> see section 52.209-6.

Your signature certifies that neither you nor your principal is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

JAMES SCAIFE-PRESIDENT

(Name and Title of bidder's official)

COTTON COMMERCIAL USA, INC.

(Name of bidder/company)

5443 KATY HOCKLEY CUT OFF ROAD

(Address)
KATY, TX 77493

(Address)

PHONE 877-427-2947

FAX _____

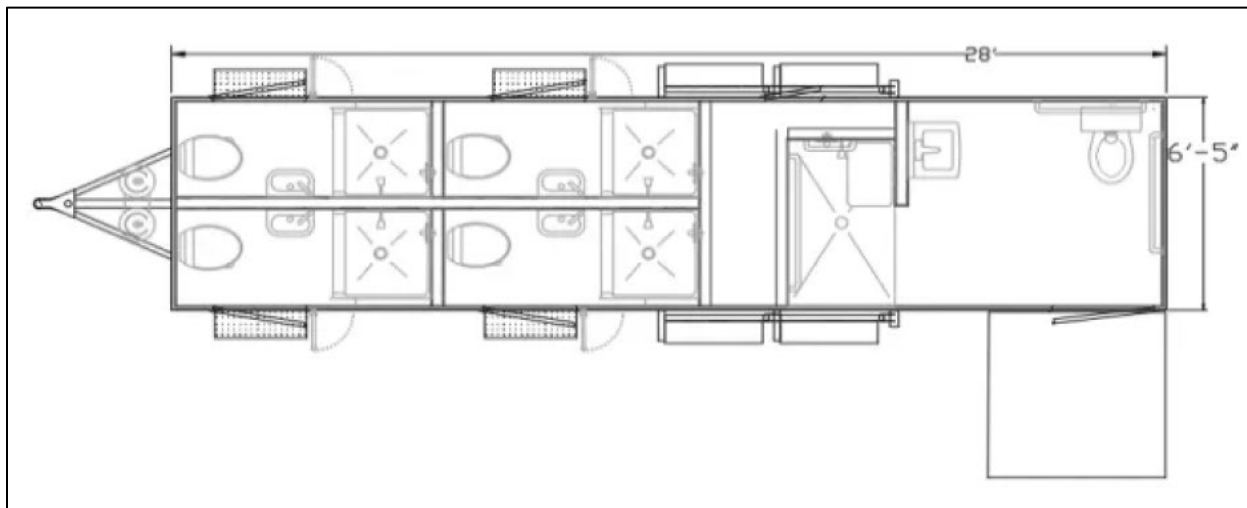
EMAIL JAMES@COTTONTTEAM.COM

Signature

Date

PROJECT SCOPE

ADA Shower Trailer Portable Restroom + 4 Station Combo Unit



Specs:

Model Year: 2022

- Stations: 5
- Standard Toilets: 4
- ADA Toilets: 1
- Sinks: 5
- Showers: 5
- Laundry: No
- Fresh Water Tank (Gallons): 225
- Waste Tank (Gallons): 600
- Water Heater: LP On Demand with Propane Tanks
- Mechanics Room: Yes
- Box Length: 28'
- Box Width: 6'4"
- Water Supply: City Water- Pressurized Water System- Garden Hose
- Power Supply/Cords: (1-5) 30 Amp Cords
- Motion Sensor Step Lights: No
- Baby Changing Station

Lead Time:

- Due to industry wide fluctuations in raw material costs, units to be ordered may be subject to an additional surcharge.
 - o Estimated Lead Time per unit: 4-6 Months

Delivery Pricing:

- Delivery of units pricing is only an estimated as time of order and completion of unit will determine cost of delivery to FOB, Metairie, LA



Warranty:

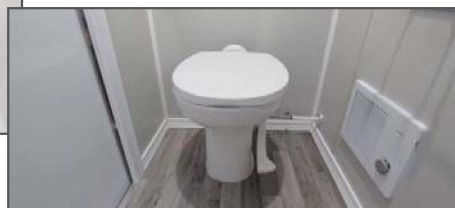
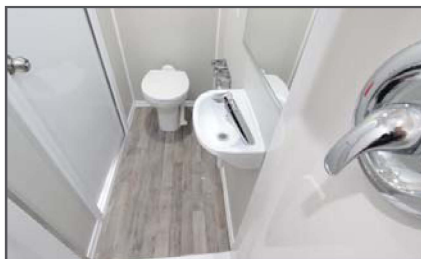
- This new unit has a 5-year limited trailer manufacturer warranty on the trailer frame and axles and a 2-year limited warranty on the trailer as a whole.
- Sealant, electrical components, hydraulics, hoses, wall coverings, trim and paint are warranted for 1 year, and 1-3 year warranty on Individual appliances.
- Registration details are provided by their individual appliance manufacturers and are located in the component binder located in the mechanics room on the backside of the trailer.

Pricing Assumptions:

- Client will provide an area that is flat, compacted, and ready to accept assets.
- Unless specifically included all permits are the responsibility of the client if required.
- All written work is the sole property of Cotton Logistics and is confidential and proprietary.
- Pricing above is exclusive of any applicable federal, state, and local taxes; however, all applicable federal, state, and local taxes are the responsibility of the client and will be calculated and invoiced accordingly.
- All prices are quoted in U.S. Dollars. Applicable taxes are not included.
- Invoices will be generated monthly upon delivery; payment terms are per MSA if in place, otherwise NET 14.



This ADA trailer features a hydraulic lift system to easily lower the unit to the ground



Sample Brochure

Oahu

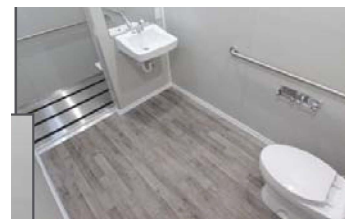
5 STATION RESTROOM/SHOWER with ADA UNISEX/FAMILY SUITE

STANDARD SUITES

- Pedal-flush china toilet with foot pedal blocks
- Single sink
- Shower stall
- Framed mirror
- Paper towel and toilet paper dispenser

ADA SUITE

- Wheel chair accessible mounted sink
- ADA toilet
- ADA Shower Stall
- Assistance grab rails
- Wide entry door

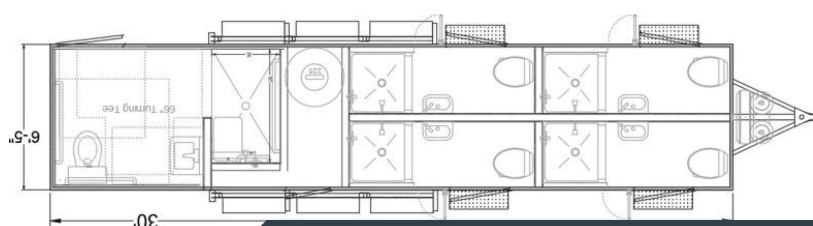


Includes LED lighting, hot water hand wash, and upgraded foot pedal blocks to prevent pedal breakage.



Get electronic notifications on your mobile device for efficient monitoring. Speak with a National Sales Rep for available option details

Length..... 30 ft.
Width 6.5 ft.
Fresh Water Capacity..... 225 gal.
Waste Tank 750 gal.
Hot Water Heater..... Yes
Power Supply: (1-5) 30 Amp cords



2022 Temporary Support Services Quality Assurance Plan

Objective –

Cotton Temporary Support Service (TSS) QA Assurance Plan is an integrated and comprehensive system developed to assure Cotton supplies reliable, safe, and efficient temporary support facilities and services. The success of the TSS QA plan involves everyone in the Temporary Support Services, from employees, managers, and clients. All Standard Operating Procedures (SOPs) and Quality Assurance Documentation will be reviewed annually, at a minimum, to assure the highest levels of service, equipment, and compliance with national, state, or local municipality authorities. The Quality Assurance team will review, SOPs, training, equipment, compliance with regulatory authorities, and related items. This quality assurance management system applies to all Cotton TSS operations supporting industries including energy, environmental, government, infrastructure, mining & minerals, oil & gas, petrochemical, special events, and emergency response.

The Quality Assurance team will adhere to the following practices:

1. Meet annually to review the company TSS management plans based on regulatory authority mandates.
2. Determine proper and successful verification procedures to ensure these policies are adequately implemented.
3. Make recommendations to the individual operations about changes in procedures, policy, training, and other activities to ensure proper quality and safety management systems implementation.
4. Determine quality and safety management systems performance benchmarks for individual temporary support services.
5. Review all quality and safety management systems.
6. Perform audits of individual operations and facilities focused on equipment quality, the layout of the facilities, environmental factors, and the overall project documentation.
7. Develop appropriate and job-specific training for all employees to implement a safety management plan.
8. Amend the management plan when:
 - a. New services are being provided
 - b. Temporary support services are removed from the operation.
 - c. Equipment changes.
 - d. Storage/Preparation procedure changes.
 - e. There are significant changes in customers, suppliers, equipment, and facilities.
 - f. New safety regulation information becomes available.
 - g. Significant personnel changes occur.
9. Document changes will be appropriately documented.
10. Provide locations copies of the quality and safety management systems changes relevant to their location.

TSS QA Plan Development Team -

- Johnny Slaughter – President of Cotton Logistics
- Travis Brice – Executive Vice President of Cotton Logistics
- Ciara Gerick – Director of Quality Assurance
- Amber Landry – Quality Assurance Manager- LCE
- Ron Johnson – Vice President of Government Services
- Jesse Casas– Vice President HSE

Training -

Cotton University is an extensive training program that all TSS Employees must complete upon hiring. Cotton TSS University program reviews TSS QA Plan, SOP, company expectations, policy, and procedures. This program also provides support and feedback to the new staff to help adjust to Cotton TSS Environment. In addition to Cotton University, all employees will complete certifications specific to their job titles. Steps to successfully training New Staff Members:

1. New Employee completes all required paperwork
2. New Employee participates in Cotton University
3. New Employee completes safety training to operate certain machinery
4. Project Manager trains the new employee using Training Guide. Some items may be omitted if circumstances do not apply to employees.
5. Project Manager sends signed training guide to Quality Assurance department within two weeks of new staff hire date.

Record Keeping –

Cotton Quality Assurance team will keep all records and documents for a minimum of one year for day-to-day operations. The TSS Division's records will include project managers' reports, work authorization documents, change orders, final scope, expense reports, emails with clients, permits, inspections, production schedules, and client purchase orders.

Purchasing and Operations-

All equipment purchasing and rentals will be completed by the project managers, operation managers, asset managers, or divisional directors. Project Managers will conduct maintain an asset tracker to manage the assets on an operation and their functioning. Orders will be based on current necessities and the scope of work.

Equipment will be purchased only from approved suppliers who receive products from licensed and reputable purveyors and manufacturers who adhere to good manufacturing practices.

Site preparation will be overseen by project managers, operation managers, or divisional directors. Employees operating equipment will be certified or have the necessary training to operate the equipment. Additional operational needs such as plumbing, electrical, etc. will be provided by reputable, approved, and licensed sources.



Audits & Corrective Actions -

In addition to local government health department inspections, the Cotton Logistics Quality Assurance team will conduct internal audits throughout the project’s timeline. These audits are thorough inspections of equipment performance and maintenance, workplace safety, compliance with regulations, cleanliness, etc. If any issues are found during the audit, a proper action plan is developed and completed promptly. If the root cause of non-compliance was lack of training or understanding, individuals will be retrained.

