



# JEFFERSON PARISH

Department of Purchasing

**Michael S. Yenni**  
Parish President

**Brenda C. Patel**  
Director

## **ADDENDUM # 1**

**Bid No.: 50-00121269**

**Bid Opening Date: November 9, 2017, 2:00 PM**  
**Postponing Bid Opening Date to: November 30, 2017, 2:00 PM**

**For: Two (2) Year Contract for the Supply of Shirts, Caps, and Silk Screening for the Department of Parks and Recreation and All Jefferson Parish Agencies and Municipalities**

---

- **BID OPENING DATE HAS BEEN POSTPONED TO: November 30, 2017, 2:00 pm**
- **CLARIFICATIONS, REVISIONS AND ADDITIONS:** This addendum hereby revises and replaces the original specifications and bid form which are attached. All other documents in the original bid packet remain the same and must be submitted with your bid submission.

### **REVISED FORMS INCLUDED WITH THIS ADDENDUM # 1:**

- Revised Specifications
- Revised Bid Form

### **SPECIFICATIONS:**

Disregard pages SP Page 1 thru SP Page 3 in the original bid packet and replace with the attached revised specification pages SP Page 1 thru SP Page 3.

Some of the changes made to the specifications include revision of GROUP C, revision of GROUP E, and removal of GROUP F.

Please review the revised specification in its entirety.

### **BID FORM:**

Bid Form has been revised and items 0700, 0710, and 0720 have been deleted.

Please review the revised bid form in its entirety and return with bid submission. Bidders must submit this "REVISED PER ADDENDUM # 1" Bid Form with bid submission. Failure to do so will result in bid rejection.

### **CLARIFICATION OF SPECIFICATIONS:**

#### **QUESTION #1:**

Is there a minimum quantity that you all would order at one time per design/print? For example, Is it possible there could be an order for 2 items? Or are there generally minimum orders placed when order?

#### **ANSWER:**

**There are no minimums.** This is a requirements contract to be provided on an **as needed basis**. Please see Instruction 12 on page 4 of the bid. Please see below for information regarding the current contract.



# JEFFERSON PARISH

## Department of Purchasing

**Michael S. Yenni**  
Parish President

**Brenda C. Patel**  
Director

Page 2  
Addendum # 1  
Bid No.: 50-00121269

This is not a guarantee that material requirements will be similar to the current contract. Actual requirements may be more or less based on each departments need.

Current Contract:

This information is just based off of purchases of the Parks and Recreation Department. Other departments within Jefferson Parish also use this contract to purchase items but their information is not available. Recreation's purchases all appear to be "bulk" orders as they order these before seasons/day camps. There may be a time or two during the two year term that orders will be for as little as 36 each of one item. Three of the most recent t-shirt contract purchases, orders have been for 280, 147, and 520 -- not including silk screening for each. Again, we cannot promise this size orders each time. This is just information based off of past orders.

### QUESTION #2:

I have access to the Henley jersey refereed to but it's not available in colors Silver or Light Blue. I was not sure if this is a problem but i'm having trouble finding comparable options in these colors.

<https://www.augustasportswear.com/shop/en/augusta/six-ounce-two-button-baseball-jersey#.WfoZrVtSyCg>

### ANSWER:

Please make a note on your bid what colors are not available or you may quote an "or equal" that offers all the colors. Please read section "B. USE OF BRANDS NAMES AND STOCK NUMBERS." on page 2 of the bid.

### QUESTION #3:

Hartwell is out of business so I don't have access to these shirts. Unfortunately, I'm having trouble finding anything exactly like that item and I can't get one as a reference. Would this shirt be suitable? Port Authority Silk Touch Polo Many of my other options are 100% polyester.

### ANSWER:

Unfortunately, we are unable to pre-approve alternates. Please read section "B. USE OF BRAND NAMES AND STOCK NUMBERS." on page 2 of the bid. Bids may be submitted for products of equal quality that meet the requested specifications.

Hartwell 200 Atkinson's is available but it is limited, therefore Hartwell has been removed from the specifications and replaced by another brand.

### QUESTION #4:

For the hats I can't seem to find any reference to the Youngtan 8659h hat? I tried googling it to see if I could find something comparable but nothing came up. Do you have another hat in mind or possible a sample of what you would be looking for?

### ANSWER:

Group F (items 0700, 0710 and 0720) have been removed from the bid form and the specifications.



# JEFFERSON PARISH

## Department of Purchasing

**Michael S. Yenni**  
Parish President

**Brenda C. Patel**  
Director

Page 3  
Addendum # 1  
Bid No.: 50-00121269

**QUESTION #5:**

It seems some of these hats are to be screen printed. Unfortunately, we don't screen print on hats and we usually recommend embroidery. Can I list this when submitting my bid? Or do they have to be screen printed?

**ANSWER:**

See response to Question # 4.

**QUESTION #6:**

I'm a bit unsure how to price delivery to the end user. It's hard for me to include this in item pricing as I don't know quantity being shipped or where in Jefferson Parish it will be going. Is it possible to quote the items and having shipping cost TBD for each order? Please advise how I should handle this.

**ANSWER:**

Please read instruction 13 on page 4 of the bid. As stated, "Bid may be rejected if not quoted FOB DELIVERED or if freight charges are not indicated on bid form."

Please note if freight is not included in your pricing then freight estimate must be included.

Sincerely,

A handwritten signature in black ink, appearing to read "Melissa Ovalle", written over a horizontal line.

Melissa Ovalle, 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.**

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

**BID 50-00121269**

This bid is for a two (2) year contract for the supply of shirts, caps, 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
- Contoured welt knit collar and cuffs
- Heat transfer label
- Clean finished placket with reinforced bottom box
- 3 Wood tone 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
- 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 Knit

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.

DATE: 11/08/2017  
 BID NO.: 50-00121269

INVITATION TO BID  
 THIS IS NOT AN ORDER

Page: 1

**JEFFERSON PARISH**

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

BUYER: MOVALLE@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, 11/09/2017 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](http://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.

DATE: 11/08/2017

BID NO.: 50-00121269

Page: 2

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.



DATE: 11/08/2017

BID NO.: 50-00121269

## INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

Page: 3

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](http://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.

DATE: 11/08/2017

BID NO.: 50-00121269

Page: 4

## 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 execution/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-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.

DATE: 11/08/2017

Page: 5

BID NO.: 50-00121269

**BID FORM**  
Non Public Works**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 None %INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF June 1, 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 \_\_\_\_\_

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

**THIS SECTION MUST BE COMPLETED BY BIDDER:**FIRM NAME: Ad-Wear & Specialty of Texas, Inc.ADDRESS: 8120 Westglen DriveCITY, STATE: Houston, Texas ZIP: 77063TELEPHONE: ( 713 ) 953-9881 Ext. 7 FAX: ( 713 ) 953-9893EMAIL ADDRESS: David@Adweartex.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: \$ 25,914.01AUTHORIZED SIGNATURE:  President, Ad-Wear & Specialty of Texas, Inc.David T. Tanenbaum  
Printed NameTITLE: 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: 11/08/2017

Page 6

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00121269

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			TWO (2) YEAR CONTRACT FOR THE SUPPLY OF SHIRTS, CAPS, AND SILK SCREENING FOR THE DEPARTMENT OF PARKS AND RECREATION AND ALL JEFFERSON PARISH AGENCIES AND MUNICIPALITIES		
1	50.00	EA	0100 - Group A Tee Shirts Size: Adult 3X-Large  Short Sleeve	\$ 4.67	\$ 233.50
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	4.67	233.50
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	4.67	373.60
4	80.00	EA	0130 - Group A - Tee Shirts Size: Adult 2X-Large  Short Sleeve	3.49	279.20
5	220.00	EA	0140 - Group A - Tee Shirts Size: Adult X-Large  Short Sleeve	1.89	415.80
6	250.00	EA	0150 - Group A - Tee Shirts Size: Adult Large  Short Sleeve	1.89	472.50
7	500.00	EA	0160 - Group A - Tee Shirts Size: Adult Medium  Short Sleeve	1.89	945.00
8	1,500.00	EA	0170 - Group A - Tee Shirts Size: Adult Small  Short Sleeve	1.89	283.50
9	1,200.00	EA	0180 - Group A - Tee Shirts Size: Youth Large	1.99	2388.00

DATE: 11/08/2017

Page 7

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00121269

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	\$ 1.99	\$ 3184.00
11	1,700.00	EA	Short Sleeve 0200 - Group A - Tee Shirts Size: Youth Small	1.99	3383.00
12	240.00	EA	Short Sleeve 0210 - Group A - Tee Shirts Size: Youth Extra-Small	1.99	477.60
13	4.00	EA	Short Sleeve 0220 - Group A - Tee Shirts Size: Adult 2X-Large	5.11	20.44
14	30.00	EA	Long Sleeve 0230 - Group A - Tee Shirts Size: Adult X-Large	3.73	111.90
15	4.00	EA	Long Sleeve 0240 - Group A - Tee Shirts Size: Adult Large	3.73	14.92
16	4.00	EA	Long Sleeve 0250 - Group A - Tee Shirts Size: Adult Medium	3.73	14.92
17	60.00	EA	Long Sleeve 0300 - Group B - Henley Tee Shirts Or Equal Size: Adult 2X-Large	9.01	540.60
18	75.00	EA	0310 - Group B - Henley Tee Shirts Size: Adult X-Large Imprint Left Chest	8.21	615.75
19	150.00	EA	0320 - Group B - Henley Tee Shirts Size: Adult Large Imprint Left Chest	8.21	155.99

DATE: 11/08/2017

Page 8

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00121269

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	\$ 8.21	\$ 1642.00
21	125.00	EA	0340 - Group B - Henley Tee Shirts Size: Adult Small  Imprint Left Chest	8.21	1026.25
22	50.00	EA	0400 - Group C - Coaches Shirts Size: Adult 3X-Large	8.59	429.50
23	4.00	EA	0410 - Group C - Coaches Shirts Size: Adult 4X-Large	9.63	38.52
24	80.00	EA	0420 - Group C - Coaches Shirts Size: Adult 2X-Large	7.47	597.60
25	80.00	EA	0430 - Group C - Coaches Shirts Size: Adult X-Large	4.03	322.40
26	150.00	EA	0440 - Group C - Coaches Shirts Size: Adult Large	4.03	604.50
27	150.00	EA	0450 - Group C - Coaches Shirts Size: Adult Medium	4.03	604.50
28	150.00	EA	0460 - Group C - Coaches Shirts Size: Adult Small	4.03	604.50
29	30.00	EA	0500 - Group D - Heavy Weight Pocket Tee Shirt  Size: Adult 3X-Large	7.00	210.00
30	20.00	EA	0510 - Group D - Heavy Weight Pocket Tee Shirt  Size: Adult 2X-Large	7.00	140.00
31	80.00	EA	0520 - Group D - Heavy Weight Pocket Tee Shirt	4.00	320.00

DATE: 11/08/2017

Page 9

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00121269

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	\$ 4.00	\$ 120.00
33	20.00	EA	Size: Adult Large 0540 - Group D - Heavy Weight Pocket Tee Shirt	4.00	80.00
34	4.00	EA	Size: Adult Medium 0550 - Group D - Heavy Weight Pocket Tee Shirt	4.00	16.00
35	12.00	EA	Size: Adult Small 0560 - Group D - Heavy Weight Pocket Tee Shirt	7.00	84.00
36	12.00	EA	Size: Adult 4X-Large 0570 - Group D - Heavy Weight Pocket Tee Shirt	7.00	84.00
37	4.00	EA	Size: Adult 5X-Large 0600 - Group E - Coaches Shirts With Pocket	4.89	19.56
38	4.00	EA	Size: Adult Small 0610 - Group E - Coaches Shirts With Pocket	9.78	39.12
39	4.00	EA	Size: Adult 4X-Large 0620 - Group E - Coaches Shirts With Pocket	9.78	39.12
40	4.00	EA	Size: Adult 5X-Large 0630 - Group E - Coaches Shirts With Pocket	8.78	35.12
41	10.00	EA	Size: Adult 3X-Large 0640 - Group E - Coaches Shirts With Pocket	7.91	79.10
			Size: Adult 2X-Large		

DATE: 11/08/2017

Page 10

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00121269

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	\$ 4.89	\$ 19.56
43	10.00	EA	0660 - Group E - Coaches Shirts With Pocket  Size: Adult Large	4.89	48.90
44	4.00	EA	0670 - Group E - Coaches Shirts With Pocket  Size: Adult Medium	4.89	19.56
45	6,000.00	EA	0800 - Group G - Silk Screening 1 Logo  1 Location 1 Color	0.47	2820.00
46	800.00	EA	0810 - Group G - Silk Screening 1 Logo  1 Location 2 Or 3 Colors	0.63	504.00
47	1,800.00	EA	0820 - Group G - Silk Screening 1 Logo  1 Location 4 Colors	0.63	1134.00
48	1.00	EA	0830 - Group G - Silk Screening Cost Per Additional Location Of Logo  1 Color	0.47	0.47
49	1.00	EA	0840 - Group G - Silk Screening Cost Per Additional Location Of Logo  2 Or 3 Colors	0.63	0.63
50	1.00	EA	0850 - Group G - Silk Screening Cost Per Additional Location Of Logo  4 Colors	0.63	0.63
51	25.00	EA	0860 - Group G - Silk Screening Single Digit, 6 Inch Number, 1 Location	1.50	37.50



DATE: 11/08/2017

Page 11

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00121269

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	\$ 2.50	\$ 2.50
53	10.00	EA	0880 - Group G - Silk Screening Double Digit, 6 Inch Number, 1 Location	1.75	17.50
54	1.00	EA	0890 - Group G - Silk Screening Double Digit, 6 Inch Number, 2 Locations	2.75	2.75
55	4.00	EA	0900 - Group G - Silk Screening Single Digit, 8 Inch Number, 1 Location	1.50	6.00
56	1.00	EA	0910 - Group G - Silk Screening Single Digit, 8 Inch Number, 2 Locations	2.50	2.50
57	4.00	EA	0920 - Group G - Silk Screening Double Digit, 8 Inch Number, 1 Location	1.75	7.00
58	4.00	EA	0930 - Group G - Silk Screening Double Digit, 8 Inch Number, 2 Locations	2.75	11.00
			***** 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	No Charge	No Charge
			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	No Charge	No Charge

# AFFIDAVIT

STATE OF LOUISIANA TEXAS

PARISH OF JEFFERSON Harris County

BEFORE ME, the undersigned authority, a duly qualified and commissioned Notary Public in and for the Parish and State, personally came and appeared:


Who, after first being duly sworn, did depose and say that:

David T. Tanenbaum  
(Name – Please Print)

8120 Westglen Drive - Houston, Texas 77063  
(Address – Please Print)

Will own and operate the business known as Ad-Wear & Specialty of Texas, Inc.  
(Please Print)

located at 8120 Westglen Drive - Houston, Texas 77063 (~~Jefferson Parish~~)  
(Address – Please Print)

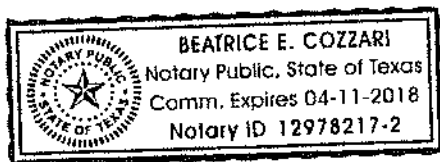
  
(Signature)  
President, Ad-Wear & Specialty of Texas, Inc.  
David T. Tanenbaum, President

\_\_\_\_\_  
(Signature)

SWORN TO AND SUBSCRIBED BEFORE ME

THIS 29th DAY OF November, 2017.

  
NOTARY PUBLIC



PRINT OR TYPE



8120 Westglen Drive • Houston, Texas 77063-6306  
Phone: 713-953-9881 • Fax: 713-953-9893  
www.adweartex.com • E-mail: david@adweartex.com

## SUPPLIER REFERENCE FORM

### REFERENCE #1

COMPANY NAME: Gulf Coast Regional Blood Center  
ADDRESS: 1400 La Concha, Houston, TX 77054  
CONTACT NAME: Veronica Castro  
TELEPHONE: 713-791-6270  
E-MAIL: vcastro@giveblood.org  
PRODUCTS/SERVICES PROVIDED: Silk Screened & Embroidered Apparel - Corporate Store  
PROVIDED FROM: 4/25/2003 - Current

### REFERENCE #2

COMPANY NAME: The University of Alabama  
ADDRESS: P.O. Box 870137, Tuscaloosa, Alabama 35487-0137  
CONTACT NAME: Jana Weaver  
TELEPHONE: 205-348-3954  
E-MAIL: jweaver@fa.ua.edu  
PRODUCTS/SERVICES PROVIDED: Silk Screened Apparel & Other Products  
PROVIDED FROM: 8/15/2008 - Current

### REFERENCE #3

COMPANY NAME: City of Bakersfield  
ADDRESS: 1600 Truxtun Avenue, Bakersfield, California 93301  
CONTACT NAME: Cyndee Hluza  
TELEPHONE: 661-326-3914  
E-MAIL: chluza@bakersfield.us  
PRODUCTS/SERVICES PROVIDED: Silk Screened & Embroidered Apparel & Other Products  
PROVIDED FROM: 10/30/2009 - Current

### REFERENCE #4

COMPANY NAME: City of Altamonte Springs  
ADDRESS: 225 Newburyport Avenue, Altamonte Springs, Florida 32701  
CONTACT NAME: Jodie Sluss  
TELEPHONE: 407-571-8806  
E-MAIL: jesluss@altamonte.org  
PRODUCTS/SERVICES PROVIDED: Silk Screened & Embroidered Apparel & Other Products  
PROVIDED FROM: 03/15/2010 - Current

### REFERENCE #5

COMPANY NAME: Houston Metropolitan Transit Authority  
ADDRESS: 1900 Main Street, Houston, Texas 77002  
CONTACT NAME: Tom Pham  
TELEPHONE: 713-739-4946  
E-MAIL: huam.pham@ridemetro.org  
PRODUCTS/SERVICES PROVIDED: Silk Screened & Embroidered Apparel & Other Products  
PROVIDED FROM: 01/31/2001 - Current

SUBMITTED BY: **Ad-Wear & Specialty of Texas**  
AUTHORIZED REPRESENTATIVE: **David T. Tanenbaum**  
TITLE: **President**