



JEFFERSON PARISH

DEPARTMENT OF PURCHASING

CYNTHIA LEE SHENG
PARISH PRESIDENT

RENNY SIMNO
DIRECTOR

March 13, 2023

ADDENDUM # 1

Bid No.: 50-00141365

Bid Opening Date: 3-23-23

For: Two (2) Year Contract for the Supply of Wiping Rags for the Jefferson Parish Department of Public Works

This Addendum # 1 is being issued to answer questions that were sent in.

Q1. What is #2? can you provide us with a sample?

A1. #2 is a second (defect, sized wrong, etc.), not a #1. Samples are available at all PW Warehouses.

Q2. Are you open to both new and recycled/reclaimed rags?

A2. No recycled, reclaimed or used.

Q3. The estimated quantity is 90,000 lbs is that annually or 2 years?

A3. 2 years

Q4. When you place the order will you specify 10lb or 50 lb?

A4. Yes

Q5. Will you ever need both 10lb and 50lb pound cases in one order?

A5. Yes, they will be separate lines.

Q6. I want to bid on your order for **Rags are to be 100% cotton, #2 white sweatshirt (fleece) material** but wanted to clarify on the exact material you needed since we cut several that could be a good match.

A6. No recycled rags, from sweatshirts only.

Q7. Do you know the minimum order for the Public Works department and how often they place an order?

A7. 1400 lbs. Ordering every 3 – 4 months.

JOSEPH S. YENNI BUILDING - 1221 ELMWOOD PARK BLVD - SUITE 404 - JEFFERSON, LA 70123 - PO BOX 10242 JEFFERSON, LA 70181-0242
OFFICE 504.364-2678

GENERAL GOVERNMENT BUILDING - 200 DERBIGNY ST - SUITE 4400 - GRETNA, LA 70053 - PO BOX 9 - GRETNA - LA 70054
OFFICE 504.364.2678

EMAIL: PURCHASING@JEFFPARISH.NET

WEBSITE: WWW.JEFFPARISH.NET



JEFFERSON PARISH

DEPARTMENT OF PURCHASING

CYNTHIA LEE SHENG
PARISH PRESIDENT

RENNY SIMNO
DIRECTOR

Please acknowledge Addendum # 1 on Page 6 of the bid form.

Sincerely,

Doris Abraham

Doris Abraham

Jefferson Parish Purchasing Department

**Bidders must acknowledge all addenda in the appropriate section 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.

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WEBSITE: WWW.JEFFPARISH.NET

TWO (2) YEAR CONTRACT FOR THE SUPPLY OF RAGS (WIPING) FOR THE JEFFERSON PARISH DEPARTMENT OF PUBLIC WORKS

1. General

The quantities of rags shown on the proposal form are estimated quantities and are not to be construed as actual quantities.

Quantities purchased are to be delivered to the district warehouses located at:

4901 Jefferson Highway, Jefferson, LA and 1500 River Park Rd., Bridge City, LA, between the hours of 8:00 a.m. and 3:00 p.m. Monday through Friday.

2. Detailed Specifications

Material:

Rags are to be 100% cotton, #2 white sweatshirt (fleece) material.

All rags are to be all white in color with no zippers, buttons, snaps, or any other foreign materials on the surface.

Size:

Rags must be in the size range of 15" x 15" to 20" x 20"

Sizes outside of this range will not be accepted.

Quantities are to be delivered to Jefferson Parish in 10 lb. and/or 50 lb. box quantities (gross weights) as needed.

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 X NO _____MAXIMUM ESCALATION PERCENTAGE REQUESTED 10 %INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF 12/31/2023.

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

within 1 week of notice to proceed

LOUISIANA CONTRACTOR'S LICENSE NO.: (if applicable) N/A**THIS SECTION MUST BE COMPLETED BY BIDDER:**FIRM NAME: SIR CHARLES INVESTMENTSADDRESS: 196 TRAVIS DRIVECITY, STATE: AVONDALE, LA ZIP: 70094TELEPHONE: (504) 553.6853 FAX: ()EMAIL ADDRESS: INFO@SIRCHARLESINV.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: ADDENDA #1 ACKNOWLEDGED

NUMBER: _____

NUMBER: _____

NUMBER: _____

TOTAL PRICE OF ALL BID ITEMS: \$ 445,500.00AUTHORIZED
SIGNATURE: BRITTNY CHARLES

Printed Name

TITLE: OWNER/MANAGING MEMBER

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.: 50-00141365

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	90,000.00	LB	<p>Two (2) Year Contract for the Supply of Wiping Rags for the Department of Public Works</p> <p>0001 - RAGS (WIPING)</p> <p>Rags (wiping) composed of material which is 100 percent cotton no. 2 white sweatshirt (fleece) material. Size of rags must be in range of 15 inch x 15 inch to 20 inch x 20 inch (sizes outside of this range will not be accepted). All rags are to be all white in color no zippers buttons, snaps, or any other foreign materials on the surface. Quantities are to be delivered in 10 lb. and 50 lb. box quantities (gross weight).</p> <p>PER ATTACHED SPECIFICATIONS **</p>	\$4.95	\$445,500.00

CORPORATE RESOLUTION

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF
SIR CHARLES INVESTMENTS, INC.
INCORPORATED.

AT THE MEETING OF DIRECTORS OF SIR CHARLES INVESTMENTS, INC.
INCORPORATED, DULY NOTICED AND HELD ON 03/15/2023,
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT
WAS:

RESOLVED THAT Brittney Charles, 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.



SECRETARY-TREASURER

03/15/2023

DATE



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
02/06/2023

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 BIBERK P.O. Box 113247 Stamford, CT 06911	CONTACT NAME:	
	PHONE (A/C, No, Ext): 844-472-0967	FAX (A/C, No): 203-654-3613
	E-MAIL ADDRESS: customerservice@biBERK.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : Berkshire Hathaway Direct Insurance Company	10391
INSURED Sir Charles Investments 21911 Hannover Village Court Spring, TX 77388	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

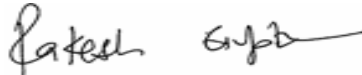
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE 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			N9BP345535	02/07/2023	02/07/2024	EACH OCCURRENCE	\$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 50,000
							MED EXP (Any one person)	\$ 5,000
							PERSONAL & ADV INJURY	\$ Included
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	\$ 2,000,000
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG	\$ 2,000,000
	<input checked="" type="checkbox"/> OTHER:							\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	\$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)	\$
	<input type="checkbox"/> OWNED AUTOS ONLY	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident)	\$
	<input type="checkbox"/> HIRED AUTOS ONLY	<input type="checkbox"/> NON-OWNED AUTOS ONLY					PROPERTY DAMAGE (Per accident)	\$
								\$
	UMBRELLA LIAB	<input type="checkbox"/> OCCUR					EACH OCCURRENCE	\$
	EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE					AGGREGATE	\$
	DED	RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	<input type="checkbox"/> Y / <input type="checkbox"/> N	N/A				PER STATUTE	OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						E.L. EACH ACCIDENT	\$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$
	Professional Liability (Errors & Omissions): Claims-Made						Per Occurrence/Aggregate	

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

CERTIFICATE HOLDER

CANCELLATION

Sir Charles Investments 21911 Hannover Village Court Spring, TX 77388-	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 

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Non-Public Works Bid

AFFIDAVIT

STATE OF TEXAS

PARISH/COUNTY OF HARRIS

BEFORE ME, the undersigned authority, personally came and appeared: _____

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

he/she is the fully authorized OWNER/MANAGING MEMBER of SIR CHARLES INVESTMENTS, INC. (Entity),

the party who submitted a bid in response to Bid Number 50-00141365, 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.

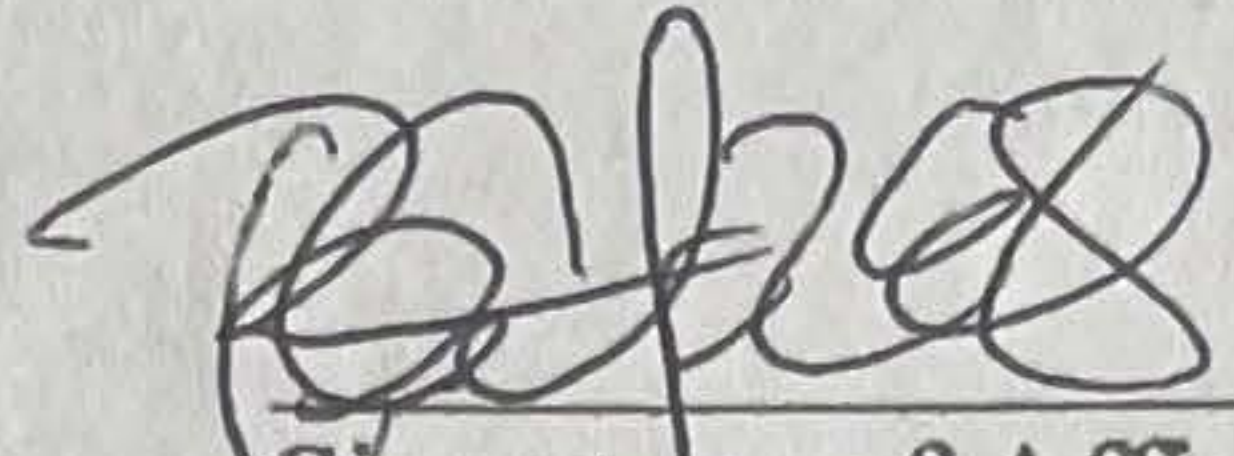
Choice B ✓ There are NO debts which would require disclosure under Choice A of this section.

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.

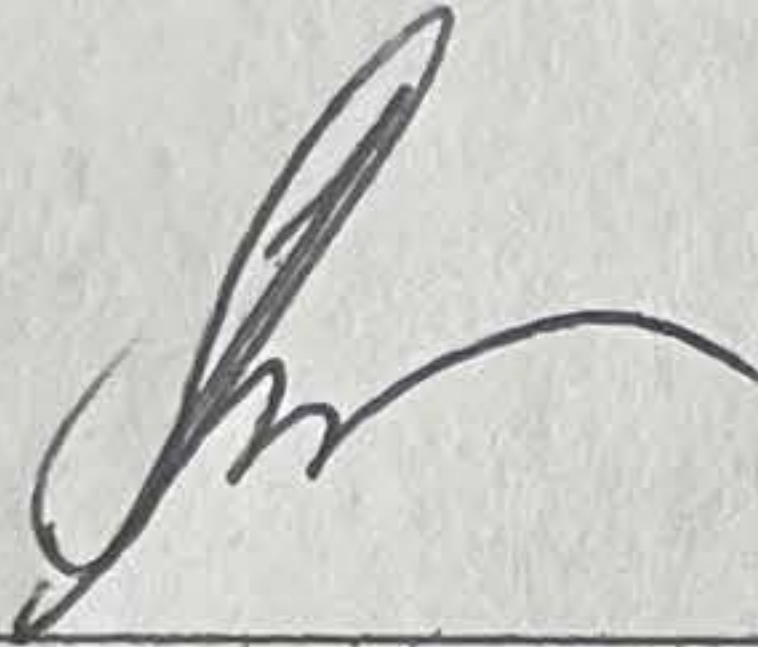

Signature of Affiant

Brittny Charles

Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME

ON THE 22nd DAY OF March, 2023



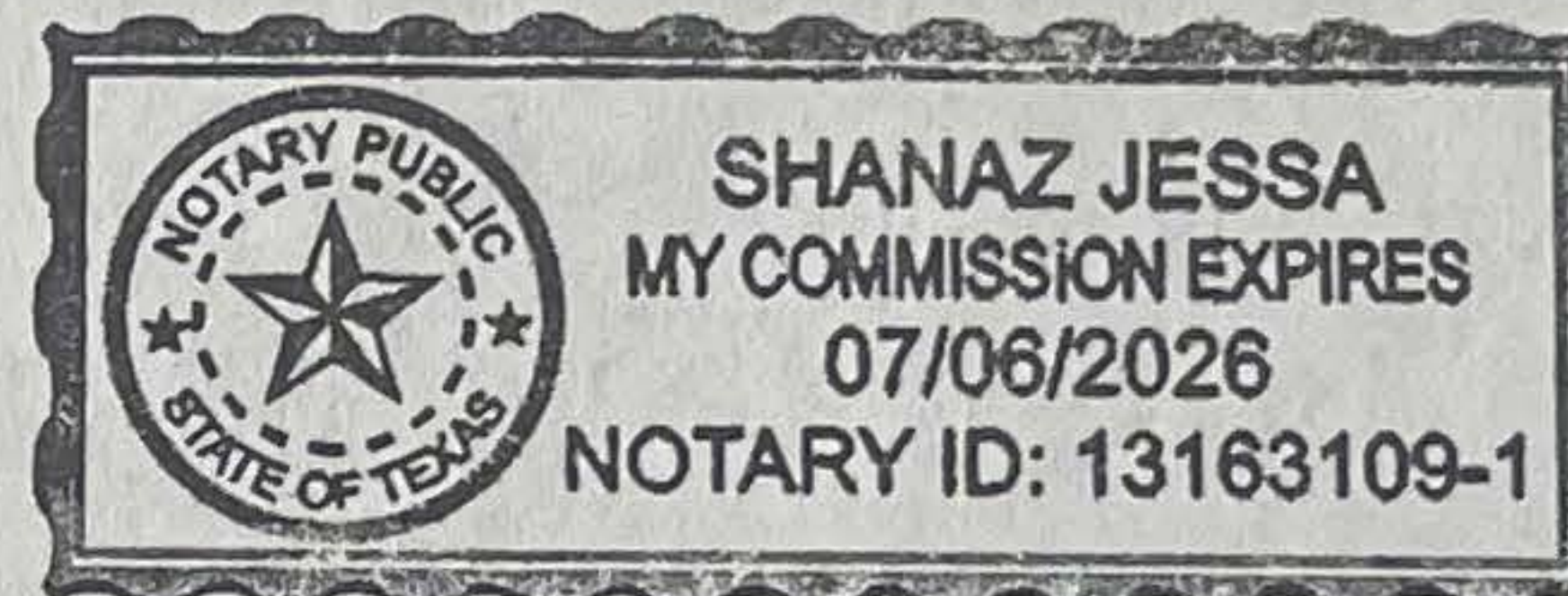
Notary Public

SHANAZ JESSA

Printed Name of Notary

13163109-1

Notary/Bar Roll Number



My commission expires 7/6/2026.

Updated: 02.27.2014

Insurance Declaration Affidavit
Worker's Compensation

STATE OF TEXAS

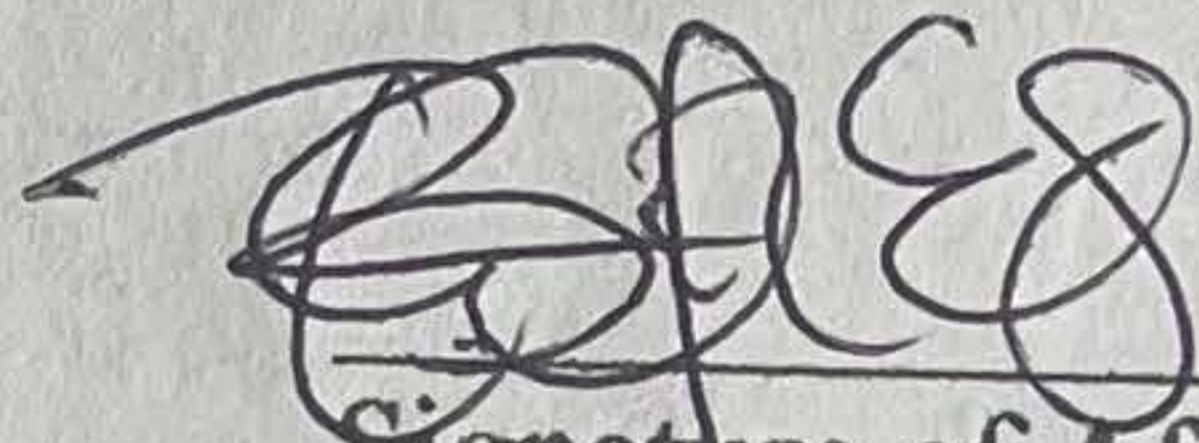
AFFIDAVIT

PARISH/COUNTY OF HARRIS

BEFORE ME, the undersigned authority, personally came and appeared,
BRITTNY CHARLES, (Affiant) who after being duly sworn, deposed and said that he/she
is the fully authorized OWNER/MANAGING MEMBER of SIR CHARLES INVESTMENTS, INC (Entity), the
party who submitted a Proposal/Contract/Bid/RFP/SOQ No. 50-00141365, to Jefferson Parish.

Affiant further said:

- (1) That affiant has no employees in which Worker's Compensation Insurance is required pursuant to state law.
- (2) That if affiant hires employees such that they would be required under state law to obtain Worker's Compensation Insurance, affiant will notify Jefferson Parish and obtain the proper coverage.



Signature of Affiant

BRITTNY CHARLES

Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME

ON THE 22nd DAY OF March, 2023

Notary Public

SHANAZ JESSA

Printed Name of Notary

13163109-1

Notary/Bar Roll Number

My commission expires 7/6/2026



Insurance Declaration Affidavit
Automotive

AFFIDAVIT

STATE OF TEXAS

PARISH/COUNTY OF HARRIS

BEFORE ME, the undersigned authority, personally came and appeared,
BRITTNY CHARLES, (Affiant) who after being duly sworn, deposed and said that he/she
is the fully authorized OWNER/MANAGING MEMBER of SIR CHARLES INVESTMENTS, INC (Entity), the
party who submitted a Proposal/Contract/Bid/RFP/SOQ No. 50-00141365, to Jefferson Parish.

Affiant further said:

- (1) That entity does not own automobiles or use automobiles in the furtherance of the services provided under the contract.
- (2) That if the entity obtains automobiles or begins to use automobiles in the furtherance of the services provided under the contract, affiant will notify Jefferson Parish and obtain the proper coverage.



Signature of Affiant

BRITTNY CHARLES

Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME

ON THE 22nd DAY OF March, 2023



Notary Public

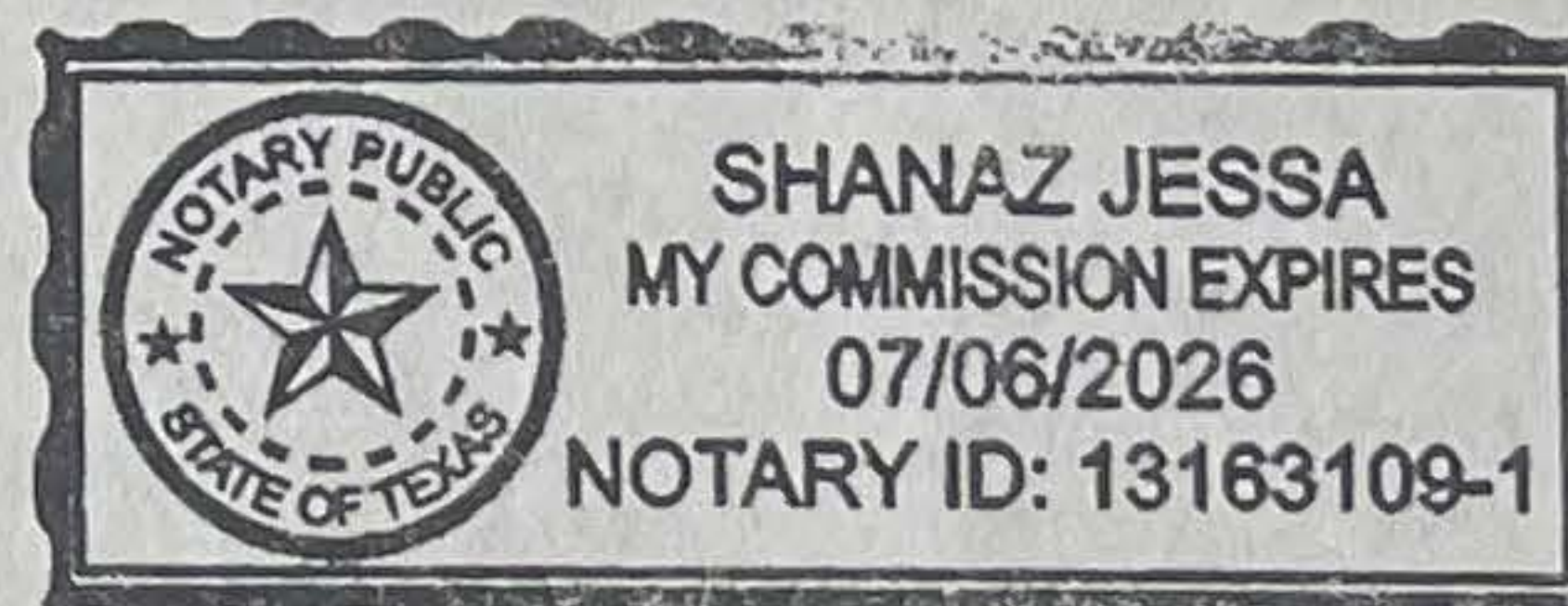
SHANAZ JESSA

Printed Name of Notary

13163109-1

Notary/Bar Roll Number

My commission expires 7/6/2026





SIR CHARLES INVESTMENTS

Product Offered:

Pro-Source Virgin (NEW) 18"X18" KNIT

Fleece (Sweatshirt) style rags are made from heavy-duty cotton and have two sides for different wiping applications

One side can be used for heavier abrasive work, the other side can be used for lighter, hand work

It is highly absorbent and ideal for polishing, waxing or wiping

DELIVERY METHOD:

USUALLY LTL FREIGHT

SHIPPING TIME- MAX 5-7 DAYS