



# 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.



# 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.**

# **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.



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



Non-Public Works Bid

AFFIDAVIT

STATE OF TEXAS

PARISH/COUNTY OF HARRIS

BEFORE ME, the undersigned authority, personally came and appeared: \_\_\_\_\_

Brittney 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):**

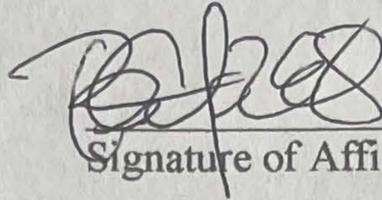
- Choice A \_\_\_\_\_ Attached hereto is a list of all debts owed by the affiant to any elected or appointed official of the Parish of Jefferson, and any and all debts owed by any elected or appointed official of the Parish to the Affiant.
- Choice B  There are NO debts which would require disclosure 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.



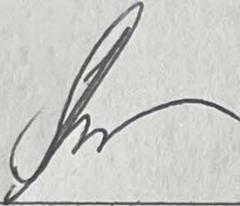
Signature of Affiant

Brittny Charles

Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME

ON THE 22<sup>nd</sup> DAY OF March, 2023



Notary Public

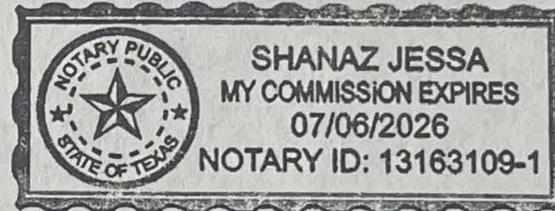
SHANAZ JESSA

Printed Name of Notary

13163109-1

Notary/Bar Roll Number

My commission expires 7/6/2026.



Insurance Declaration Affidavit  
Worker's Compensation

STATE OF TEXAS

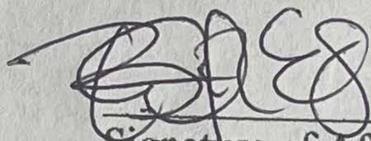
AFFIDAVIT

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 22<sup>nd</sup> DAY OF March, 2023

Notary Public

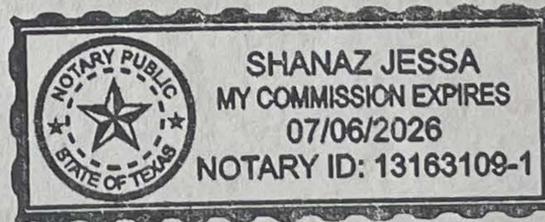
SHANAZ JESSA

Printed Name of Notary

13163109-1

Notary/Bar Roll Number

My commission expires 7/6/2026



Insurance Declaration Affidavit  
Automotive

AFFIDAVIT

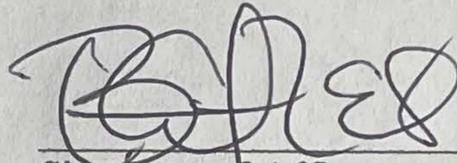
STATE OF TEXAS

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:

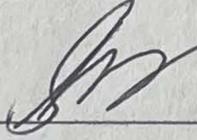
- (1) That entity does not own automobiles or use automobiles in the furtherance of the services provided under the contract.
- (2) That if the entity obtains automobiles or begins to use automobiles in the furtherance of the services provided under the contract, affiant will notify Jefferson Parish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

  
\_\_\_\_\_  
Signature of Affiant

BRITTNY CHARLES  
\_\_\_\_\_  
Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME

ON THE 22<sup>nd</sup> 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

SIR CHARLES INVESTMENTS