DATE: 3/25/2010

INVITATION TO BID
THIS IS NOT AN ORDER

BID NO.: 50-00097133
JeffPro #B2010000075

JEFFERSON PARISH

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

VENDOR

BUYER: AHolmes

BIDS WILL BE RECEIVED IN THE PURCHASING DEPARTMENT, SUITE 4400, JEFFERSON PARISH GENERAL GOVERNMENT BUILDING, 200 DERBIGNY STREET, GRETNA, LA 70053 UNTIL 2:00 PM, 4/20/2010 AND PUBLICLY OPENED UPON COMPLETION OF ADMINISTRATIVE TASKS.

LATE BIDS WILL NOT BE ACCEPTED

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 DISQUALIFY BID.

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

Questions on this bid are to be faxed to (504) 364-2693 no later than FIVE (5) working days prior to bid opening. Bid numbers should be mentioned in all requests.

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 or exceed specifications.

JEFFERSON PARISH will accept one price for each item unless otherwise indicated. Two or more prices for one item will result in bid rejection.

If the bid exceeds $20,000.00 and if someone other than a corporate officer signs for the Bidder/Contractor, a copy of a corporate resolution or other signature authorization shall be required for submission of bid. Failure to include a copy of the appropriate signature authorization, if required, may result in the rejection of the bid unless bidder has complied with LSA-R.S. 38:2212(A)(1)(c) or LSA-R.S. 38:2212 (O).

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 RESPONSIBLE BIDDER, taking into consideration the CONFORMITY WITH THE SPECIFICATIONS and the DELIVERY AND/OR COMPLETION DATE.

Preference is hereby given to materials, supplies, and provisions produced, manufactured or grown in Louisiana, quality being equal to articles offered by competitor soutside 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.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

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 measure specified and unless otherwise specified, shall be exclusive of state and Parish taxes.

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 A117.1-1961).

E. RESPONSE TO INVITATION: If your company is unable to bid on this request, please state your reason on bid form, and return to this office before bid opening date. Failure to do so may result in the removal of your company from Jefferson Parish's vendors list.

F. POSTING OF BIDS: Non-Advertised bids will be posted on bulletin board in Suite 4400, Jefferson Parish General Government Building, Gretna, LA, for a period of Five (5) working days after opening date.

Advertised bids will be tabulated and a copy forwarded to each responsive bidder.

IN ACCORDANCE WITH RECENT STATE LEGISLATION JEFFERSON PARISH IS NOW OFFERING ELECTRONIC PROCUREMENT TO ALL VENDORS

JEFFPro is the current Electronic Procurement System being used by the Parish. This system allows vendors the convenience of entering and submitting their pricing online. This is a secure site and no one has access to bid information.

Please follow the Purchasing Department link at purchasing.jeffparish.net to register and review Jefferson Parish solicitations.

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.

ADDITIONAL REQUIREMENTS FOR THIS BID

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

12, 13, 14

1. All bidders are invited to attend the pre-bid conference. Failure to attend the pre-bid conference shall not relieve the bidder of responsibility for information discussed at the conference. This conference is held to allow questions to be answered and inspect the site with owner's representative, etc. 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).

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

2. 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.

3. **A Louisiana State Contractor's License may be required in accordance with LSA-R.S. 37:2150 et seq. If providing information on the internet (JEFFPro) please enter license number in the vendor comment section of the bid form.**

4. It is the bidder's responsibility to visit the job site and evaluate the job before submitting a bid.

5. 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.

6. All awards in excess of $5,000.00 for the construction, alteration, or repair of any public works will b reduced to a formal contract which shall be recorded at the contractor's expense. 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 reduced to formal contract will require a performance bond.

7. 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. Performance bond shall be supplied at the signing of the contract.

8. Please indicate if you have insurance: YES _____ NO _____
Successful bidder will be required to furnish proof of insurance to this office.
Successful bidder will be required to furnish Federal I.D. Number.

9. Minimum insurance requirements for this bid are as indicated on the attached sheet.

10. Each bid must be accompanied by a cashier's check, certified check, money order, or surety bid bond in the amount of 5% of the bid, including all alternates.

11. Affidavit required is to be submitted within 10 working days of the bid opening to the Purchasing Department on all solicitations for construction, alteration or demolition of public building or project. (LSA-RS 38:2224)

12. This is a requirements contract to be provided on an as needed basis.

13. In the event that the successful bidder cannot furnish a specific item or material and labor in the required time, JEFFERSON PARISH may purchase on an emergency basis from the next lowest bidder, or available source, until such time as the successful bidder has notified the PARISH in writing that his stock or labor capability has been replenished. The difference in price will be charged against the successful bidder of this contract, and evidence of purchases and price will be provided.

14. 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 disqualified if not quoted FOB DELIVERED or if freight charges are not indicated on bid form.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

DELIVERY: FOB JEFFERSON PARISH

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES _____

INDICATE STARTING TIME (IN DAYS) FOR CONSTRUCTION WORK _____

INDICATE COMPLETION TIME (IN DAYS) FOR CONSTRUCTION WORK _____

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

*** ALL BIDDERS MUST COMPLETE SECTION BELOW ***	
FIRM NAME:	
SIGNATURE: (Must be signed here)	TITLE:
PRINT OR TYPE NAME:	
ADDRESS:	
CITY, STATE:	ZIP:
TELEPHONE: ( )	FAX: ( )
EMAIL ADDRESS:	

TOTAL PRICE OF ALL BID ITEMS: $ _____

THIS BID MUST BE SIGNED BY AN AUTHORIZED REPRESENTATIVE OF THE COMPANY/FIRM FOR BID TO BE VALID. BID PACKAGE, INCLUDING INSTRUCTIONS AND SPECIFICATIONS, MUST BE RETURNED IN ITS ENTIRETY FOR BID TO BE VALID. 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.: 50-00097133

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			TWO YEAR CONTRACT FOR A SUPPLY OF TEE SHIRTS FOR ALL JEFFERSON PARISH DEPARTMENTS AND RECREATION PROGRAMS WITH SELECTED LOGOS Minimum Order 6 each Deliveries will have to be made to various Parish Departments East Bank and West Bank Imprint on all shirts must be silk screened with selected logos of various colors for use in particular programs or departments All artwork and screens are to be quoted as a separate price based on number of colors Artwork will be provided to vendor upon ordering of shirts for the particular program involved. Delivery Time 2 to 3 weeks GENERAL SPECIFICATIONS FOR TEE SHIRTS Fruit of the Loom Best Tee Shirt Group A Tee Shirts 50 percent polyester, 50 percent cotton short sleeves long sleeves Weaved blend bottom crew neck 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 Other seasonal colors available may be ordered These specifications are applicable to all other Tee Shirts within this bid		
1	125	ONLY	0010 Group A Tee Shirts Size Adult XXXLarge Short Sleeve		
2	5	ONLY	0011 Group A Tee Shirt Adult XXXXL Special Order Not all colors available Color varies with size increase Short Sleeve		
3	5	ONLY	0012 Group A Tee Shirt Adult XXXXXL Special Order		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00097133

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			Not all colors available Color varies with size increase Short Sleeve		
4	325	ONLY	0013 Group A Tee Shirt Adult XXLarge Short Sleeve		
5	450	ONLY	0014 Group A Tee Shirt Adult XLarge Short Sleeve		
6	525	ONLY	0015 Group A Tee Shirt Adult Large Short Sleeve		
7	575	ONLY	0016 Group A Tee Shirt Adult Medium Short Sleeve		
8	650	ONLY	0017 Group A Tee Shirt Adult Small Short Sleeve		
9	550	ONLY	0020 Group A Tee Shirt Children Large Short Sleeve		
10	625	ONLY	0021 Group A Tee Shirt Children Medium Short Sleeve		
11	675	ONLY	0022 Group A Tee Shirt Children Small Short Sleeve		
12	75	ONLY	0025 Group A Tee Shirt Adult XXLarge Long Sleeve SIZE ADULT 2X LARGE		
13	125	ONLY	0026 Group A Tee Shirt Adult XLarge Long Sleeve SIZE ADULT XLARGE		
14	50	ONLY	0027 Group A Tee Shirt Adult Large Long Sleeve SIZE ADULT LARGE		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00097133

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
15	50	ONLY	0028 Group A Tee Shirt Adult Medium Long Sleeve SIZE ADULT MEDIUM		
16	100	ONLY	0030 Group B Henley Tee Shirt Adult Size Adult XXLarge Augusta Henley Tee Shirt Henley neck with two button placket Short sleeves 50 percent polyester 50 percent cotton Left chest silk screen imprint 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 they may not be available the next year These specifications are applicable to all Henley Tee Shirts on this bid		
17	75	ONLY	0031 Group B Henley Tee Shirt Adult XLarge Imprint left chest		
18	125	ONLY	0032 Group B Henley Tee Shirt Adult Large Imprint left chest		
19	150	ONLY	0033 Group B Henley Tee Shirt Adult Medium Imprint left chest		
20	125	ONLY	0034 Group B Henley Tee Shirt Adult Small Imprint left chest		
21	50	ONLY	0040 Group C Coaches Shirt Adult XXXL NO POCKET Hartwell Coaches Shirt 50 percent polyester 50 percent cotton Three (3) button placket Knit collar set short sleeves vented sides Colors Red Navy Blue Royal Blue Ash		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00097133

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			Green Hunter Maroon White Black Orange These specifications apply to all Coaches Shirts with no pocket		
22	50	ONLY	0041 Group C Coaches Shirt Adult XXXXL		
			SIZE ADULT 4X LARGE		
23	50	ONLY	0042 Group C Coaches shirt Adult XXXXXL		
			SIZE ADULT 5X LARGE		
24	100	ONLY	0043 Group C Coaches Shirt Adult XXLarge		
			SIZE ADULT 2X LARGE		
25	100	ONLY	0044 Group C Coaches Shirt Adult XLarge		
			SIZE ADULT XLARGE		
26	75	ONLY	0045 Group C Coaches Shirt Adult Large		
			SIZE ADULT LARGE		
27	275	ONLY	0046 Group C Coaches Shirt Adult Medium		
			SIZE ADULT MEDIUM		
28	125	ONLY	0047 Group C Coaches Shirt Adult Small		
			SIZE ADULT SMALL		
29	575	ONLY	0060 Group E Heavy Weight Pocket Tee Shirt Size Adult XXXLarge Jerzees Adult Heavy Weight Pocket Tee Shirt 50 percent polyester 50 percent cotton Color Royal Blue Short sleeves Weaved Blend cotton crew neck These specifications are applicable to		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00097133

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			all heavy weight Tee Shirts within this bid.		
30	800	ONLY	0061 Group E Heavy Weight Pocket Tee Shirt Size Adult XXLarge		
31	1000	ONLY	0062 Group E Heavy Weight Pocket Tee Shirt Size Adult XLarge		
32	700	ONLY	0063 Group E Heavy Weight Pocket Tee Shirt Size Adult Large		
33	125	ONLY	0064 Group E Heavy Weight Pocket Tee Shirt Size Adult Medium		
34	5	ONLY	0065 Group E Heavy Weight Pocket Tee Shirt Size Adult Small		
35	250	ONLY	0066 Group E Heavy Weight Pocket Tee Shirt Size Adult XXXXLarge 4XL		
36	175	ONLY	0067 Group E Heavy Weight Pocket Tee Shirt Size Adult XXXXXLarge 5XL		
37	50	ONLY	0070 Group G Coaches Shirt with Pocket Size Adult Small General Specifications Hartwell Coaches Shirt 50 percent polyester 50 percent cotton Three (3) button placket knit collar set short sleeves vented sides Colors Red Royal Black Orange Tan Navy Hunter Green White Silver Grey Maroon		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00097133

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			These specifications apply to all Coaches Shirts with pocket		
38	100	ONLY	0071 Group G Coaches Shirt with Pocket		
			SIZE ADULT 4X LARGE		
39	75	ONLY	0072 Group G Coaches Shirt with Pocket		
			SIZE ADULT 5X LARGE		
40	300	ONLY	0073 Group G Coaches Shirt with Pocket		
			SIZE ADULT 3X LARGE		
41	525	ONLY	0074 Group G Coaches Shirt with Pocket		
			SIZE ADULT XXLARGE		
42	750	ONLY	0075 Group G Coaches Shirt with Pocket		
			SIZE ADULT XLARGE		
43	475	ONLY	0076 Group G Coaches Shirt with Pocket		
			SIZE ADULT LARGE		
44	175	ONLY	0077 Group G Coaches Shirt with Pocket		
			SIZE ADULT MEDIUM		
45	175	EA	0080 Caps Youngan 8659H Golf style Poplin Screen to be with various departmental logos in Jefferson Parish Cap is one piece front panel sewn in mesh stay braided visor cord Matching sweatband covered button 6 rows visor stitching Matching undervisor Cap should be available in all colors to include Blue Red White Grey etc. Includes 1 color print		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00097133

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
46	5	EA	0090 Caps Summer baseball cap with color combinations Adjustable one piece foam front panel with mesh backing to include screen of requesting departmental logo Color All available colors to include white and royal blue white and orange white and navy, etc. Includes 1 Color Print		
47	475	EA	0100 Caps Summer baseball cap Adjustable one piece foam front panel with mesh backing to include screen of requesting departmental logo. Colors All available colors to include Royal Blue Navy Brown Orange Includes 1 Color Print		
48	7900	ONLY	0110 Group K Silk Screening 1 logo 1 location 1 color		
49	1782	ONLY	0120 Group K Silk Screening 1 logo 1 location 2 or 3-colors		
50	1705	ONLY	0130 Group K Silk Screening 1 Logo 1 Location 4 colors		
51	5	ONLY	0140 Group K Silk Screening Cost per additional location of logo 1 color		
52	75	ONLY	0150 Group K Silk Screening Cost per additional location of logo 2 or 3 colors		
53	5	ONLY	0160 Group K Silk Screening Cost per additional location of logo		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00097133

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			4 colors		
54	30	ONLY	0170 Group K Silk Screening Single digit 6 inch number One location		
55	5	ONLY	0180 Group K Silk Screening Single digit 6 inch number Two locations		
56	5	ONLY	0190 Group K Silk Screening Double digit 6 inch number One location		
57	5	ONLY	0200 Group K Silk Screening Double digit 6 inch number Two locations		
58	5	ONLY	0210 Group K Silk Screening Single digit 8 inch number One location		
59	5	ONLY	0220 Group K Silk Screening Single digit 8 inch number Two locations		
60	5	ONLY	0230 Group K Silk Screening Double digit 8 inch number One location		
61	5	ONLY	0240 Group K Silk Screening Double digit 8 inch number Two locations		