

REQUEST FOR PROPOSAL

for

STUDENT UNIFORMS AND ACCESSORIES

CADDO PARISH SCHOOL BOARD
1961 Midway Avenue
Shreveport, Louisiana 71108



RFP Number: **RFP 01-27**

Proposals Will Be Accepted Until:

10:30 AM., CST
TUESDAY, OCTOBER 13, 2026

Caddo Parish School Board
Purchasing Department
1961 Midway Avenue
Shreveport, Louisiana 71108

TENTATIVE TIMELINE OF PROPOSAL ACTIVITIES

- A. Schedule of Activities: The following tentative timeline has been established for the benefit of both CPSB and the vendors responding to the RFP.

ACTIVITY	Date	Time
1. Release of Request For Proposals to Vendors	September 8, 2026	N/A
2. First Public Notice Published in Shreveport Times	September 8, 2026	N/A
3. Second Public Notice Published in the Shreveport Times	September 15, 2026	N/A
4. Deadline for Questions	September 22, 2026	4:30pm
5. Proposal Opening date	October 13, 2026	10:30am
6. Presentations, if needed (as invited)	To Be Determined	N/A
7. Submit Board Recommendation	October 20, 2026	N/A
8. Expected Board Approval	October 20, 2026	4:30pm

Responses will be accepted until 10:30am CST on TUESDAY, OCTOBER 13, 2026.

It is the responsibility of the vendor to check the District's website for any addenda that may be issued related to the RFP at the link provided below or via the Bid Express website.

<https://www.caddoschools.org/page/purchasing>

INSTRUCTIONS TO VENDORS

1.0 PREPARING AND SUBMITTING OF PROPOSALS

- 1.1 **INSTRUCTIONS.** These instructions define the conditions of the proposal solicitation and the specifications of the services desired.
- 1.2 The PROPOSAL FORMS define the requirements of the items to be purchased or the work to be done. In the space provided, the vendor must sign the PROPOSAL FORMS. The authority of the person signing the PROPOSAL FORMS shall be in accordance with LRS 38:2212.0. The bid **MUST** be submitted on the form furnished or the format specified by the Caddo Parish School Board or submitted using the official electronic bid site. No other form or format is acceptable.
- 1.2.1 **ALTERNATES.** Proposers shall bid only one product per item. Proposers shall not bid a primary item bid and then also include a second, alternate product item bid. The **ONE** product that is closest to meeting the specifications is sufficient.
- 1.2.2 **BID FORM:** The proposal shall be executed and submitted in accordance with the specifications. All articles and requirements contained in the Invitation for Bid(IFB) Instructions/Provisions to bidders (12/20/15) and on the RFP Proposal Form shall remain and become a part of the contract for STUDENT UNIFORMS AND ACCESSORIES. All appropriate blank spaces shall be filled in. PROPOSAL MUST BE SUBMITTED ON THIS FORM AND MAILED USING THE ENVELOPE SUBMISSION FORMAT ATTACHED. WE WILL NOT ACCEPT A FAXED OR EMAILED BID/PROPOSAL FOR THIS SOLICITATION!
- 1.2.3 **QUANTITY.** When quantities are listed as “each” the quantities may be variable and the district is establishing a base price for the specific item. When quantities are listed as “only”, the district is requesting a specific quantity of that/those item(s).
- 1.3 **TRADE NAMES AND MATERIALS**
- 1.3.1 Where materials or equipment are specified by a trade or brand name, it is not the intention of the CPSB to discriminate against an equal product of another manufacturer or brand.
- 1.3.2 It should be understood by the bidder that the use of brand names or numbers in the specifications is to define a standard of quality, character, and performance that have been judged to meet the needs of the school system as well as establish an equal basis for the evaluation of bids.
- 1.3.3 It shall be the responsibility of the Director of Purchasing, or her designee, to determine what is considered an equivalent product.
- 1.3.4 All materials or equipment shall be the best of their respective kinds and shall in all cases be fully equal to the stated product.
- 1.3.5 **BIDDER’S IDENTIFICATION OF PRODUCTS BID.** On blank lines provided, the bidder must insert the manufacturer’s brand name and identifying numbers along with any other information necessary to identify sufficiently and completely the articles offered. **Failure to do so may prevent consideration of the item bid.**
- 1.3.6 **REQUIRED LITERATURE.** When the bid invitation is soliciting a bid for a product (as opposed to a service), each bidder is to enclose complete descriptive information to fully identify the product quoted. This may be in the form of a catalog, manufacturer’s brochure, specification sheet, cut sheet, schematic, or other brand or product information. **Failure to do so may prevent consideration of the item bid.**

- 1.4 **PROPOSAL ENVELOPE.** The proposal shall be submitted in a sealed envelope with the attached envelope cover provided by the Caddo Parish School Board (CPSB) attached on outside or submitted electronically on the approved electronic bid site www.bidexpress.com. All envelopes should be properly labeled with the RFP title, number, and opening date on the outside.
- 1.5 **PRICE.** The bidder shall quote only a net unit price for each item specified. The unit of purchase will be indicated on the RFP PROPOSAL FORM. Where directed to do so on the RFP PROPOSAL FORM, the bidder shall extend the unit price times the quantity to obtain and show a TOTAL NET BID. Note: Some RFP PROPOSAL FORMS are structured to require only a unit price and prohibit an extended total. In all cases the requirements and price configurations of the RFP PROPOSAL FORM shall prevail.
- 1.5.1 **FREIGHT.** All prices bid shall include PLATFORM DELIVERY FOB DESTINATION unless otherwise indicated. Platform delivery means that the bidder shall deliver and unload the purchased items to the dock of the designated point of receipt. Title passes at the point of delivery with receipt and acceptance of all items in good order. Claims for damaged freight claims are the responsibility of the successful bidder. Shipments must be received and accepted by a designated agent of the Caddo Parish School Board. All cartage, drayage, packing, handling, palletizing, etc., shall be included in the bid price. **Separate allowances for freight, shipping or handling will not be permitted.**
- 1.5.2 **DELIVERY.** Weekends and holiday excepted, deliveries shall be FOB DESTINATION, PLATFORM DELIVERED to the location shown on the RFP PROPOSAL FORM or to **HOMELESS/TITLE I DEPARTMENT, 1961 MIDWAY AVENUE, SHREVEPORT, LA 71108** unless otherwise specified. A delivery ticket, waybill, bill of lading, or copy of the invoice shall accompany each delivery. Deliveries shall be made between 8:00am-11:00am and 12pm-3:00pm on weekdays. No deliveries on weekends or holidays.
- 1.5.3 **DISCOUNTS.** Discounts for prompt payment as may be offered in the proposal or on the invoice will be accepted. These discounts will not be considered in evaluating proposals for purposes of determining a low bidder unless all other factors are equal.
- 1.5.4 **RECEIVING, INSPECTION AND TESTING.** Delivered items that do not fulfill all requirements will be rejected and refused. Rejected merchandise shall be removed and promptly replaced by the successful bidder at no cost to CPSB. Delivered items shall be received by a designated agent of CPSB.
- 1.6 **VENDOR QUALIFICATION FORMS.** This appears on the Request For Proposal signature page and is required. Failure to complete this form in its entirety may be cause for rejection.
- 1.6.1 **VENDOR'S FORM OF BUSINESS ORGANIZATION.** This is required for preparation of any contract documents for successful vendors. The vendor shall show the form of organization, e.g., Corporation, Partnership, An Individual, or Other.
- 1.6.2 **VENDOR CERTIFICATION AND IDENTIFICATION.** Failure to indicate the vendor's exact legal name may rule proposal irregular. An unsigned proposal will not be considered.
- 1.7 **ASSIGNMENT.** The submission of a proposal under the terms of these specifications constitutes agreement to the following antitrust provision: For good cause and as consideration for executing this contract, I/We hereby convey, sell, assign and transfer to the State of Louisiana 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 services acquired by the State of Louisiana pursuant to this purchase made by its agency, The Caddo Parish School Board.

- 1.7.1 **PLACE, DATE AND HOUR.** All proposals shall be submitted to the PURCHASING OFFICE, CADDO PARISH SCHOOL BOARD, 1961 MIDWAY AVENUE, SHREVEPORT, LA 71108 in person, by mail, or submitted electronically at www.bidexpress.com no later than 10:30 A.M., CST ON TUESDAY, OCTOBER 13, 2026.
- 1.7.2 The first page of the proposal invitation and the PROPOSAL FORMS designate the name of the proposal and the date and hour of the proposal receipt. Proposals will be received until the stated date and time. Irrespective of the reason, proposals arriving after the stated date and time will not be accepted.
- 1.7.3 All proposals shall be either hand delivered by the vendor or his agent in which instance the deliverer shall be handed a written receipt. Proposals may also be sent by registered mail or by certified mail with a return receipt requested or by regular mail or submitted via the official electronic website.
- 1.7.4 **IMPORTANT.** The responsibility for timely presentation (delivery) of a proposal rests solely with the vendor. A proposal delayed beyond the stated time and date through the mail, Federal Express, UPS, or other cannot and will not be accepted.

2.0 PROPOSAL PRESENTATION

- 2.1 Proposers may be required to explain proposal and answer questions.
- 2.2 Invitations to proposers to make presentations are at the sole discretion of CPSB and in no way implies intent for contract offer.

3.0 CHANGE OR WITHDRAWAL OF PROPOSALS

- 3.1 **CHANGE OR WITHDRAWAL PRIOR TO PROPOSAL OPENING.** Should any vendor desire to change or withdraw a proposal prior to the scheduled opening, the vendor may do so by making such request in writing to the Purchasing Office. This communication shall be received prior to the date and hour of the proposal opening.
- 3.2 **CHANGE AFTER PROPOSAL OPENING BUT PRIOR TO PROPOSAL AWARD.** After proposals are opened, they may not be changed except to correct patently obvious mathematical errors or clerical mistakes. Verification of the correct proposal actually intended shall be submitted by the vendor to the Purchasing Office prior to the final award by the Board.
- 3.3 **WITHDRAWAL AFTER PROPOSAL OPENING BUT PRIOR TO PROPOSAL AWARD.** After proposals are opened, a vendor may request that his proposal be withdrawn for good cause. Such request must be submitted in writing to the Purchasing Office prior to the final award by the Board. If the Purchasing Office agrees that the request is valid, the proposal may be withdrawn. It shall be understood that no proposal can be withdrawn after Board approval without consideration of penalties.

4.0 REJECTION OF PROPOSALS

CPSB reserves the right to reject any or all proposals and to waive any informalities.

- 4.1 The CPSB reserves the right to reject, in whole or in part, any and all bids and to waive any and all technicalities and informalities, and reissue and Invitation to Bid in accordance with the state law.
- 4.2 In an effort to ensure that all items within this category are obtainable under contract, CPSB reserves the right to make MULTIPLE AWARDS for this bid.

- 4.3 RFPs shall be opened publicly. No determination of RFP award will be made at the time of opening. After review by the Purchasing Department, the certified tabulation and recommendation for RFP award will be available for examination prior to the official meeting for consideration by the Board. Recommendation of award will be made to the CPSB based upon best value taking into consideration price and the evaluation criteria referenced in the RFP.
- 4.4 For the purpose of making this evaluation, administrative costs to the CPSB for issuing and administering each contract awarded under this invitation will be considered. Individual awards may be made for the items and combinations of items, which result in the best value and lowest aggregate price to the CPSB, including such administrative costs. Based on such administrative costs the CPSB may make multiple awards for this contract.
- 4.5 In calculation of the lowest bid price, unit prices shall supersede extended prices for items bid in quantity. A random, minor discrepancy in extended prices will not render a bid unresponsive. The Purchasing Department shall read the bids as submitted, note any discrepancies, and request written clarification for minor errors that do not affect low bid determination.
- 4.6 The CPSB may reject any bid for failure by the bidder to comply with any requirement stated in the bid documents. Non-responsive bidders will be noted on the bid tabulation as such, with reason(s) for this determination stated.
- 4.7 The CPSB reserves the right to reject all bids (individual line item or group, as applicable) if the lowest bid is in excess of ten percent (10%) of the price offered to any government entity by any authorized distributor for similar quantities of the same product within 180 days prior to bid opening.
- 4.8 Any bidder evidenced to be not responsible may be disqualified through a Disqualification Hearing to be noticed and held in accordance with La. R.S. 38:2212. J., and if declared "not responsible" by the CPSB the bid of the disqualified bidder shall be rejected. A bidder may be declared not responsible for such reasons including, but not limited to, failure to pay taxes, failure to obtain licenses or permits, poor performance on past contracts with CPSB or other government agency, or lack of evident capacity to fulfill contract.
- 4.9 The CPSB reserves the right to eliminate any and all items from the bid list prior to issuing a RFP award, a notice to proceed, or a purchase order, and if so, the bid price shall be adjusted accordingly.

5.0 PROPOSAL AWARDS

- 5.1 **BASIS FOR AWARDS.** An award resulting from this request shall be awarded to the responsive and responsible vendor(s) whose proposal is determined to be the most advantageous to CPSB, taking into consideration price and the evaluation criteria set forth herein; however, the right is reserved to reject any and all proposals received; to waive any informalities, and in all cases CPSB will be the sole judge as to whether a vendor's proposal has or has not satisfactorily met the requirements of the RFP.
- 5.2 **AVAILABILITY OF PROPOSAL INFORMATION.** Request for Proposals will be received only on or before the due date in the CPSB office at the time and date noted. The recommendation for proposal award will be presented to CPSB for approval. Each proposal response to the extent it contains confidential and proprietary information will be considered confidential and not made available for public review. Vendors will be notified of the award recommendation only. Award recommendation(s) will be available for public viewing on the CPSB Diligent web page (<https://caddoschools-org.community.diligentoneplatform.com/Portal/>).

- 5.3 OFFICIAL AWARD DATE. Awards become official at the time a proposal is accepted by CPSB during their regular session. Contract has its inception in the award, eliminating a formal signing of a separate Contract Document.
- 5.4 FILING OF OBJECTION TO PROPOSAL AWARD. Any objection to an award by CPSB must be filed in writing and must be received by the Purchasing Office no later than 9:00 A. M. on the first Monday following the official award.
- 5.5 FILING OF OBJECTION TO SPECIFICATIONS OR PROPOSAL CONDITIONS. Objections to either the proposal specifications or proposal conditions must be filed in writing and must be received by the Purchasing Office at least five (5) business days prior to the hour and date of the proposal opening.
- 5.6 NOTIFICATION OF AWARD. The successful proposer will be notified either by mail, email, fax or phone. Any time requirements allowed for delivery or performance begins with the date of proposal acceptance and approval by CPSB whether or not a contract has been issued. The purchase order and/or contract mailed or delivered to the successful bidder is the official authorization to deliver materials or perform the services described therein. The time allowed for delivery or performance begins with the date of bid acceptance and approval by the CPSB unless otherwise specified in the RFP documents whether or not a purchase order or contract has been issued.
- 5.7 The CPSB reserves the right to contact bidders for the purpose of obtaining additional information and/or clarification that will assure full understanding of, and responsiveness to, solicitation requirements. Such information shall be provided within three business days. This may include brochures, specification sheets, detail drawings, or samples.
- 5.8 LOUISIANA PREFERENCE. In accordance with LRS 38:2252, "Preference is hereby given to materials, supplies, and provisions produced, manufactured, or grown in Louisiana, quality being equal to articles offered by competitors outside of the state."
- 5.8.1 PREFERENCE BIDDERS, PLEASE NOTE: LRS 38:2251, Sections (A), (H) and (J) detail the conditions and requirements by which preference claims may be made for materials, supplies or equipment products manufactured, processed, produced, or assembled in Louisiana OR that the bidder's LA workforce is comprised of at least 50% Louisiana residents. To claim preference, the proposer **MUST** fully comply with all requirements and conditions of the law. The proposer shall complete the following:

LOUISIANA PREFERENCE CLAIM

Do you claim this preference? YES _____ NO _____

Specify ITEM Number _____

Witness: _____

Signature: _____

Witness: _____

Print Name: _____

6.0 BID SAMPLES

- 6.1 If an item is submitted for consideration that the district staff is unfamiliar with, the bidder may be requested to send a sample(s) for evaluation purposes.

- 6.2 CONDITIONS FOR REQUIREMENT. Bidders shall submit samples ONLY when directed to do so as follows: With the RFP or delivered to the Caddo Parish School Board Purchasing Office, no later than the hour and date of the RFP opening OR...
- 6.3 By specific instructions found in the specifications or on the RFP PROPOSAL FORM OR...
- 6.4 By specific notification authorized by the Purchasing Office, made within three (3) days after RFP opening date, with samples to be submitted as directed within three (3) days after notification.
- 6.5 IDENTIFICATION. Each sample shall be identified with the bidder's name, RFP proposal number, RFP item number, product trade name and identification (catalog number, model number, etc.) and/or as otherwise indicated on the RFP PROPOSAL FORM.
- 6.6 PAYMENT FOR SAMPLES. CPSB will not buy samples and will not assume any cost incidental thereto.
- 6.7 RETURN OF SAMPLES. Samples not destroyed in testing may be claimed by unsuccessful bidders for fourteen (14) days after bid award date and by successful bidders for fourteen (14) days after final payment. CPSB will not assume responsibility for samples not claimed within the time specified and will not pay for samples damaged in testing. CPSB will assume that the bidder is donating samples not claimed within the allotted time-period. CPSB will not incur any shipping charges related to the return of bidder's samples.

7.0 PROHIBITIONS OF GRATUITIES

- 7.1 It shall be unethical for any person to offer, or give, or agree to give any CPSB employee or former CPSB employee, or for any CPSB employee or former CPSB employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a program requirement or purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter pertaining to any program requirement or a contract or subcontract or to any solicitation or proposal.
- 7.2 It shall be unethical for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor, or higher tier subcontractor under a contract to the prime contractor, or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontractor order.

8.0 ORDER OF PRECEDENCE

- 8.1 Requirements stated in the specification section shall have precedence over other sections.
- 8.2 In the event of inconsistency between any of the solicitation documents or any part thereof, the more stringent conditions shall govern.

9.0 CONTRACT PRICING AND TERM

- 9.1 Prices will be firm for the contract term(s) as specified in the solicitation document.
- 9.2 The CPSB, at its sole discretion, may delete any item, which is deemed as obsolete from this contract during the contract period.

10.0 FAILURE TO PERFORM

- 10.1 In the event a successful vendor fails to perform on the awarded proposal, CPSB shall declare the successful vendor in default.

If a successful vendor defaults, CPSB will be authorized to take one or all of the following recourses:

- (1) CPSB shall contract for awarded materials or services from such party or parties in such a manner as it shall select at the expense of the successful vendor in conformance with the RFP terms and conditions contained herein or made a part of the RFP by submission or attachment.
- (2) CPSB may elect to cancel the contract, reserving to itself nevertheless all rights for damages which may be incurred by the School District.
- (3) Forfeiture of the bidder's right to transact business with CPSB for a period of one year following the date the penalty is invoked.

- 11.0 **INVOICES.** Unless other arrangements are made with the Purchasing Office, invoices must be those of the successful vendor and must show the purchase order number, proposal number, complete price and total. Invoices shall be submitted to the attention of the ACCOUNTS PAYABLE DEPARTMENT, CADDO PARISH SCHOOL BOARD, 1961 MIDWAY AVENUE, SHREVEPORT, LA 71108 or electronically at ACCOUNTSPAYABLE@caddoschools.org.

12.0 RESERVATIONS BY BOARD

- 12.1 Limited funds are budgeted for this service. Should the proposal price be more than anticipated, CPSB reserves the right to reduce as appropriate to remain within the budgeted allocation for the purchase.
- 12.2 The Caddo Parish School Board may reject any proposal for failure by the vendor to comply with any requirement stated herein or as appearing on the PROPOSAL FORMS or in the general proposal conditions or in any attachment thereto which becomes a part of the proposal.

13.0 INSURANCE REQUIREMENTS (if applicable)

Contractor (and any subcontractor) shall obtain and maintain insurance as follows, unless waived in writing by the district if any work will be performed on CPSB property:

All insurance shall be placed with a company acceptable to the Caddo Parish School Board.

CERTIFICATE OF INSURANCE. It shall be the responsibility of the successful bidder to provide evidence of compliance with these insurance requirements either with the proposal or within twenty (20) days following award of the RFP. The CPSB shall be furnished with certificates evidencing the coverage as required below including naming CPSB as an additional insured with a waiver of subrogation on all required insurance coverage.

NOTE: If any company indicated on the certificate of insurance is not rated by A.M. Best and/or is not admitted to do business in the State of Louisiana, the proposed insurer shall furnish with the certificate of insurance sufficient financial information to permit an evaluation of the insurer's strength and ability to meet claims that may be filed against the policy coverage.

COPIES OF THE CERTIFICATE OF LIABILITY SHOULD BE FORWARDED TO THE CPSB PURCHASING DEPARTMENT.

- 13.1 Liability Insurance:
- | | |
|---------------------------|--|
| General Liability Limits: | |
| Bodily Injury | \$1,000,000.00 per occurrence, \$2,000,000.00 aggregate |
| Products Liability | \$1,000,000.00 per occurrence, \$2,000,000.00 aggregate |
| Property Damage | \$1,000,000.00 per occurrence, \$2,000,000.00 aggregate |
| Additional Insured | Policy shall name Caddo Parish School Board as an additional insured and include a waiver of subrogation in favor of CPSB. |
- 13.2 Automobile Liability: Automobile Liability insurance covering all owned, hired, and non-owned vehicles in the amount of \$1,000,000.00 per occurrence. Policy shall include third-party bodily injury and property damage.
- 13.3 Worker's Compensation: As required by the State of Louisiana
- 13.4 Excess (Umbrella) Liability: \$1,000,000.00.
- 13.5 Certificates of the above listed policies shall be filed with the Caddo Parish School Board and CPSB shall be given a ten (10) day written notice prior to cancellation, material revision, or intention not to renew. If Contractor or any subcontractor fails to carry any insurance required by this Section, Contractor shall protect, indemnify, and hold CPSB harmless in the same manner as if Contractor and/or such subcontractor had in full force and effect coverage in accordance with this Section.

14.0 DETERMINATION OF BIDS

- 14.1 The responsible bidder(s) meeting the specifications and offering the best value as determined by the RFP evaluation will receive the business herein.

15.0 ERRORS AND OMISSIONS

- 15.1 The specifications may contain errors or omissions that if undetected would seriously affect the finished job. It shall be the responsibility of the vendor to detect such errors or omissions and to notify CPSB sufficiently in at least seven (7) business days in advance of the proposal due date to enable CPSB to make any corrections or modifications to the specifications deemed appropriate.

- 16.0 **COOPERATIVE AGREEMENTS:** To the extent provided by law in LA R.S. 33, 38 & 39 et seq., the successful vendor may elect to make this contract available to other public agencies that participate in purchasing cooperative purchasing agreements with the Caddo Parish School Board.

The vendor may be required to execute a separate contract with the purchasing cooperative or individual participating public agency. Payment of incentive fees by the vendor to purchasing cooperatives in exchange for contract promotion and participation is the exclusive obligation at the sole discretion of the vendor. The Caddo Parish School Board receives no direct compensation for vendor participation in purchasing cooperatives.

The bidder/proposer agrees to indemnify and hold harmless the Caddo Parish School Board from any disputes arising from contract participation by other agencies participating in purchasing cooperatives or cooperative purchasing agreements. Disputes between a participating public agency and any bidder/proposer that may be awarded any agreement resulting from this solicitation are not the responsibility of the Caddo Parish School Board. The exercise of rights of any rights or remedies by the participating public agency or awarded bidder/proposer shall be the exclusive obligation of such party.

The Caddo Parish School Board shall not be construed as a dealer, remarketer, representative, partner, or agent of any bidder/proposer that may be awarded any agreement resulting from this solicitation.

Participating public agencies shall be responsible for the ordering of products under any agreement resulting from this solicitation. Payment for products or services and inspections and acceptance of products or services ordered by a participating public agency shall be the exclusive obligation of such procuring party.

The Caddo Parish School Board shall not be obligated, liable or responsible for any order made by any participating public agency or any employee thereof, nor for any payment required to be made with respect to such order. The Caddo Parish School Board makes no representation or guaranty with respect to any minimum purchases by the Caddo Parish School Board or any participating public agency or any employee thereof under any agreement resulting from this solicitation.

Should the vendor elect to make this contract available to participating public agencies, additional delivery charges beyond the immediate Shreveport-Bossier City area may be negotiated with the using agency. All other terms and conditions remain in effect throughout the term of this contract.

Pricing & all other terms & conditions of this bid are automatically extended to Bossier PSB, and DeSoto PSB unless otherwise noted by the vendor.

17.0 ELIGIBILITY

The vendor should be in the STUDENT UNIFORM SUPPLIES business, either wholesale or retail, and carry a substantial stock of items likely to be purchased by the CPSB TITLE I-HOMELESS DEPARTMENT. The successful bidder must be an authorized distributor for the products offered and may be required to show evidence either of inventory stocked or an uninterrupted source of supply. To be eligible to respond to this RFP, the proposing contractor must demonstrate that they, or the principals assigned to the project, have successfully completed services, similar to those specified in this RFP, to institutions similar in size and complexity to CPSB.

18.0 PURPOSE

The Caddo Parish School Board (CPSB) is seeking proposals from qualified and proven organizations to provide student uniforms and accessories in addition to optional monogramming services; to provide appropriate quality uniforms in a manner that is timely; and to offer uniform monogramming services as needed.

The ideal contractor should have at a minimum the following:

1. A proven successful track record of past, similar services.
2. Dedicated staff to implement and service the CPSB account throughout the length of the contract.
3. The ability to provide all necessary products within the required time frame as specified.
4. Industry connections that can be accessed to provide guaranteed, quality student uniforms and uniform accessories with ease.

19.0 SCOPE OF WORK AND SPECIFICATIONS

The successful bidder must assign at least one sales person (must be an employee of awarded company) to the Caddo Parish School Board account. The successful bidder shall render sales assistance to schools/departments as needed. The email address, telephone number, and voicemail numbers must be well publicized through stickers to be placed on the outside of the distributed catalogs detailing the discount percentage as well as the contact information for the representative and contract numbers.

Proposers are requested to provide sizing and pricing for all available products that meet the specifications. CPSB reserves the right to award the bid in-total or in-part.

Return Policy: Return of merchandise should be a "Trouble-Free-System" based on trust providing the most efficient return process as possible to the Schools/Departments. Schools/Departments need to be able to return purchases for any reason, whether customer or vendor error. A reasonable return time is considered to be 30 days after confirmed delivery of the item. Any restrictions of returns must be attached to the bid.

Acceptable restrictions would be: expendable materials must not have been used (except with hidden manufacturers defects or no-fault spoilage) or original packaging must be used to return the item if required by the manufacturer and the user has been notified in advance of this policy. No restocking fees will be allowed under this contract. Manufacturer's restocking fees may be accepted on special order items when the vendor has documented proof of such charges and that proof is submitted to CPSB at the time of the initial order.

The successful bidder will become the primary source for STUDENT UNIFORMS AND UNIFORM ACCESSORIES for the Caddo Parish School Board. To ensure all items specified in this solicitation are obtainable during the contract term(s), CPSB reserves the right to award a secondary source for STUDENT UNIFORMS AND UNIFORM ACCESSORIES.

Catalogs (hardcopy and/or electronic) are required with the bid. Each bidder is to enclose a complete catalog containing the specifications and current price of each item being offered. Separate price sheets or lists of prices are not acceptable. A separate envelope may be used for this information if too large for the bid envelope.

The successful bidder shall be required to furnish copies of the current catalog(s) on which this bid is based upon request. INABILITY TO SUPPLY CATALOGS CONTAINING CURRENT PRICES SHALL BE A REASON FOR BID REJECTION.

NOTE: This bid shall include STUDENT UNIFORMS AND UNIFORMS ACCESSORIES ONLY. Offered discount will not be applied to any other stock that may be purchased from the successful bidders.

20.0 FORMAT AND CONTENTS OF THE PROPOSAL

The information set forth in this section should be included with the proposal.

Each proposer is required to submit a sample of their product, to include at least one (1) youth and adult size shirt and one (1) youth and adult size pant. All samples must be received on or before the bid opening date and time. Failure to provide a sample may be cause for rejection.

The proposal should include:

1. Section 1: Cover Letter

A one-page letter including the name and address of the organization submitting the proposal; the type of firm (ex. individual, partnership, etc.); and the name, title, mailing/e-mail addresses, and telephone/fax numbers of the individual authorized to represent the organization.

Cover Letters should be addressed as follows:

Caddo Parish School Board
Attn: Director of Purchasing
1961 Midway Avenue
Shreveport, LA 71108

2. Section 2: Table of Contents

An outline of the proposal contents, identified by sequential page number, and section title as referenced herein.

3. Section 3: Request for Proposal Form

Completed form as provided on page 21 of solicitation.

4. Section 4: Scope of Services to Be Provided

a. A statement outlining the Proposer's full understanding of the Scope of Work required by the Request for Proposal. The proposer must specifically explain how it would provide these services to CPSB.

b. The contractor should guarantee delivery of services in accordance with such delivery schedule as is provided in the specifications.

5. Section 5: Cost Summary

Proposer shall submit line-item pricing on the Bid Proposal Form as requested. Services, as a line item, shall include any and all service associated with the uniform process, from beginning to end.

6. Section 6: Market Basket

Proposer shall complete the market-basket in its entirety using the discount from list percentage listed on the Bid Proposal Form.

7. Section 7: Vendor Catalog(s)

Proposer shall include copies of the current catalog(s) from which the bid pricing is derived. Please provide two (2) hardcopies of the catalog(s) and one (1) digital copy formatted in Word or PDF format on a Flash-Drive or CD-ROM.

8. Section 8: Conflicts of Interest

Statement documenting any known conflicts of interest or no conflicts of interest

9. Section 9: Disadvantaged or Minority Business Status

One-page document listing certification status as a disadvantaged or minority business in accordance with local, federal, and state law. Please use this section to document if this is applicable or not applicable to a particular bidder.

10. Section 10: Additional Information

The contractor is welcome to outline additional services that they feel are in CPSB's best interest.

21.0 ESTIMATED EXPENDITURE. The district has estimated a total expenditure of \$60,000 for the purchase of the items included in this solicitation.

22.0 TERMS AND CONDITIONS

TERM OF AGREEMENT. The initial term of this agreement shall continue from January 01, 2027-December 31, 2027 unless otherwise terminated or extended pursuant to the stated provisions.

RENEWAL OF AGREEMENT. At the option of either party, the RFP and contract may be renewed under the same terms and conditions for two additional one-year periods, January 1, 2028 through December 31, 2028 and January 1, 2029 through December 31, 2029. Renewal prior to each of the two renewal years requires mutual agreement in writing by both parties.

23.0 TERMINATION OF AGREEMENT:

23.1 CPSB may cancel this agreement upon failure of the successful bidder to satisfactorily comply with any requirement stated herein or as appearing on the PROPOSAL FORMS or in the general proposal conditions or in any attachment thereto which becomes a part of the proposal.

The contract will be awarded to the most responsive and responsible contractor whose proposal is deemed most advantageous to CPSB. CPSB reserves the right to waive any defect or omission in any proposal which does not materially affect the terms of the response to this Request for Proposal.

Proposers or their authorized representatives are expected to fully inform themselves as to conditions, requirements, and specifications before submitting proposals. Failure to do so will be at the contractor's own risk. The contractor may withdraw a proposal prior to the proposal submission closing date and time by requesting to do so in writing.

In the event the successful proposer, through any cause, should fail to fulfill the agreed upon obligations in an effective and timely manner, CPSB shall have the right to terminate its contract by specifying the date of termination in a written notice to the selected vendor. The cancellation shall become effective on the date as specified in the notice of cancellation sent to the proposer.

The evaluation of the quality of uniforms and accessories and services purchased hereby will be continuous. Particular emphasis will be given to the capability and reliability of the successful bidder to sufficiently and expeditiously fulfill CPSB orders in a timely manner.

In the event CPSB comes to believe the successful bidder is not providing acceptable products or is not performing in a manner required by these specifications, CPSB will place the successful bidder on notice to provide better quality products and/or to improve services or else forfeit the contract.

Should the successful bidder not be able to meet the minimum requirements, CPSB will notify the bidder in writing of its intent to cancel the agreement and to discontinue its purchases.

The successful bidder shall be notified that product(s) found unacceptable for CPSB's usage will be excluded from any future bid invitation.

Discussion may be held with proposers submitting proposals acceptable or potentially acceptable. The purpose of the discussions is:

1. Promote understanding of CPSB's requirements and the contractor's proposals.
2. Facilitate arriving at a contract most advantageous to CPSB taking into consideration price and other evaluation factors set forth in the RFP.

Any contract resulting from the acceptance of a proposal shall contain, at a minimum, all applicable provisions of this Request for Proposal. At its option, CPSB may take either of the following actions in order to form an agreement between CPSB and the selected contractor:

1. Accept a proposal by issuing a written "Notice of Award" to the selected contractor, which incorporates the proposal documents by reference and accepts all or selected portions of the contractor's proposal. This "Notice of Award" will represent a contractual agreement and will be signed by CPSB designee and the awardee representative.
2. Enter into negotiations in an effort to reach a mutually satisfactory agreement, which represents a contractual obligation and will be executed by both CPSB and the selected contractor. This agreement will be based on proposal documents, the submitted proposal and the associated negotiations.

24.0 EVALUATION CRITERIA

The Caddo Parish School Board is following a "Best Value" approach to selecting a contractor for this RFP. In so doing CPSB may not award to the firm with the highest discount rate but will consider the quality and serviceability of the offered uniforms as well as other factors detailed below. CPSB will not only consider the professional competence and experience of contractors responding to this RFP, but also intangible qualities such as degree of trust, level of customer service offered, comfort and confidence the Caddo Parish School Board feels toward the respondents; the respondent's apparent compatibility with the Board's mission and values; and the respondent's expected responsiveness to the needs and requests of the Board. The discount rate quoted on the RFP Proposal Form will be applied to a market basket of frequently purchased items to assist with determining the highest discount rate. CPSB may involve Title I Homeless Department staff in the determination of the service characteristics.

- 24.1 Each proposal will be evaluated by a committee comprised of various CPSB representatives.
- 24.2 The evaluation committee will be comprised of no less than three (3) persons.
- 24.3 Proposals will be graded on a scale of 0-25, with 0 being the lowest rating within an ascribed category.
- 24.4 Each category will be graded separately, and a cumulative score will help dictate the awarding of the contract. Categories may include but are not limited to: Product Quality, Scope of Services to be Provided, Cost, and Market-Basket. A sample proposal scoring is as follows:

Product Quality	0-25
Scope of Services to be Provided	0-25
Cost (Discount Percentage)	0-25
<u>Market Basket</u>	<u>0-25</u>
Maximum Points	100

25.0 QUESTIONS

Questions regarding this RFP should be directed to Ms. Jennifer Weaver, Senior Buyer, via email (jweaver@caddoschools.org) and received no later than 4:30pm on Tuesday, September 22, 2026. The subject line should be listed as RFP 01-27 Student Uniforms and Accessories-Questions. Responses to questions will be posted as an addendum on Friday, September 25, 2026. **All questions must be submitted in writing. Verbal inquiries will not be accepted.**

26.0 FEDERAL COMPLIANCE

The following attachment and/or form is a part of this bid and is herein incorporated by this reference. **Failure to return a required form with the bid submission may result in the proposal being rejected as non-responsive.**

1. Attachment A: EDGAR and Non-Federal Entity Compliance Form

27.0 FINAL APPROVAL

NOTE: THE CADDO PARISH SCHOOL BOARD MAY REJECT ANY PROPOSAL FOR FAILURE BY THE VENDOR TO COMPLY WITH ANY REQUIREMENT STATED ABOVE, OR IN THE PROPOSAL FORMS, OR IN THE SPECIAL OR GENERAL CONDITIONS, OR IN ANY ATTACHMENTS THERETO WHICH BECOME A PART OF THE PROPOSAL.

DEBARMENT CLAUSE: Before completing the Invitation for Bid Form and/or Proposal Form, please read the following information:

1. The prospective lower tier participant certifies, by submission of his proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal or State Department or agency.
 2. Where the prospective participant is unable to certify any of the statements in this document, such prospective participant shall attach an explanation to this proposal response.
-

CADDO PARISH SCHOOL BOARD AN EQUAL OPPORTUNITY EMPLOYER

**CADDO PARISH SCHOOL BOARD
SHREVEPORT, LA
BID PROPOSAL FORM**

This proposal shall be executed and submitted in accordance with the specifications and all articles and requirements contained herein shall remain and become a part of this contract. Complete all appropriate blank spaces. THE BID MUST BE SUBMITTED ON THIS FORM.

In accordance with the invitation to bid on the requested goods or services and after having examined the specifications and conditions of the RFP solicitation, I/We hereby propose to furnish as specified at the discount percentage shown below:

**DISCOUNT FROM
STANDARD LIST PRICES**

STUDENT UNIFORMS & UNIFORM ACCESSORIES _____ %

To include items in children & adult sizes, specifically:

Tops: long sleeve, short sleeve
button-down, polo

Bottoms: trousers, shorts,
skorts Blazers

Vests

Cardigans

Catalogs provided by proposers must contain a wide assortment of student uniform color options. The district shall have the option of selecting any color option included in a proposer's catalog. Proposers are requested to provide a listing of product(s) available in each category, including construction specifications, size range, available colors, and pricing. **Each proposer shall include an electronic copy of their submission on CD-ROM or Flash-Drive.** File should be in a common format/program such as PDF, Word or Excel.

DELIVERY: Products must be delivered within 5 business days, with a 95% fill rate.

Example:

Pants, plain front Short

- Premium soft hand cotton – 7.25 oz. Twill, 65% Polyester/35% Cotton
- Jean-style waistband with button closure
- Slack-style front pockets and set-in hip pockets
- Inseam- 10" inseam
- Basic 3 Colors: Black, Khaki, and Navy
- Stock Sizes: 28-50

OPTIONAL SERVICE: MONOGRAMMING SERVICES

Please outline available monogramming services including turn-around time, pricing and general requirements for the service. Please include a detailed monogramming price list for items specified in this solicitation. The award of these services will not be considered under the above offered discount and the award of this proposal.

***** CATALOG MUST BE SUBMITTED WITH BID *****

In submitting this bid, I/We understand and agree that:

- 1. This bid does not exclude any items offered in the catalog.**
- 2. No surcharges for shipping equipment are permitted.**
- 3. Any bid received with sliding prices, scales, variable discounts, minimum order amounts for prepaid freight or any type of bid qualification or modification will be ruled irregular and not considered. There will be no exceptions to the single discount.**
- 4. This bid will be awarded to the one vendor who offers the best total value for items as described in the specifications.**
- 5. Supplementary statements dealing with the price quotation will be ignored by CPSB.**

**CADDO PARISH SCHOOL BOARD
SHREVEPORT, LA
STUDENT UNIFORMS AND ACCESSORIES MARKET BASKET**

Vendor Name: _____

Completed By: _____

Date Completed: _____

Discount % to be Applied: _____

Instructions: Based on the discount proposer provided on the bid proposal form, please price out each of the items listed below. Please include list price, discount price, product number, brand/manufacturer, and catalog page number item can be found on in the catalog submitted with the bid response. The completed market basket must be submitted with your proposal response.

Failure to submit the completed market basket or failure to comply with the submission requirements may be reason for rejection. This document will become a permanent part of the RFP file. Please apply shipping, handling and/or freight charges to discounted price. **NO ADDITIONAL SHIPPING/FREIGHT CHARGES WILL BE ALLOWED.**

Product Description	Quoted Brand/Manufacturer	Product #	Catalog Page #	List Price	Discount Price
Youth-Unisex Polo, White, short-sleeve Size: Lg					
Adult- Unisex Polo, White, short-sleeve Size: Med					
Youth-Unisex Polo, White, long-sleeve Size: Lg					
Adult- Unisex Polo, White, long-sleeve Size: Med					
Youth-Unisex Cardigan Size: Lg					
Adult- Unisex Cardigan Size: 2XL					
Boys Pants, Khaki Size: 14R					
Boys Shorts, Khaki Size: 14R					
Men Pants, Khaki Size: 32					

Product Description	Quoted Brand/Manufacturer	Product #	Catalog Page #	List Price	Discount Price
Men Shorts, Khaki Size: 32					
Girls Pants, Khaki Size: 12					
Girls Skorts, Khaki, Pleated Size: 12					
Girls Shorts, Navy Size: 14					
Women Shorts, Navy Size: 14					
Girls button down Oxford, White, Short-sleeve Size: 12					
Women Oxford, White, short-sleeve Size: Lg					
Boys button down Oxford, White, short-sleeve Size: 14					
Men button down Oxford, White, short-sleeve Size: 32					
TOTAL (Of List and Discount Prices)				\$ _____	\$ _____

REQUEST FOR PROPOSAL

September 8, 2026

RFP 01-27

CADDO PARISH SCHOOL BOARD
1961 MIDWAY AVENUE
SHREVEPORT, LA 71108

Jennifer Weaver, Senior Buyer
PH: 318.603.6978
jweaver@caddoschools.org

PROPOSAL TITLE: STUDENT UNIFORMS AND ACCESSORIES**SEALED PROPOSALS WILL BE ACCEPTED UNTIL: 10:30 A.M.CST ON TUESDAY, OCTOBER 13, 2026**

IMPORTANT: The Instructions/Provisions (01/31/05) to bidders/proposers are available for download and printing at the CPSB website: www.caddoschools.org (Click on Bids and RFP's) or may be picked up from the CPSB Purchasing Department, 1961 Midway Avenue. If you choose to access from the CPSB website, the Instructions/Provisions will be incorporated by reference with the same force and effect as if set forth in full text.

Dates Advertised: **September 8th & September 15th, 2026** Shavonda M. Scott, MBA, Director of Purchasing

TO BE COMPLETED BY PROPOSER:

LEGAL NAME OF PROPOSER:			
MAILING ADDRESS:			
CITY, STATE, ZIP CODE:			
TELEPHONE NO: ()		FAX NO: ()	
PROPOSER CERTIFICATION AND IDENTIFICATION: I/We certify that this proposal is made without prior understanding, agreement or connection with any corporation, firm, or person submitting a proposal for the same materials, supplies, equipment, or services, and is in all respects fair and without collusion or fraud. I/We further certify that none of the principals or majority owners of the firm or business submitting this proposal are at the same time connected with or employed by the Caddo Parish School Board. ASSIGNMENT: The submission of a proposal under the terms of these specifications constitutes agreement to the following antitrust provision: For good cause and as consideration for executing this purchase and/or contract, I/we hereby convey, sell, assign and transfer to the Caddo Parish School Board 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 goods or services purchased or acquired by the Caddo Parish School Board. We understand that other proposal forms or supplementary statements (unless required by the specifications) dealing with the price quotation will be ignored. Current literature, catalogs, pictures, and a complete identification of each item and/or service proposed have been included and made a part of this proposal. I/We understand this proposal may be rejected for failure to fully describe the products/services proposed herein. I/WE HAVE CHECKED THIS PROPOSAL FOR MATHEMATICAL AND TYPOGRAPHICAL ERRORS.			
AUTHORIZED SIGNATURE:		DATE SIGNED:	
NAME (PRINTED/TYPED):		TITLE:	
EMAIL:			
PROPOSER QUALIFICATION: The form of business organization under which this proposal is submitted is as follows: ☐ A CORPORATION incorporated under the laws of the State of _____ and (is) (is not) authorized to do business in the State of Louisiana. ☐ A PARTNERSHIP. Names of Partners: _____ ☐ AN INDIVIDUAL trading and doing business under a name and style other than his own. The Owner's Name is: _____			
BID BOND: N/A			
PERFORMANCE BOND: N/A			
ACKNOWLEDGEMENT OF ADDENDA RECEIVED:			
Addendum No. 1	Dated:	Addendum No. 2	Dated:
Addendum No. 3	Dated:	Addendum No. 4	Dated:

Attachment A



EDGAR and Non-Federal Entity COMPLIANCE

The following provisions are required and applicable when federal funds are expended by the Caddo Parish School Board for any contract awarded using the procurement process. The Caddo Parish School Board is the subgrantee, subrecipient, or non-federal entity by definition.

In addition to other provisions required by the federal agency or non-Federal entity, all contracts made by the non-Federal entity under the Federal award must contain provisions covering the following, as applicable.

- (A) Contracts for more than the simplified acquisition threshold currently set at \$250,000 which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide such sanctions and penalties as appropriate.**

Pursuant to Federal Rules (A) above, when federal funds are expended, the Caddo Parish School Board reserves all rights and privileges under the applicable laws and regulations with respect to this procurement in the event of breach of contract by either party.

Does vendor agree? YES _____ Initials of Authorized Representative of Vendor

- (B) Termination or cause and for convenience by the grantee or subgrantee including the manner by which it will be affected and the basis for settlement. (All contracts in excess of \$10,000)**

Pursuant to Federal Rules (B) above, when federal funds are expended, the Caddo Parish School Board reserves all rights and to immediately terminate any agreement in excess of \$10,000 resulting from this procurement process in the event of a breach or default of the agreement by Vendor, in the event vendors fails to: (1) meet schedules, deadlines, and/or delivery dates within the time specified in the procurement solicitation, contract, and/or a purchase order; (2) make any payments owed; or (3) otherwise perform in accordance with the contract and/or the procurement solicitation. The Caddo Parish School Board also reserves the right to terminate the contract immediately, with written notice to vendor, for convenience, if the Caddo Parish School Board believes, in its sole discretion that it is in the best interest of Caddo Parish School Board to do so. The vendor will be compensated for work performed and accepted in addition to goods accepted by the Caddo Parish School Board as of the termination date if the contract is terminated for convenience by the Caddo Parish School Board. Any award under this procurement process is not exclusive and the Caddo Parish School Board reserves the right to purchase goods and services from other vendors when it is in the best interest of the Caddo Parish School Board.

Does vendor agree? YES _____ Initials of Authorized Representative of Vendor

- (C) **Equal Employment Opportunity.** Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of “federally assisted construction contract” in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”

Pursuant to Federal Rules (C) above, when federal funds are expended by the Caddo Parish School Board, the vendor certifies that during the term of an award for all contracts by the Caddo Parish School Board resulting from this procurement process, the vendor agrees to comply with all applicable requirements as referenced in Federal Rule (C) above. Vendor agrees that he/she will not discriminate in the rendering of services to and/or employment of individuals because of race, religion, sex, age, national origin, handicap or disability. Vendors shall stay informed of and comply with all Federal, State and Local laws, ordinances and regulations which affect their employees or prospective employees.

Does vendor agree? YES _____ Initials of Authorized Representative of Vendor

- (D) **Davis-Bacon Act, as amended (40 U.S.C. 3141-3148).** When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

Pursuant to Federal Rules (D) above, when federal funds are expended by the Caddo Parish School Board, the vendor certifies that during the term of an award for all contracts by the Caddo Parish School Board resulting from this procurement process, the vendor agrees to comply with all applicable requirements as referenced in Federal Rule (D) above. Vendors will be required to pay wages to laborers and mechanics at a rate not less than the prevailing wage specified in a wage determination made by the Secretary of Labor. In addition, vendors will be required to pay wages not less than once a week. The decision to award a contract or subcontract will be conditioned upon the acceptance of the wage determination.

Does vendor agree? YES _____ Initials of Authorized Representative of Vendor

- (E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708).** Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

Pursuant to Federal Rules (E) above, when federal funds are expended by the Caddo Parish School Board, the vendor certifies that during the term of an award for all contracts by the Caddo Parish School Board resulting from this procurement process, the vendor agrees to comply with all applicable requirements as referenced in Federal Rule (E) above.

Does vendor agree? YES _____ Initials of Authorized Representative of Vendor

- (F) Rights to Inventions Made Under a Contract Agreement.** If the Federal award meets the definition of “funding agreement” under 37 CFR §401.2(a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

Pursuant to Federal Rule (F) above, when federal funds are expended by the Caddo Parish School Board, the vendor certifies that during the term of an award for all contracts by the Caddo Parish School Board resulting from this procurement process, the vendor agrees to comply with all applicable requirements as referenced in Federal Rule (F) above.

Does vendor agree? YES _____ Initials of Authorized Representative of Vendor

- (G) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended – Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).**

Pursuant to Federal Rule (G) above, when federal funds are expended by the Caddo Parish School Board, the vendor certifies that during the term of an award for all contracts by the Caddo Parish School Board resulting from this procurement process, the vendor agrees to comply with all applicable requirements as referenced in Federal Rule (G) above.

Does vendor agree? YES _____ Initials of Authorized Representative of Vendor

- (H) Debarment and Suspension (Executive Orders 12549 and 12689) – A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the system for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p.235), “Debarment and Suspension”. SAM exclusions contain the names of parties debarred, suspended or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.**

Pursuant to Federal Rule (H) above, when federal funds are expended by the Caddo Parish School Board, the vendor certifies that during the term of an award for all contracts by the Caddo Parish School Board resulting from this procurement process, the vendor certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency.

Does vendor agree? YES _____ Initials of Authorized Representative of Vendor

- (I) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) – Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certified to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that take place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.**

Pursuant to Federal Rule (I) above, when federal funds are expended by the Caddo Parish School Board, the vendor certifies that during the term and after the awarded term of an award for all contracts by the Caddo Parish School Board resulting from this procurement process, the vendor certifies that it is in compliance with all applicable provisions of the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352). The undersigned further certifies that:

- (1) No Federal appropriated funds have been paid or will be paid for on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Stand Form-LLL, “Disclosure Form to Report Lobbying”, in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all covered subawards exceeding \$100,000 in Federal funds to all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

Does vendor agree? YES _____ Initials of Authorized Representative of Vendor

RECORD RETENTION REQUIREMENTS FOR CONTRACTS PAID FOR WITH FEDERAL FUNDS – 2 CFR § 200.333
--

When federal funds are expended by the Caddo Parish School Board for any contract resulting from this procurement process, the vendor certifies that it will comply with the record retention requirements detailed in 2 CFR § 200.333. The vendor further certifies that vendor will retain all records as required by 2 CFR § 200.333 for a period of three years after grantees or subgrantees submit final expenditure reports or quarterly or annual financial reports, as applicable, and all other pending matters are closed.

Does vendor agree? YES _____ Initials of Authorized Representative of Vendor _____

CERTIFICATION OF COMPLIANCE WITH THE ENERGY POLICY AND CONSERVATION ACT
--

When federal funds are expended by the Caddo Parish School Board for any contract resulting from this procurement process, the vendor certifies that it will be in compliance with mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6321, et seq.; 49 C.F.R. Part 18; Pub. L. 94-163, 89 Stat. 871).

Does vendor agree? YES _____ Initials of Authorized Representative of Vendor _____

CERTIFICATION OF COMPLIANCE WITH BUY AMERICA PROVISIONS
--

Vendor certifies that vendor is in compliance with all applicable provisions of the Buy America Act. Purchases made in accordance with the Buy America Act must still follow the applicable procurement rules calling for free and open competition.

Does vendor agree? YES _____ Initials of Authorized Representative of Vendor _____

CERTIFICATION OF NON-COLLUSION STATEMENT

Vendor certifies under penalty of perjury that its response to this procurement solicitation is in all respects bona fide, fair, and made without collusion or fraud with any person, joint venture, partnership, corporation or other business or legal entity.

Does vendor agree? YES _____ Initials of Authorized Representative of Vendor _____

Vendor agrees to comply with all federal, state, and local laws, rules, regulations and ordinances, as applicable. It is further acknowledged that vendor certifies compliance with all provisions, laws, acts, regulations, etc. as specifically noted above.

Company Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone Number: _____ Fax #: _____
Email Address: _____
Printed Name of Authorized Representative: _____
Signature of Authorized Representative: _____ Date: _____

FROM: _____

BID NUMBER: _____ RFP 01-27

BID TITLE: _____ STUDENT UNIFORMS AND ACCESSORIES

OPENING DATE: _____ Tuesday, October 13, 2026

SEND TO:

CADDO PARISH SCHOOL BOARD
Purchasing Department
1961 Midway Avenue
Shreveport, LA 71108

Attn Bidders:

**Use this print format on the outside of your envelope when responding to any formal bids, RFP's or RFQ's.
We do not accept fax or electronic bid responses (EXCEPT THROUGH BID EXPRESS) for any formal bids,
RFP's or RFQ's.**