

General Professional Services Questionnaire

A. Project Name and Advertisement Resolution Number:

SOQ-No. 24-007

B. Firm Name & Address:

Poree's Embroidery
3725 MacArthur Blvd
New Orleans, LA 70114

2 stores - Eastbank (3401 Tulane Ave)

C. Name, title, & contact information of Firm Representative, as defined in Section 2-926 of the Jefferson Parish Code of Ordinances, with at least five (5) years of experience in the applicable field required for this Project:

Malcolm Poree, President
E: mporee@porees.com
C: 504-957-6145
S: 504-367-9187

D. Address of principal office where Project work will be performed:

Poree's Embroidery
3725 MacArthur Blvd
New Orleans, LA 70114

E. Is this submittal by a JOINT-VENTURE? Please check:

YES ☐ NO ☒

If marked "No" skip to Section H. If marked "Yes" complete Sections F-G.

F. If submittal is by JOINT-VENTURE, list the firms participating and outline specific areas of responsibility (including administrative, technical, and financial) for each firm. Please attach additional pages if necessary. N/A

1. None

2. None

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G. Has this JOINT-VENTURE previously worked together? Please check: YES ☐ NO ☒

H. List all subcontractors anticipated for this Project. Please note that all subcontractors must submit a fully completed copy of this questionnaire, applicable licenses, and any other information required by the advertisement. See Jefferson Parish Code of Ordinances, Sec. 2-928(a)(3). Please attach additional pages if necessary.

Name & Address:	Specialty:	Worked with Firm Before (Yes or No):
1. N/A		
2.		
3.		
4.		
5.		

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I. Please specify the total number of support personnel that may assist in the completion of this Project:

5

J. List any professionals that may assist in the completion of this Project. If necessary, please attach additional documentation that demonstrates the employment history and experience of the Firm's professionals that may assist in the completion of this Project (i.e. resume). Please attach additional pages if necessary.

PROFESSIONAL NO. 1

Name & Title:

Malcolm Poree
President

Name of Firm with which associated:

Poree's Embroidery

Description of job responsibilities:

Setting strategic direction and long-term growth for the company
• Overseeing day-to-day operation & ensuring efficient workflow
• Key decision maker regarding investment, expansion & diversification

Years' experience with this Firm:

25 years

Education: Degree(s)/Year/Specialization:

Bachelor Degree in Business Administration

Other experience and qualifications relevant to the proposed Project:

Master Embroiderer

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PROFESSIONAL NO. 2

Name & Title:

Shawanda Poree
Operations Manager

Name of Firm with which associated:

Poree's Embroidery

Description of job responsibilities:

- Ensures compliance with relevant regulations & laws.
- Monitor trends & competition to identify opportunities
- Build & maintain relationships with clients, suppliers & stakeholders.

Years' experience with this Firm:

25 years

Education: Degree(s)/Year/Specialization:

Masters in Business Administration

Other experience and qualifications relevant to the proposed Project:

Works with clients to ensure efficiency & tracking of information.

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PROFESSIONAL NO. 3

Name & Title:

Jeremy Ancar
Production Manager

Name of Firm with which associated:

Poreel's Embroidery

Description of job responsibilities:

Plan and organize production schedules of work orders to meet customer demands & deadline
Supervising & managing a team of embroiderers techs. Ensure production processes are efficient

Years' experience with this Firm:

15 years

Education: Degree(s)/Year/Specialization:

Master Embroiderer

Other experience and qualifications relevant to the proposed Project:

Track & analyze production data to identify areas for improvement & optimize efficiency.

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PROFESSIONAL NO. 4

Name & Title:

N/A

Name of Firm with which associated:

Description of job responsibilities:

Years' experience with this Firm:

Education: Degree(s)/Year/Specialization:

Other experience and qualifications relevant to the proposed Project:

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PROFESSIONAL NO. 5

Name & Title:

N/A

Name of Firm with which associated:

Description of job responsibilities:

Years' experience with this Firm:

Education: Degree(s)/Year/Specialization:

Other experience and qualifications relevant to the proposed Project:

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K. List all prior projects that best illustrate the Firm's qualifications relevant to this Project. Please include any and all work performed for Jefferson Parish. Please attach additional pages if necessary.

PROJECT NO. 1

Project Name, Location and Owner's contact information:	Description of Services Provided:
Regional Transit Authority / New Orleans, LA Adonis Expose aexpose@rtatforward.org	Provider for uniform allowance to all transportation drivers for the City of New Orleans bus/streetcar system.
Length of Services Provided:	Cost of Services Provided:
8 years	Pr

PROJECT NO. 2

Project Name, Location and Owner's contact information:	Description of Services Provided:
Urban League New Orleans	Provide uniform voucher services to underserved parents & student of Orleans and Jefferson parish schools
Length of Services Provided:	Cost of Services Provided:
10 years	\$25,000 per year

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PROJECT NO. 3

Project Name, Location and Owner's contact information:	Description of Services Provided:
New Orleans Public Schools Paul Luciers Paul-Lucius @ nolapublicschools. com 504-206.6686	Provide gift cards for constituent of the homeless program to cover school uniform & shoes.
Length of Services Provided:	Cost of Services Provided:
1 year	180,000 per year - 3 year contract

PROJECT NO. 4

Project Name, Location and Owner's contact information:	Description of Services Provided:
N/A	State of Louisiana
Length of Services Provided:	Cost of Services Provided:

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PROJECT NO. 5

Project Name, Location and Owner's contact information:	Description of Services Provided:
N/A	
Length of Services Provided:	Cost of Services Provided:

PROJECT NO. 6

Project Name, Location and Owner's contact information:	Description of Services Provided:
N/A	
Length of Services Provided:	Cost of Services Provided:

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PROJECT NO. 7

Project Name, Location and Owner's contact information:	Description of Services Provided:
N/A	
Length of Services Provided:	Cost of Services Provided:

PROJECT NO. 8

Project Name, Location and Owner's contact information:	Description of Services Provided:
N/A	
Length of Services Provided:	Cost of Services Provided:

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PROJECT NO. 9

Project Name, Location and Owner's contact information:	Description of Services Provided:
N/A	
Length of Services Provided:	Cost of Services Provided:

PROJECT NO. 10

Project Name, Location and Owner's contact information:	Description of Services Provided:
N/A	
Length of Services Provided:	Cost of Services Provided:

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L. List all prior and/or on-going litigation between Firm and Jefferson Parish. Please attach additional pages if necessary.

Parties:		Status/Result of Case:
Plaintiff:	Defendant:	
1. N/A		
2.		
3.		
4.		

M. Use this space to provide any additional information or description of resources supporting Firm's qualifications for the proposed project.

Poree's Embroidery has served the greater New Orleans area for over 24 years. All of our embroidery work is done within our state of the art warehouse. Poree's Embroidery serves as the embroiderer for many of the uniform stores in the area. Our uniforms are embroidered on the garments which never put patches on our uniforms.

N. To the best of my knowledge, the foregoing is an accurate statement of facts.

Signature: M Poree Print Name: Malcolm Poree
 Title: President Date: 3/18/24