



JEFFERSON PARISH

Department of Purchasing

Michael S. Yenni
Parish President

Brenda J. Campos
Director

August 31, 2016

ADDENDUM # 3

Bid No.: 50-00117275

Bid Opening Date: September 8, 2016

For: Provide All Labor, Materials, and Equipment Necessary to Furnish and Install Twenty-One (21) Copiers with a Five (5) Year On-Site Print Services Contract for the Patron/Public Print Services for the Jefferson Parish Library Department

CLARIFICATIONS.

Updated clarification for Section 3.3 Collection of Funds:

The on-site vendor representative will collect the funds from all library facilities. Collection of funds will be daily. The on-site vendor representative will collect the funds with a library facility representative. The on-site vendor representative will have one key and the library facility representative will have one key. Two keys are required to open the equipment. This collection will include all funds from coin towers and add value stations. The funds will be counted in front of a library facility representative. The library facility representative will sign off on the receipt of funds. The on-site representative will prepare the funds for deposit to be delivered to the business office weekly. Funds collected will be placed in a secure locked bag provided by library and turned over the library representative. Both the on-site vendor representative and library staff representative will sign the fund tracking log.

Question: Is the performance bond an annual bond based on the annual amount, or is it based on full term of agreement?

Answer: The full term of the agreement.

Sincerely,

Misty A. Camardelle

Misty A. Camardelle, Buyer II
Jefferson Parish Purchasing Department

Bidders must acknowledge all addenda on the bid form. Bidder acknowledges receipt of this addendum on the bid form as indicated. Failure to do so will result in bid rejection.

This addendum is a part of the contract documents and modifies the original bidding documents and specifications. The contents of this addendum shall be included in the contract documents. Changes made by this addendum shall take precedence over the documents of earlier date.