



JEFFERSON PARISH

Department of Purchasing

Michael S. Yenni
Parish President

Brenda J. Campos
Director

December 16, 2016

ADDENDUM # 1

Bid No.: 50-0000118209

Bid Opening Date: January 19, 2017

For: Provide labor, materials and equipment necessary to provide a three (3) year contract for Janitorial Services for dedicated facilities under the Department of Juvenile Services

ADDITIONS:

Please remove the "Changes to Jefferson Parish Bidding Procedures" letter and replace with the attached updated letter which is "Postponing Opening of EB Location to January 9th, 2017"

Also included are forms to be submitted with your bid response:

- Jefferson Parish Department of Juvenile Services – Initial Janitorial Employee Verification
- Jefferson Parish Department of Juvenile Services – Monthly Janitorial Employee Verification
- Contractor's Reference List
- Janitorial Services Performance Rating

Sincerely,

Sidney Duffy

Sidney Duffy, 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.



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CHANGES TO JEFFERSON PARISH BIDDING PROCEDURES

******POSTPONING OPENING OF EB LOCATION TO JANUARY 9th, 2017******

In an effort to enhance services to our vendor community, the Purchasing Department will begin maintaining an EB Office location in the Joseph S. Yenni Building, 1221 Elmwood Park Blvd., Suite 404, Jefferson, LA 70123. Beginning January 9, 2017 bidders may submit bid responses to this location, pending authorization in each bid package. **Bidders should carefully read and must respond accordingly per the requirements of the bid packages.** Please note that all bid openings will continue at 200 Derbigny Street, Suite 4400, Gretna, LA 70053.

Other Changes Continued:

- Affidavits (Non-Public Works Affidavit or Public Works Affidavit) – as you are aware, bidders are required to submit affidavits pursuant to LA public bid law and Jefferson Parish Code of Ordinances. Bidders must read each bid package to ensure compliance. Effective August 1st, ***affidavits are required with bid submission.*** While copies are acceptable to include with bid submission, original affidavits are required upon contract execution. Original affidavits are encouraged with bid submission.
- Current W9 Forms and vendor applications may be submitted at any time; however, if your company is not registered and/or a current W-9 form is not on file, a current W-9 form must be supplied upon contract execution, should you be awarded a contract and/or issued a purchase order.
- Upon contract execution, successful bidder must continue producing final insurance certificates per standard Jefferson Parish insurance requirements. Proof of insurance is required for bidding purposes. Bidders must read the insurance requirements attachment included in each bid package for specific instructions.

Bidders should reference the “Additional Requirements” section of the bid instructions and/or the “Important Notice to Bidders” included in the bid package for specific requirements to respond accordingly. These changes are pursuant Louisiana Public Bid Law more specifically, Act 406 of the 2016 Louisiana Legislative Regular Session. For the purposes of this communication, this change applies to Jefferson Parish Government bid solicitations only. For more information, please call Jefferson Parish Purchasing at 504-364-2678.

CONTRACTOR'S REFERENCE LIST

Building Name -	Square Footage -
Address -	
City and State -	ZIP -
Contact Person -	Title -
Telephone -	Email -
Building Name -	Square Footage -
Address -	
City and State -	ZIP -
Contact Person -	Title -
Telephone -	Email -
Building Name -	Square Footage -
Address -	
City and State -	ZIP -
Contact Person -	Title -
Telephone -	Email -
Building Name -	Square Footage -
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Telephone -	Email -
Building Name -	Square Footage -
Address -	
City and State -	ZIP -
Contact Person -	Title -
Telephone -	Email -
Building Name -	Square Footage -
Address -	
City and State -	ZIP -
Contact Person -	Title -
Telephone -	Email -
Building Name -	Square Footage -
Address -	
City and State -	ZIP -
Contact Person -	Title -
Telephone -	Email -

JANITORIAL SERVICES PERFORMANCE RATING

Building _____

Date _____ Month _____ Year _____

Lobby/Entrance	30	RESTROOMS	70
Elevator/Elevator Doors		Soap Dispensers	
Door/Glass		Trash Containers	
Tile/Carpet		Hand Towel Dispenser	
Chairs		Toilet Paper	
Corners Edges		Walls	
Furnishings		Stalls	
OFFICES	70	Toilets	
Corners/Edges		Urinals	
Baseboards		Basins	
Low Dusting		Counter Area	
High Dusting		Bright Work	
Desk/Chairs		Mirrors	
Walls/Vertical Surfaces		Floors	
Light Switches		Corner/Edges	
Blinds		QUESTIONS	30
Partition Glass		Has vendor corrected past problems?	
Stairs		Have vendor/client communicated weekly?	
Trash Containers		Are supply closets in order?	
Tile		Does vendor have adequate cleaning supplies?	
Carpet		Are MSDS kept with janitorial supplies?	
Water Fountains		Do employees have and display id badges?	
Door Knobs		Did vendor notify Juvenile Services of any employee replacement?	

Total Possible Score	
Deductions	
Total Actual Score	
Percentage Rating	

Monthly Contract Price: _____

Invoice Total to be Paid: _____

Company Representative: _____

JP Representative: _____