



JEFFERSON PARISH

DEPARTMENT OF PURCHASING

CYNTHIA LEE SHENG
PARISH PRESIDENT

RENNY SIMNO
DIRECTOR

July 8, 2020

ADDENDUM # 1

Bid Number: 50-00131361

Bid open date: July 21, 2020

Postponed to Date: N/A

Description of Bid: TWO YEAR CONTRACT TO CREATE MINUTE BOOKS FOR THE JEFFERSON PARISH COUNCIL

REVISION: THE QUANTITY ON ITEM 0001 SHOULD HAVE BEEN 25,000 INSTEAD OF 2,500.

PLEASE SEE THE REVISED BID PAGE 6 ATTACHED TO THIS ADDENDUM.

*** PLEASE BE ADVISED THAT YOU MUST USE THE REVISED BID PAGE FOR YOUR BID SUBMISSION ***

Sincerely,

Shanna Folse

Shanna Folse, 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.

GENERAL GOVERNMENT BLDG. – 200 DERBIGNY ST., SUITE 4400, GRETNA, LA 70053
OFFICE 504.364.2678

JOSEPH S. YENNI BLDG. – 1221 ELMWOOD PARK BLVD., SUITE 404, JEFFERSON, LA 70123
OFFICE 504.364.2678

EMAIL: PURCHASING@JEFFPARISH.NET WEBSITE: WWW.JEFFPARISH.NET

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00131361

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	25,000.00	PAGE	<p>TWO YEAR CONTRACT TO CREATE MINUTE BOOKS FOR THE JEFFERSON PARISH COUNCIL.</p> <p>0001 Scan, Print, and Drill Holes to create minute books for backlogged Council Meeting Minutes.</p> <p>This is for the backlog of previous council meeting minute, which are to be placed in meeting book. There are approximately 25,000 pages that are backlogged. The Council Clerk's Office will supply the books.</p>		
2	10,000.00	PAGE	<p>0002 Scan, Print, and Drill Holes to create minute books for future Council Meetings. There are generally 17-20 Council Meetings per year. Council Clerk's Office will supply the books.</p>		
3	80.00	EA	<p>0003 Electronic copy of Council Meeting Minutes for each Council Meeting. The electronic file shall be submitted as a disk and/or flashdrive. Two (2) electronic copies are required per Council Meeting.</p> <p>***PLEASE SEE ATTACHED SPECIFICATIONS***</p> <p>BID REVISED PER ADDENDUM #1</p>		