



# JEFFERSON PARISH

DEPARTMENT OF PURCHASING

CYNTHIA LEE SHENG  
PARISH PRESIDENT

RENNY SIMNO  
DIRECTOR

October 24, 2023

**ADDENDUM # 1**

RFP NO: 0469

Receipt Date: October 27, 2023

**Provide Food and Related Services to Jefferson Parish Emergency Operations and Communications Center  
Essential Duty Staff During A Declared Emergency**

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**Questions & Answers:**

**1) QUESTION:** Please confirm we can use our Signing Authority in lieu of the Corporate Resolution form as we are a Limited Liability Company

**ANSWER-** Please provide proof of the authority of the signee to sign this RFP consistent with the type of business entity your company is; the Corporate Resolution provided is a sample of such an acceptable document for corporations organized as such.

**2) QUESTION:** Please confirm if we are to provide a minimum of two (2) references, with current contact information, for projects of similar scope and size completed within the last three (3) years or are we to provide a minimum of three (3) references (governmental and/or private), for whom equal or larger scope of services are either currently being provided or have been provided in recent past (department to define recent past but not to exceed past two years).

**ANSWERS-** Two references are required

**\*\*\* DEADLINE FOR WRITTEN INQUIRIES HAS BEEN REACHED \*\*\***

**\*\*\* PLEASE REMEMBER THAT ALL ADDENDUMS ARE TO BE ACKNOWLEDGED BY EACH NUMBER ON YOUR RFP SUBMISSION\*\***

Sincerely,

Shanna Folse, Purchasing Specialist II  
Jefferson Parish Purchasing Department

**RFP SUBMISSION:**

**Proposer must acknowledge all addenda on the signature page. Proposer acknowledges receipt of this addendum on the signature page by entering the number that has been assigned to this addendum.**

**This addendum is a part of the contract documents and modifies the original RFP 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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