



# JEFFERSON PARISH

## DEPARTMENT OF PURCHASING

CYNTHIA LEE SHENG  
PARISH PRESIDENT

RENNY SIMNO  
DIRECTOR

May 17, 2024

### ADDENDUM # 1

RFP Number: 0484

RFP Receipt Date: June 14, 2024 at 3:30 pm  
New Receipt Date: June 21, 2024 at 3:30 pm

To Provide Temporary Staffing for Janitorial, General Labor and Painting for the Jefferson Parish Alario Center

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### CLARIFICATION:

- Receipt date has been changed to June 21, 2024 at 3:30 PM- please see attached sheets- Revised per Addendum 1
- Mandatory Pre- Bid Conference has been changed to May 31, 2024 at 9:30 am at Alario Center- 200 Segnette Blvd. Westwego, La. 70094- please see attached sheets- Revised per Addendum 1
- Deadline to receive written inquiries has changed to June 07, 2024 @ 4:30 pm- please see attached sheeta- Revised per Addendum 1.

Note- Please reference attached Revised per Addendum 1 sheets and replace and discard the previous sheets.

### 1. QUESTION:

Is this a new contract or renewal of an existing contract?

### ANSWER:

This is a new contract.

### 2. QUESTION:

If there is an existing contract, could you please share the names of the current vendors ad their pricing?

### ANSWER:

This question is not applicable- it is a new contract.

### 3. QUESTION:

In order to be considered responsive for this solicitation, is it mandatory to bid on all position.

**ANSWER:**

Yes, it is.

**4. QUESTION:**

What is the estimated budget for this contract?

**ANSWER:**

The range is 0 - \$250,000.00

**5. QUESTION:**

Is it mandatory to subcontract?

**ANSWER:**

No, it isn't.

**6. QUESTION:**

Could you please provide information on the daily duration of shifts required for the necessary profession?

**ANSWER:**

There is no set daily schedule as of now. Our normal office hours are M-F 8:30 am- 4:30 pm. Shift duration would vary depending on our event schedule as we can have events on any day of the week which can start and end various times of the day.

Sincerely,



Donna M. Evans  
Purchasing Specialist II

**Proposer shall acknowledge all addenda on the RFP Signature page. Proposer acknowledges receipt of this addendum on the signature page by indicating the addendum number listed above. Failure to list each addenda number on the RFP signature page could result in being considered non-responsive.**

**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.**

**REQUEST FOR PROPOSAL**  
**TO PROVIDE TEMPORARY STAFFING FOR JANITORIAL, GENERAL LABOR, AND PAINTING**



RFP No.: **0484**\_\_\_\_\_

Proposal Receipt Date: **June 21, 2024**\_\_\_\_\_

Proposal Receipt Time: **3:30 p.m.**\_\_\_\_\_

Jefferson Parish  
Department of Purchasing  
200 Derbigny Street, Suite 4400  
Gretna, LA 70053

(504) 364-2678

**References:**

Proposers must 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 two (2) years). Contact person(s), addresses and telephone numbers for each reference shall be included.

The Proposer may not satisfy the Proposer Qualifications through the use of a subcontractor.

Proposer must be experienced at providing services similar in nature and complexity to the services in this Request For Proposal.

**1.5 Schedule of Events**

	<u>Date</u>	<u>Time (CST)</u>
A. RFP posted online @ <a href="http://www.jeffparishbids.net">www.jeffparishbids.net</a>		May 08, 2024
B. Pre-Proposal Conference (Mandatory)		May 31, 2024 - 9:30 a.m. Alario Center-2000 Segnette Blvd Westwego La 70094
C. Deadline to receive written inquiries		June 07, 2024 @ 4:30 pm
D. Proposal Receipt Date and Time		June 21, 2024 @ 3:30 p.m.
E. RFP Evaluation Committee Meeting		TBD

Proposers are encouraged to check the general information board in the General Government Building located at 200 Derbigny St., Gretna and the Joseph S. Yenni Building located at 1221 Elmwood Park Blvd., Jefferson. Additionally, proposers may check for meeting information posted on the Jefferson Parish website, [www.jeffparish.net](http://www.jeffparish.net).

F. Council Selection via resolution To be scheduled

G. Contract Ratification via resolution To be scheduled

**NOTE: The Parish of Jefferson reserves the right to deviate from these dates.**

**1.6 Proposal Submittal**

All proposals in accordance with Section 2-895 of the Jefferson Parish Code of Ordinances shall be received by the Jefferson Parish Purchasing Department **no later**

**than date and time shown in the Schedule of Events in order to be considered responsive.**

**Important – Clearly mark outside of electronic envelope, with the following information and format:**

- Proposal Name: To Provide Temporary Staffing for Janitorial, General Labor and Painting
- Proposal No. 0484
- Proposal Receipt Date and Time: June 21, 2024 @ 3:30 PM

**Proposals will only be received online through the Jefferson Parish e-Procurement site, Central Bidding.** Central Bidding can be accessed by visiting either [www.jeffparishbids.net](http://www.jeffparishbids.net) or [www.centralbidding.com](http://www.centralbidding.com). Registration is required and free for Jefferson Parish Proposers by accessing the following link: [www.centralauctionhouse.com/registration.php](http://www.centralauctionhouse.com/registration.php).

Proposer is solely responsible for the **timely submission** of its proposal. Late proposals will not be accepted.

Price Proposals and/or price schedules shall be submitted in a separate electronic sealed envelope as notated on the Central Bidding page as **“Pricing Attachments”**. Price Proposals will remain sealed and shall not be read until the completion of the scoring of the Technical Proposal Evaluation during the RFP Evaluation Committee Meeting. Once read, the Price Proposals will be evaluated and scored in accordance with Section 1.31. Price Proposals shall be worth twenty-five percent (25%) of the total scoring points assigned.

RFP Evaluation Committee Meetings are open to the public.

### **1.7 Proposal Response Format**

Proposals submitted for consideration should follow the format and order of presentation described below:

#### **Technical Proposals:**

- A. **Cover Letter:** Containing summary of proposer’s ability to perform the services described in the RFP and confirms that proposer is willing to perform those services and negotiate a contract with the Parish. The letter shall be signed by a person having authority to negotiate and to commit the proposer to a contract. If proposer is a sole-proprietorship, proposer must include a statement that the company is a sole-proprietorship signed by the owner. If proposer is an agency, corporation, partnership or other legal entity, the president, vice-president, secretary or treasurer, or an authorized agent shall sign the proposal, **and** satisfactory evidence of the authority of

**Request for Proposals # 0484**

**To Provide Temporary Staffing for Janitorial, General Labor and Painting**

**SIGNATURE PAGE**

The Jefferson Parish Department of Purchasing is soliciting Request for Proposals (RFP'S) from qualified proposers who are interested in providing **To Provide Temporary Staffing for Janitorial, General Labor and Painting** the for the Jefferson Parish **Alario Center**

**Request for Proposals will be received until 3:30 p.m. Local Time on: June 21, 2024 ,**

Acknowledge Receipt of Addenda: Number: \_\_\_\_\_  
Number: \_\_\_\_\_  
Number: \_\_\_\_\_  
Number: \_\_\_\_\_  
Number: \_\_\_\_\_  
Number: \_\_\_\_\_

Name of Proposer: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number \_\_\_\_\_

Type Name of Person Authorized to Sign: \_\_\_\_\_

Title of Person Authorized to Sign: \_\_\_\_\_

Signature of Person Authorized to Sign: \_\_\_\_\_

Email Address of Person Authorized to Sign: \_\_\_\_\_

Date: \_\_\_\_\_

This RFP signature page must be signed by an authorized Representative of the Company/Firm for proposal to be valid. Signing indicates you have read and comply with the Instructions and Conditions.