



JEFFERSON PARISH

DEPARTMENT OF PURCHASING

CYNTHIA LEE SHENG
PARISH PRESIDENT

RENNY SIMNO
DIRECTOR

July 15, 2024

ADDENDUM # 1

RFP NO: 0485

Receipt Date: July 30, 2024

Provide Management Services for the Jefferson Parish Performing Arts Center for the Department of General Services

REVISION:

The following revisions have been made to the RFP Packet:

- 1) Page 8, The original Section G has been removed in its entirety and replaced with the verbiage from Section H. There is no more Section H. (See revised page attached)
- 2) Page 11, Section 1.15 "Performance Bond", the word "Surety" is being removed. (See revised page attached)

***** PLEASE REMEMBER TO ACKNOWLEDGE THIS ADDENDUM ON YOU PROPOSAL SUBMISSION *****

***** DEADLINE FOR QUESTIONS AS REVIEWED IS JULY 22, 2024 BY 4:30 P.M. *****

Sincerely,

A handwritten signature in blue ink, appearing to read "Shanna Folse".

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.

JOSEPH S. YENNI BUILDING - 1221 ELMWOOD PARK BLVD - SUITE 404 - JEFFERSON, LA 70123 - PO BOX 10242 JEFFERSON, LA 70181-0242
OFFICE 504.364-2678

GENERAL GOVERNMENT BUILDING - 200 DERBIGNY ST - SUITE 4400 - GRETNA, LA 70053 - PO BOX 9 - GRETNA - LA 70054
OFFICE 504.364.2678

EMAIL: PURCHASING@JEFFPARISH.NET

WEBSITE: WWW.JEFFPARISH.NET

- A. Table of Contents: Organized in the order cited in the format contained herein.
- B. Technical Elements: Illustrating and describing compliance with the RFP requirements defined in the Scope of Work/Services (Part II) and Proposer Qualifications. (See Section 2.7.A for further details.)
1. Maintenance plan to keep the Center in good order and condition, as required by Section 2.1, Scope of Work/Services (Facilities);
 2. Operational plan for execution of the proposed facility use. This plan should include tasks to be performed, responsibilities of both parties, and a timeline for the execution of all operational activities;
- C. Proposer Qualifications and Experience: History and background of Proposer, including but not limited to status of related services to government entities, documentation of existing client satisfaction, demonstrated volume of merchants, etc.
- E. Project Schedule: Detailed schedule of implementation plan for pilot (if applicable) and for full implementation. This schedule is to include implementation actions, timelines, responsible parties, etc.
- F. Financial Profile: Proposers are required to submit documentation from the past three (3) years demonstrating proposer's financial stability and economic independence to include documentation of any donations, grants, subsidies, etc. Documentation may include audited financial statements including balance sheets, income statements, documentation regarding retained earnings, assets, liabilities, etc. Such information should be included in the technical portion of the proposal submission and **MUST NOT** be included with the cost proposals and/or price schedules.
- G. Cost Proposal: Proposer's fees and other costs shall be submitted **in a separate online envelope (Named Decryption Key #2)** with proposal submission. This cost proposal shall include any and all costs the proposer wishes to have considered in the proposed contractual arrangement with the Parish of Jefferson. The cost proposal shall be worth twenty-five percent (25%) of the total points assigned. Evaluation of cost proposal shall take place after technical evaluation has been completed.

1.15 Performance Bond

The successful proposer shall be required to provide a performance bond in the amount of fifty thousand dollars (\$50,000.00) to insure the successful performance of the agreement in accordance with the negotiated terms and conditions of the parties. The proposer acknowledges and agrees that the performance bond may be forfeited for successful proposer's failure to fully and faithfully perform its obligations in accordance with the negotiated and executed agreement.

1.16 Fidelity Bond Requirements

The successful proposer shall be required to provide a fidelity bond or proof of fidelity insurance with the following coverage and limit: 1. Employee Theft of Client Property with a limit equal to or greater than \$100,000; 2. With a maximum single loss retention of \$5,000; and the Parish of Jefferson is to be named as the obligee.

1.17 Proposal Validity

All proposals shall be irrevocable and considered valid from the receipt date for acceptance until such time a contract is executed.

1.18 Revisions, Withdrawals, Protest Procedures

Changes or revisions may be made to submitted proposals, prior to the Proposal Receipt Date and Time, through the Jefferson Parish e-Procurement System. All addenda and changes must cross-reference the relevant RFP section.

Proposer(s) request(s) for withdrawal of proposal(s) to this RFP must be submitted in writing and received prior to the Proposal Receipt Date and Time as set forth in Section 1.5, Schedule of Events.

Any Proposer that submitted a proposal in response to this Requests for Proposals may protest in writing to the Director of Purchasing within 48 hours of the evaluation committee meeting. The Purchasing Director will review the complaint in conjunction with the Parish Attorney's Office who will then respond as soon as possible in writing to the Proposer.

1.19 Cost of Offer Preparation

All proposals submitted in response to this RFP shall be at the sole cost and expense of the Proposer and shall not be subject to reimbursement by the Parish of Jefferson.

1.20 Acceptance of Proposal Content

Proposer's submission to this RFP shall be construed as an acceptance to be bound by the terms and conditions stated herein. Any action in contradiction of this acceptance may result in rejection by the Council.