



JEFFERSON PARISH

DEPARTMENT OF PURCHASING

CYNTHIA LEE SHENG
PARISH PRESIDENT

RENNY SIMNO
DIRECTOR

July 26, 2024

ADDENDUM # 1

RFP Number:0486

RFP Receipt Date: August 02, 2024 at 3:30 pm

To Provide Third Party Inspections on an as Needed Basis for the Department of Building Inspections

Clarification:

1. QUESTION:

Why on Earth would the Parish be looking to spend Hundreds of Thousands or even More of Dollars per month to an Out of Town Third Party firm to supply more inspectors by this RFP to just sit on Stand by or Supplement Existing Staff that's not needed.

ANSWER:

This RFP is strictly for as-needed inspections and is stated as such. The contract is also intended for emergency situations, such as aftermath of a major hurricane. In those cases, the need for assistance will be assessed based on the severity of the damage. Again, the purpose is to have a back-up plan only if necessary.

2. QUESTION:

Why was SAFE Built given Advance Notice of the RFP compared to all other Bidders (Please See attached PDF Communications Dated 8-31-23 Safe Built was given in favor of all other Bidders. This seems very sketchy. In fact, it looks as though the wording from Safe built is built into the RFP. Which Creates A HUGE advantage to Safe Built and Disadvantage to any other interested Bidder. Is this legal?

ANSWER:

Safe Built was not given any advanced notice of the RFP. The attached Word document titled "SAFE BUILT Jefferson Parish, LA PSA DRAFT 08.31.23VR1" is not a Jefferson Parish contract template.

3. QUESTION:

Please define "adequate number of trained and certified personnel." Does the Parish expect a certain number of consultant resources available through the duration of the project?

ANSWER:

Number of consultant resources needed will be based on staffing shortages within the department, and/or severity of emergency situations,. In the Request for Proposals, **Part II – Scope of Work/Services, Section 2.1** a weekly average number of inspections performed by this department was provided to be used as a guide for possible maximum resources needed during non-emergencies.

4. QUESTION:

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

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Does the Parish anticipate an award day and timeframe to execute a contract? The RFP states TBD in the schedule of events. An indefinite period of time for a proposal to be valid leaves room for ambiguity for contract award. Typically, proposal validity is defined.

ANSWER:

The process for award date and contract includes an evaluation meeting to be scheduled after bid deadline, and scheduling on the Council agenda for Council approval. Although I would like to have this process move as quickly as possible, the scheduling of these two steps is dependent on committee member availability, and then agenda deadline for the next available Council Meeting.

5. **QUESTION:**

Can the Parish provide a working link to Resolution No 136353? The current link in the RFP is not available. There is an error message on the Jefferson Parish website: *We're sorry, but there is not a web page matching your entry. You entered: <https://www.jeffparish.gov/departments/purchasing/forms>.*

ANSWER:

A working link to Resolution No. 136353 is available on the Jefferson Parish website www.jeffparish.gov by opening the "**DEPARTMENTS**" tab on the homepage, selecting "**Purchasing**" under "**Finance**", and then selecting "**Document Library**" – "**Forms**", and "**Terms and Conditions Resolution No. 136353 amend Res 113646 (PDF)**"

Sincerely,

A handwritten signature in black ink that reads "Donna Evans".

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.