



# JEFFERSON PARISH

## DEPARTMENT OF PURCHASING

CYNTHIA LEE SHENG  
PARISH PRESIDENT

RENNY SIMNO  
DIRECTOR

August 6, 2024

### ADDENDUM # 1

RFP NO: 0487

Receipt Date: August 29, 2024  
Revised to: September 24, 2024

#### Provide Remediation Services for Various Jefferson Parish Departments

**REVISION:** The pre-proposal meeting and proposal opening date have been revised.

**\*\*\*PLEASE SEE THE REVISED RFP PAGES THAT INCLUDE REVISED DATES\*\*\***

**\*\*\* PLEASE REMEMBER TO ACKNOWLEDGE THIS ADDENDUM ON YOUR PROPOSAL SUBMISSION \*\*\***

Sincerely,

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

Shanna Folse, Purchasing Specialist III  
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.

REQUEST FOR PROPOSAL

To Provide Remediation Services for  
Various Jefferson Parish Departments



RFP No.: **0487**

Proposal Receipt Date: **September 24, 2024**

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

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

(504) 364-2678

## **Industry Standards/Tests/Recommendations:**

Proposer shall be a member and hold certifications from one or more of the following organizations:

- Restoration Industry Association
  - Certified Restorer
  - Water Loss Specialist
- Institute of Inspection, Cleaning & Restoration Certification
  - Commercial Drying Specialist
  - Applied Structural Drying
- Indoor Air Quality Association
  - Certified in Mold Remediation
  - Certified Indoor Environmental Consultant

Proposer can submit certifications after the RFP is awarded.

## **References:**

Proposers must provide a minimum of three (3) references (governmental and private) for whom equal or more extensive scope of services are either currently being provided or have been provided in the recent past (department to define recent past but not to exceed past two years). Contact person(s), addresses, and telephone numbers for each reference shall be included.

## **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>	7/31/2024	At least 30 days prior to the last day that proposals will be accepted
B. Pre-Proposal Conference (if required)	8/29/2024	9:00 a.m.
C. Deadline to receive written inquiries	9/12/2024	4:30 p.m.
D. Proposal Receipt Date and Time	9/24/2024	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 Remediation Services for**
- **Various Jefferson Parish Departments**
- Proposal No. **0487**
- Proposal Receipt Date and Time: **September 24, 2024 3:30 p.m.**

**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.

The Price Proposal shall be worth twenty-five percent (25%) of the total scoring points assigned. The maximum price proposal points shall be calculated by multiplying the number of price proposal points assigned to price in the evaluation criterion multiplied by the number of evaluators scoring the proposal. Evaluation of Price Proposal shall take place after Technical Proposal Evaluation has been completed.

### **1.8 Number of Response Copies**

Each Proposer shall submit one (1) original **electronic** signed proposal. PDF files are preferred. Price Proposals **shall not** be included in the Technical Proposal of the proposal.

### **1.9 Legibility/Clarity**

Proposals submitted in response to the requirements of this RFP in the formats requested are desirable with all questions answered in as much detail as practicable. The proposal shall demonstrate an understanding of the requirements. Proposals shall be prepared simply and economically, providing straightforward, concise descriptions of the Proposer's ability to meet the requirements of the RFP. Each Proposer is solely responsible for the accuracy and completeness of its proposal.

### **1.10 Pre-proposal Conference**

A pre-proposal conference will be held at **(9:00 a.m., August 29, 2024 at the General Government Bldg., 200 Derbigny Street, Suite 4400, Purchasing, Gretna, 70053).** Prospective Proposers may participate in the conference to obtain clarification of the requirements of the RFP and to receive answers to relevant questions thereto. Any Prospective Proposer intending to submit a proposal is encouraged to attend and should have at least one authorized representative attend the pre-proposal conference.

Although impromptu questions will be permitted and spontaneous answers will be provided during the pre-proposal conference, the only official answer or position of the Parish of Jefferson will be stated in writing in response to written questions in the form of addenda provided to all Prospective Proposers.

### **1.11 Written Inquiries**

The Parish shall only consider written and timely communications from Prospective Proposers. No negotiations, decisions, or actions shall be binding as a result of any oral discussions with any Parish employee or Parish consultant. Answers to questions that materially change or substantially clarify the RFP shall be addressed by addendum and provided to all Prospective Proposers.

### **1.12 Inquiry Periods**

An initial inquiry period is hereby firmly set for all Prospective Proposers to perform a detailed review of the RFP documents and to submit any written questions relative thereto. **Without exception, all questions MUST be in writing** (even if an answer has already been given to an oral question during the pre-proposal conference) and received

**Request for Proposals #0487**

**To Provide Remediation Services for  
Various Jefferson Parish Departments**

**SIGNATURE PAGE**

The Jefferson Parish Department of Purchasing is soliciting Request for Proposals (RFP'S) from qualified proposers who are interested in providing **Remediation Services for Various Jefferson Parish Departments** for the for the Jefferson Parish Department of **General Services**.

**Request for Proposals will be received until 3:30 p.m. Local Time on: September 24, 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.