



JEFFERSON PARISH

DEPARTMENT OF PURCHASING

CYNTHIA LEE SHENG
PARISH PRESIDENT

RENNY SIMNO
DIRECTOR

December 20, 2024

ADDENDUM # 2

Bid Number: 50-00146640

Receipt Date: January 14, 2025

Two (2) year contract for patron/public & staff copier maintenance and on-site managed print services for the Jefferson Parish Library Department

Questions and Answers:

- 1) **QUESTION:** The bid document contains Training hours for MFP's. This was on the 2022 bid because the library had just purchased new Ricoh Admin machines. Is this needed on the new bid?

ANSWER- We have some new copiers, and new library staff. It would be helpful for library staff to have some additional training. I don't know that we need 20 hrs., but 1 hour per library @ 16 libraries is 16 hrs. We are also purchasing a few new copiers for our new libraries next year, and that time can be used at those locations. Therefore, yes, this is needed for the new bid.

- 2) **QUESTION:** What is your budget for this project?

ANSWER- We do not provide the budget.

- 3) **QUESTION:** Who is the incumbent?

ANSWER- You can do a Public Records request for information on the previous/current vendor.

- 4) **QUESTION:** Are there any specific cost constraints or considerations we should be aware of?

ANSWER- N/A

- 5) **QUESTION:** How do you prefer to see the pricing breakdown (e.g., itemized costs, lump sum)

ANSWER- Please refer to the Invitation to Bid; page 2; second paragraph.

- 6) **QUESTION:** Are there any specific qualifications or experience you are looking for in a service provider?

ANSWER- Refer to Section 4.0 (Maintenance – Multi-Functional Copier/Device and Section 5.0 – 5.4 (On-Site Managed Print Services).

- 7) **QUESTION:** How important are factors such as cost, quality, and timeline in your decision-making process?

ANSWER- N/A

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.GOV

WEBSITE: WWW.JEFFPARISH.GOV



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8) QUESTION: Do you have any specific preferences or requirements for the format and presentation of the proposal?

ANSWER- No

9) QUESTION: Is there any additional information or documentation you can provide to help us better understand your needs?

ANSWER- No

***** THE DEADLINE FOR QUESTIONS ON THIS BID HAS BEEN REACHED*****

***** PLEASE REMEMBER TO ACKNOWLEDGE ALL ADDENDA BY NUMBER ON YOUR SUBMISSION*****

Sincerely,

Shanna Folse, Purchasing Specialist III
Jefferson Parish Purchasing Department

Bidders must acknowledge all addenda on the bid form. Bidder acknowledges receipt of this addendum on the bid form by indicating the addendum number listed above. Failure to list each addenda number on the bid form will result in bid rejection.

This addendum is a part of the contract documents and modifies the original bidding 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.