



ST. TAMMANY PARISH

MICHAEL B. COOPER
PARISH PRESIDENT

January 21, 2025

Please find the following addendum to the below-mentioned RFP.

Addendum No.: 1

RFP#: 24-25-3

Project Name: Janitorial Services – Towers Bldg.

RFP Due Date: Thursday, February 13, 2025

GENERAL INFORMATION:

1. Due to the forecasted winter weather, the site visit has been rescheduled to Wednesday, January 29, 2025, at 9:30 AM. Refer to Section 5.3.1 for the location.

QUESTIONS AND ANSWERS:

Question 1: Could you please provide the current procurement status and any updates related to this RFP?

Answer 1: The RFP was advertised on January 15, 2025, and the deadline to submit a proposal is February 13, 2025. Please refer to Section 1.3 for the Schedule of Events.

Question 2: Is there a budget or cost estimate available for this project?

Answer 2: \$30,800.00.

The engineer estimate for the project is posted on the St. Tammany Parish Procurement site <https://www.stpgov.org/departments/procurement/>



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Question 3: When is the anticipated start date for the awarded contract?

Answer 3: The anticipated start date is March 1, 2025.

Question 4: Given potential weather concerns, is the non-mandatory site visit still scheduled for January 22, 2025, at 9:30 AM?

Answer 4: Refer to General Information No. 1.

Question 5: What are the specific hours during which cleaning services will need to be performed on Saturdays and Sundays?

Answer 5: There are no specific hours for Saturdays and Sundays. Since all offices will be closed, any time works.

End of Addendum # 1