



JEFFERSON PARISH

PURCHASING DEPARTMENT

CYNTHIA LEE SHENG
PARISH PRESIDENT

RENNY SIMNO
DIRECTOR



March 28, 2025

ADDENDUM # 1

Bid Number: 50-00147445

Receipt Date: April 17, 2025

Three (3) Year Contract to Provide Janitorial Services at Seventeen (17) Library Buildings for the Jefferson Parish Library Department

Questions and Answers:

1) QUESTION: We would like clarification for sections 8.1 East Bank Regional Library and 8.2 Jane O' Brien Chatelain West Bank Regional Library on whether the janitorial service hours for the Public/Patron side (7:00 a.m. - 9:00 a.m.) overlap with or are separate from the Administration janitor's scheduled hours, which begin at 8:30 a.m.? Additionally, should the Administration janitor's duties extend to the Public/Patron side during the early morning cleaning period?

ANSWER- The cleaning is done on the public side from 7am to 9am. The administrative side is cleaned 8:30am to 4:30pm. The porter duties are open during hours.

2) QUESTION: Do all 17 locations need to be cleaned 7 days a week?

ANSWER- See Section 8.0 Performance for Branches and Sections 8.1 and 8.2 for the East Bank and West Bank Regionals. Bidder must verify the hours of operation for each location.

3) QUESTION: Do all 17 locations need to be cleaned only during working hours ?

ANSWER- See Section 8.0 Performance for Branches and Sections 8.1 and 8.2 for the East Bank and West Bank Regionals. Bidder must verify the hours of operation for each location.

4) QUESTION: Can any of the locations be cleaned at night after hours ?

ANSWER- See Section 8.0 Performance for Branches and Sections 8.1 and 8.2 for the East Bank and West Bank Regionals. Bidder must verify the hours of operation location.



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*****ALL QUESTIONS ARE TO BE EMAILED TO SHANNA FOLSE @ SHANNA.FOLSE@JEFFPARISH.GOV**

******DEADLINE FOR QUESTIONS IS APRIL 7TH BY 4:30 P.M*****

*****PLEASE REMEMBER TO ACKNOWLEDGE THIS ADDENDUM BY NUMBER ON YOUR BID 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.