



JEFFERSON PARISH

PURCHASING DEPARTMENT

CYNTHIA LEE SHENG
PARISH PRESIDENT

RENNY SIMNO
DIRECTOR



April 8, 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:** Can you confirm if the Performance & Payment Bonds will be accepted on bond forms with a 1-year term that will be renewed annually? Would you accept the Performance & Payment bonds on an annually renewable form at that time? The bid bond guarantees that the low bidder will enter into the contract and provide those Performance & Payment Bond forms, therefore, the underwriter wants to know if the Performance & Payment bonds have to be for the entire 3-year term up front OR if we can issue those bonds (when the time comes & if our client is awarded) for 1 year at a time.

ANSWER- Yes. We would accept annual renewal payment and performance bonds on a 3-year contract

2) **QUESTION:** Could you please clarify items 1-2 and 14-15 on the bid form? I understand that a price per square foot is required, including labor and materials. However, it's a bit unclear since an hourly rate for 68 hours per week is requested for labor only. How would the cost of materials be covered in this case?

ANSWER- Line Item – 0010 (East Bank Regional Library and Library Administration)

This line is for the regular janitorial services as stated in Section 8.0 Performance and Section 8.1 East Bank Regional Library (which includes the dates and times for the cleaning of the East Bank Regional and the Library Administration side).

Line Item 0020 – (East Bank Regional Library)

This line is for the day janitor for the East Bank Regional Library to provide janitorial services (Section 8.1) This is an hourly cost as the day porter is at the library during open hours.

Line Item 0140 – (West Bank Regional Library)

This line is for the regular janitorial services as stated in Section 8.0 Performance and Section 8.2 Jane O'Brien Chatelain West Bank Regional Library (which includes the dates and times for the cleaning of the Administration/Employee Workrooms and the Public/Patron side).

Line Item 0150 – (West Bank Regional Library)

This line is for the day janitor for the West Bank Regional Library to provide janitorial services (Section 8.2) This is an hourly cost as the day porter is at the library during open hours.



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

***PLEASE REMEMBER TO ACKNOWLEDGE ALL ADDENDUM BY NUMBER ON YOUR BID SUBMISSION**

Sincerely,

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

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.