



JEFFERSON PARISH

PURCHASING DEPARTMENT

CYNTHIA LEE SHENG
PARISH PRESIDENT

RENNY SIMNO
DIRECTOR



May 9, 2025

ADDENDUM # 1

Bid Number: 50-00147709

Bid Opening Date: May 20, 2025 at 2:00 PM

One (1) Year Labor Only Contract to Troubleshoot, Repair, Install, and Calibrate Commercial Kitchen Equipment for the Jefferson Parish Department of General Services

Revision

Please remove the current specification pages in their entirety and replace with the revised specification pages attached in this addendum. The original specification pages were mistakenly switched with those from another bid packet. The correct specifications are attached to this addendum.

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

Sincerely,

Sean Dumas

Sean Dumas, Purchasing Specialist II
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.

LABOR ONLY CONTRACT TO TROUBLESHOOT, REPAIR, INSTALL, AND CALIBRATE COMMERCIAL KITCHEN EQUIPMENT

Section 1.0 - Scope:

We extend this proposal to cover the furnishing of labor, materials, and equipment necessary to provide a one-year labor-only contract for troubleshooting, repairing, installing, and calibrating commercial kitchen equipment parish-wide.

Section 2.0 – License/Certifications:

A Louisiana State Contractor's License will be required by LSA R.S. 37-2150 et. seq., and such license number must be entered in the appropriate field in the electronic procurement system. Certifications will also be required for this bid and included in the bid submission. Failure to comply will cause the bid to be rejected.

2.1 License(s) issued by the Louisiana State Licensing Board for Contractors:

- Commercial License Certificate with a class in Electrical & Mechanical

Section 3.0 – Quantities/Inspections:

Bidders must inspect each site and perform their measurements to determine the proper quantity of labor, materials, and equipment required to complete each project.

Section 4.0 - Specifications:

- A technician shall only troubleshoot, repair, and install equipment.
- The use of a helper will only be allowed upon approval from a Jefferson Parish representative.
- All work shall be provided on an "as-needed" basis. There is no guarantee of the amount of work given throughout this contract.
- There shall be no minimum call-out time, work time, service time, etc., in terms of hours charged under the terms of this contract.
- Time charged to the contract shall be from when personnel signs in with a departmental representative.
- Hourly pricing for a Technician and a helper shall include the following:
 - Labor for estimator
 - Labor for repair work
 - Labor for software programming
 - Incidental equipment required to perform troubleshooting and repairs
 - Tools needed to perform troubleshooting and repairs
 - Software and computer equipment needed
 - Transportation/Travel time to and from the worksite and picking up parts, tools, equipment, etc.

Section 4.0 - Specifications: Continued

- The technician and helper arriving at the worksite to perform services shall verify the start time by meeting with an owner's representative and signing in (If available) on an owner-provided logbook.

NOTE- Failure to sign in with a parish representative may cause non-payment of an invoice for services.

- The technician and helper departing from the work site shall verify departure time by meeting with an owner's representative and signing out (If available) on an owner-provided logbook.

NOTE- Failure to sign out with a parish representative may cause non-payment of an invoice for services.

- In case of excessive downtime, Jefferson Parish may provide an additional purchase order, not to exceed \$10,000.00, to the successful bidder to obtain the necessary part(s) to complete the repair work.
- The project estimator departing from the work site shall verify the departure time by meeting with an owner's representative and signing out (If available) on an owner-provided logbook.

NOTE- Failure to sign out with a parish representative may cause non-payment of an invoice for services

Kitchen Equipment repair to include the following gas or electric appliances:

- Ovens (convection)
- Stoves
- Fryers
- Steam kettles
- Steamers
- Tilt skillets
- Griddles
- Food warmers
- Proofers
- Dishwashers
- Food processors
- Mixers
- Slicers
- Reach in and walk in refrigerators
- Reach in and walk in freezers
- Milk coolers
- Ice-makers

Section 5.0 – Response Time:

Bidder must provide a workforce and the necessary equipment and tools to respond to multiple facilities simultaneously.

The bidder must respond within forty-eight (48) hours after receiving a reference number on non-emergency calls and within twenty-four (24) hours for emergency calls. Jefferson Parish reserves the right to cancel this contract if the bidder fails to respond to the site/location.

Section 6.0 – Permits:

The bidder shall obtain any permits required by the Jefferson Parish Department of Inspection and Code Enforcement and any municipality where work is performed.

The bidder is responsible for paying for these permits, which must be obtained before the start of any project requiring them.

Section 7.0 – Warranty:

The successful Bidder shall provide a minimum thirty (30) day warranty on all Labor. All parts purchased by the successful bidder shall have a full manufacturer warranty.

Section 8.0 – Second Opinion:

Jefferson Parish reserves the right to call for a second opinion on all work before approving any repairs.

Section 9.0 Times work is to be performed:

The chart below indicates normal, weekend, and before/after hours. These times are to be used for pricing according to the identified times.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
12:00 AM							
1:00							
2:00							
3:00							
4:00							
5:00							
6:00							
7:00							
8:00							
9:00							
10:00							
11:00							
12:00 PM							
1:00							
2:00							
3:00							
4:00							
5:00							
6:00							
7:00							
8:00							
9:00							
10:00							
11:00							

	WEEK END WORK HOURS
	BEFORE/AFTER WORK HOURS
	NORMAL WORK HOURS

Section 10.0 – Start of Work Conference and Notice to Proceed:

- A “Start of Work Conference” shall be held between the successful bidder and the owner before any work commences.
- No work shall be performed until the successful bidder receives a written “Notice to Proceed” from the requesting department before any work begins.