



JEFFERSON PARISH

PURCHASING DEPARTMENT

CYNTHIA LEE SHENG
PARISH PRESIDENT

RENNY SIMNO
DIRECTOR



September 23, 2025

ADDENDUM # 1

RFP NO: 0504

Receipt Date: September 26, 3:30 p.m.

Provide Revenue Generating Management Services for The Jefferson Parish Performing Arts Center for the Department of General Services

Questions and Answers:

1) **QUESTION:** 1.13 A. e. Proposer Personnel and Subcontractors

Proposer shall provide resumes for account manager(s) – What is meant by account manager?
We are seeking to clarify which of these two addresses are correct and which adjacent fenced lots are being referenced for both locations. Would it be possible for a map be provided to ensure we are planning for the appropriate location and amount of space?

ANSWER- The individual in the proposer's organization responsible for communication with Jefferson Parish regarding the management and operation of the Performing Arts Center. This person may also serve as the on-site manager.

2) **QUESTION:** 1.7 Scope of Work/Services

A. Facility Management and Oversight. – In order to save Jefferson Parish on expenses related to R&M, can the selected proposer use Jefferson Parish General Services for repairs and maintenance?

ANSWER- The use of General Services will need to be evaluated on a case-by-case basis and should not be included in the proposer's calculations.

3) **QUESTION:** 3.12 Taxes – Is the selected proposer able to purchase supplies and services under Jefferson Parish contracts for use in JPAC? Selected Proposers are unlikely to be tax exempt.

ANSWER- Proposers will not be allowed to buy supplies under parish contracts or utilize the parish's tax-exempt status.

4) **QUESTION:** Attachment "B" Revenue Offers 2. Gross Revenue Projections;
Why are building rentals excluded from the description of other revenues?

ANSWER- Building rentals are included in the gross revenue projection calculations.



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- 5) **QUESTION:** Attachment "C" #2. Inspections – Are the costs of these inspections included in the three-year expense reference? Can a value be assigned for these inspections?

ANSWER- Attachment C- No.

ANSWER- Values:

Below are the current costs paid by Jefferson Parish under existing contracts. The proposer may use these contracts or opt for their own:

- a. Back Flow Due 4/1/2026: \$4,125.00
- b. Boilers and Water Heaters Due 11/25/2025: \$2,540.00
- c. Chillers 6/19/2026: \$2,900.00
- d. Electrical System Preventive Maintenance and Cleaning inspection due 7/15/2027: \$7,500.00 (every three years)
- e. Elevator annual inspection due 10/1/2026: \$150.00
- f. Fire Alarm System annual inspection due 10/2/2025: \$2,000.00
- g. Fire Extinguisher annual inspection due 10/18/2025: \$540.00
- h. Fire Pump & Sprinkler System annual inspection due 1/9/2026: \$2,650.00
- i. Generator Annual Inspection due 5/10/2026: \$2,195.00
- j. Termite Treatment Annual Inspection due 5/15/2026: \$1,649.00

- 6.0 **QUESTION:** #3. Operation Expenses – Are the current management fees & other JPA-related costs for JPAC included in the three-year expense reference?

ANSWER- No

- 6.1 **Question -** Are the utility charges represented in the expense reference a full 12-month actual expenditure or are these allocation figures?

ANSWER- Whole 12-month actual expenditure.

- 6.2) **QUESTION:** What expenses are included in indirect costs?

ANSWER- The indirect cost does not apply to the proposer. Jefferson Parish will be responsible for these costs.



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6.3) QUESTION: Can the Parish share an expression of the internal labor effort expended to manage and maintain this building?

ANSWER- No, the department responsible for overseeing the management contract of this facility also manages 27 other facilities simultaneously.

*** THE DEADLINE FOR INQUIRIES WAS SEPTEMBER 16 ***

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

Sincerely,

Shanna Folse, Purchasing Specialist III
Jefferson Parish Purchasing Department

RFP SUBMISSION:

Proposer must acknowledge all addenda on the signature page. Proposer acknowledges receipt of this addendum on the signature page by entering the number that has been assigned to this addendum.

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