



JEFFERSON PARISH

PURCHASING DEPARTMENT

CYNTHIA LEE SHENG
PARISH PRESIDENT

RENNY SIMNO
DIRECTOR



November 04, 2025

ADDENDUM # 1

RFP Number:0505

RFP Receipt Date: November 07 at 3:30 PM

RFP Date postponed to: November 21, 2025 at 3:30 PM

Provide Pre-Placed Emergency Tree Work Monitoring and Management Services for Jefferson Parish Department of Parkways

Clarification Questions:

Question 1: The manual process of filling out load tickets can jeopardize proper FEMA reimbursement if human error occurs. Utilizing electronic load tickets, computer tablets, and systems employing electronic contractor IDs with an Automated Debris Management System (ADMS) has become the industry standard and is critical for any successful debris operation. Because of the factors listed, we would like to confirm that any charges for the use of an ADMS are to be fully burdened in the proposed debris monitoring positions hourly rates provided and not as a separate hourly rate or separate position, separate flat rate, or substitutional charge for any listed position.

Answer: "If that is your proposed solution, include it in your RFP submission. The Parish is not pre-approving solutions. All proposed solutions will be evaluated based on the criteria listed in the RFP."

Question 2: The RFP (Attachment B – Price Proposal) does not currently include estimated quantities of hours for each listed position. The instructions on page 26 note that proposers should not change the estimated hours. Could Jefferson Parish please confirm whether an addendum will be issued providing the estimated number of hours for each position on the Price Proposal Form?

Answer: See Revised Attachment "B"



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Question 3: The RFP includes a sample Corporate Resolution in Attachment F. May vendors submit their own company's existing corporate resolution form in place of the sample provided?

Answer: Yes- Vendors can submit their company's' existing Evidence of Authority. However, if a vendor submits their own version, they must ensure it complies with all legal requirements.

Question 4: We are kindly requesting that the Parish waives all of the Bonding requirements as the Federal procurement regulations in 2 CFR §200.325 only recommends bonding requirements for construction or facility improvements contracts. 2 CFR 200.325 states the following:

- § 200.325 Bonding requirements. For construction or facility improvement contracts or subcontracts exceeding the Simplified Acquisition Threshold, the Federal awarding agency or pass-through entity may accept the bonding policy and requirements of the non-Federal entity provided that the Federal awarding agency or passthrough entity has made a determination that the Federal interest is adequately protected. If such a determination has not been made, the minimum requirements must be as follows:
 - a) A bid guarantee from each bidder equivalent to five (5%) percent of the bid price. The "bid guarantee" must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.
 - b) A performance bond on the part of the contractor for 100 percent of the contract price. A "performance bond" is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.
 - c) A payment bond on the part of the contractor for 100 percent of the contract price. A "payment bond" is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

Answer: The request to waive the bond requirements is denied.

Question 5: We understand the Parish's desire to ensure the firm selected for this contract is financially solvent and will be available to manage a multi-million-dollar debris monitoring program in the event of a disaster. As this solicitation pertains to a standby contract for on-call or as-needed services, there is no guaranteed scope, volume,



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deliverables, or defined project cost at this stage.

1. In accordance with the current industry standard for bond issuance for these services, will the Parish please confirm that the performance bond will only be due **upon activation** of the contract following a disaster?
2. Additionally, will the Parish consider revising the required performance bond amount to an **amount equal to the estimated cost of the project activation**. This would reflect the current industry standard for bond issuance and is proportionate to the value of the services provided.

Answer: The bonds are due at the Notice to Proceed rather than contract execution for Pre-Placed Emergencies. The Performance bond listed in Section 1.5 has been lowered to 15% of the contract amount.

Please remove "Attachment B" and replace with "Revised Attachment B per Addendum No. 1

Please note RFP has been postponed from 11/07/2025 to 11/21/2025 at 3:30 p.m.

Sincerely,

Donna Evans

Donna Evans
Purchasing Specialist II

Proposer shall acknowledge all addenda on the RFP Signature page. Proposer acknowledges receipt of this addendum on the signature page by indicating the addendum number listed above. Failure to list each addenda number on the RFP signature page could result in being considered non-responsive.

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.

ATTACHMENT "B"
Price Proposal
Pre-Placed Emergency Tree Work Monitoring

Firm Name: _____

The undersigned having carefully read and considered the terms and conditions of the RFP Documents to provide the aforementioned services, does hereby offer to perform such services on behalf of the Parish, of the type and quality and conditions set forth in the RFP Documents at the rates (expressed in words and figures) hereinafter set forth:

The following positions are the minimum positions to provide these services. Please provide a rate for all positions, and **DO NOT CHANGE THE POSITIONS.** If you wish to provide alternative positions you may do so on a **SEPARATE SHEET** (in addition and not in lieu of this sheet) to be negotiated if you're the selected proposer. **However, there is no guarantee for any of these alternative positions.** For each position the Parish has estimated the amount of hours it should take for a completed project. **These estimated hours are estimates to be used for evaluation purposes - DO NOT CHANGE THE ESTIMATED HOURS.** Please include overtime costs and other associated costs into one estimated hourly rate. The hourly rates must be inclusive of all travel, lodging, per diem and other miscellaneous charges. However, given the nature of this work on-site staff will not be required.

Description	Estimated Hours for project (Hours)**	Hourly Rate (Hourly Rate)	Estimated Total (Estimated Hours x Hourly Rate)
Clerical (As Needed)	20		
Employee Needed for unincorporated Jefferson Parish (to include Jean Lafitte) (This price is to include mileage)	250		
Employee Needed for Grand Isle (This price is to include mileage)	50		

Grand Total	
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Signed: _____

** These estimated hours are estimates to be used for evaluation purposes - DO NOT CHANGE THE ESTIMATED HOURS.