



ST. TAMMANY PARISH

MICHAEL B. COOPER
PARISH PRESIDENT

November 18, 2025

Please find the following addendum to the below-mentioned RFP.

Addendum No.: 2

RFP#: 25-10-3

Project Name: St Tammany Parish Jail Maintenance

RFP Due Date: Tuesday, November 25, 2025

QUESTIONS & ANSWERS:

1. Holiday Staffing Requirements

Question 1. We would like clarification regarding the expectations for holiday coverage. The bid documents request our holiday rates; however, it is unclear which holidays are recognized for this contract and what staffing requirements will apply on those days.

Question 1a. Please confirm which holidays will be observed under this contract. Should we follow the facility's recognized holiday schedule or our company's standard holiday schedule?

Answer 1a. Company's holiday schedule.

Question 1b. Please confirm whether on-site staffing (two personnel, 8 hours per day, Monday through Friday) is required on recognized holidays, or if the facility will allow reduced or on-call staffing during those times.

Answer 1b. Reduced or on-call staffing for holidays will be allowed.

2. Preventive Maintenance Scope

Question 2. Under the scope of work, the RFP indicates that the awarded contractor is to "develop and execute a preventive maintenance schedule" for various types of equipment (e.g., generators, elevators, doors, etc.). However, the documents only list the categories of equipment, not the specific maintenance tasks or level of service expected for each type.



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Question 2a. Please confirm whether detailed preventive maintenance procedures or task lists will be provided for each equipment type, or if the contractor is responsible for determining and proposing those procedures.

Answer 2a. Contractor will be responsible for determining and proposing these procedures.

3. Overlap with Existing Service Contracts

Question 3. During the pre-bid walkthrough, it was stated that some of the equipment types identified in the RFP are currently serviced by other specialty contractors under separate agreements.

Question 3a. Please confirm which equipment will remain under the responsibility of existing service contractors and which equipment will fall under this maintenance contract.

Answer 3a.

- Fire pump and sprinklers
- Dumpsters
- Fire and suppression systems
- Gas system pipeline safety regulation compliance
- Lawn maintenance
- Lift station
- HVAC
- Pest Control
- Fire alarm

Question 3aa. For equipment under an existing contract, please provide the name of the service provider and which equipment they service as well as their contact information.

Answer 3aa. These service providers will be provided to the awarded vendor during the transition period.

Question 3ab. For equipment covered by other vendors, please clarify whether the awarded contractor's role will be limited to coordination and oversight, or if any direct maintenance responsibilities will still apply.

Answer 3ab. We ask that the awarded contractor provide general oversight and monitoring of all systems of the Jail, to include those under contract with other



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vendors. This would include the resetting of any equipment as necessary, along with reaching out to the appropriate vendors if any systems appear to not be functioning properly and for necessary repairs, along with notifying the St. Tammany Parish Facilities Department.

4. Service Call Response Procedures and Coordination with Existing Contractors

Question 4. We would like clarification regarding the expectations for responding to facility service calls and coordinating with existing specialty contractors.

Question 4a. For equipment under contract, please confirm the extent of troubleshooting or diagnostic work our staff is expected to perform before contacting the applicable vendor or specialty contractor for service. For example, are we only expected to perform a preliminary visual or operational assessment, or are we expected to perform initial repair efforts prior to vendor engagement? Example, for the MTI system, do we follow procedures to reset controllers to bring them back online. If the issue is not resolved, do we then reach out to the vendor for further troubleshooting and repair?

Answer 4a. If a quick fix or reset is applicable, we would ask that the awarded contractor accommodate those present needs. Issues that can not be resolved quickly, or require further troubleshooting, should be directed to the appropriate specialty contractor. The example of the MTI system is a good one, in that we expect the awarded vendor to follow the procedures to reset controllers, and if they do not respond, then the specialty vendor should be contacted. Any mechanical issues involved with the doors that are tied to the operating system should be further investigated and repaired, if there is an ability to do so.

Question 4b. For after-hours service calls where it is determined that an issue involves equipment covered under another contractor's agreement, please clarify the following:

Question 4ba. Are our personnel required to remain on site until the specialty contractor arrives?

Answer 4ba. Yes, and provide any background information for the issue.

Question 4bb. Once the specialty contractor is on site, are our personnel expected to remain throughout the duration of their work, or will they be relieved once the system handoff has been made?

Answer 4bb. The personnel may leave once the specialty contractor arrives and the issue at hand has been handed off.



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5. Emergency Call Classification and Response Expectations

Question 5. The RFP states that emergency calls must be responded to on site within four (4) hours. We would like clarification regarding how emergency calls are identified (for the less obvious ones) and communicated.

Question 5a. In order to meet response time requirements, please confirm whether the facility will designate and notify us when a call is classified as an emergency at the time it is placed, or if our staff must respond to all after-hours and holiday calls in person to determine whether they qualify as emergencies.

Answer 5a. The facility should notify you all of only emergency situations for afterhours/emergency calls. If any calls are questionable, then the liaison for the Facilities Management Department with the Parish should be contacted for clarity.

Question 5b. Please clarify who at the facility has the authority to classify a service request as an emergency.

Answer 5b. To be determined.

6. Materials, Equipment, and On-Site Storage Usage

Question 6. The RFP states that the provider shall furnish the necessary personnel, equipment, tools, materials, and other items required for emergency response. We would like clarification on several points related to material handling, tool access, and purchasing procedures.

Question 6a. Please confirm whether the awarded contractor will be permitted to utilize the existing maintenance office and warehouse areas for equipment and inventory storage.

Answer 6a. Yes.

Question 6b. Please confirm whether we will have access to and be allowed to use existing on-site inventory and spare parts currently on site.

Answer 6b. Yes.

Question 6c. If existing inventory is not available for contractor use or parts need to be ordered, please clarify the procedure for ordering and obtaining materials needed for repairs. Specifically:



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Question 6ca. Will the jail provide purchase orders for materials and handle payment directly through its Accounts Payable department?

Answer 6ca. No.

Question 6cb. Or will the contractor be responsible for purchasing materials, paying vendors directly, and invoicing the facility for reimbursement?

Answer 6cb. Contractor will have a weekly threshold of \$500 for general maintenance purchases, with receipts to be provided to the Parish at the end of each week for reimbursement. Work orders should be attached with receipts for confirmation of legitimate purchases. Any mounts that exceed the \$500 weekly threshold will be reviewed and approved by the Parish Facilities Management Department. Also, any single purchases that exceed \$500 must be submitted to Parish Facilities Department for review and approval. Furthermore, the Parish reserves the right to modify this process that is mutually agreed upon with the awarded vendor.

Question 6d. Please clarify what on-site tools and equipment (e.g., augers, forklift, etc.) will be available for contractor use.

Answer 6d. Tools and equipment on site will be available for use by the awarded contract, with the exception of the forklift which is owned by the Sheriff's office and can only be used by Sheriff's employees that are certified to operate it.

Question 6e. Finally, since the scope of work does not specify the level or type of maintenance to be performed on each system, we are requesting confirmation that material costs should **not** be included in the base bid pricing. Instead, we propose that materials be billed on a time-and-materials basis or per an agreed rate schedule once the scope of each task is defined.

Answer 6e. Agreed/Confirmed. This is for a labor only maintenance agreement.

7. Record Keeping and CMMS Access

Question 7. The RFP indicates that the parish utilizes a CMMS for logging work orders. We request clarification on the following:



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Question 7a. Will the awarded contractor have access to the CMMS for the duration of the contract to document maintenance activities and service calls?

Answer 7a. Yes. We are also open to the option of shared use of the awarded vendor's CMMS system that they can use for logging and tracking work orders, with the Parish's ability to view the work orders as well.

Question 7b. Are paper records or backup documentation permitted to be stored on-site in addition to the CMMS entries?

Answer 7b. Yes.

End of Addendum # 2