



# JEFFERSON PARISH

## DEPARTMENT OF PURCHASING

CYNTHIA LEE SHENG  
PARISH PRESIDENT

RENNY SIMNO  
DIRECTOR

**December 08, 2025**

### **ADDENDUM # 1**

**Bid Number: 50-00148727**

**Bid Opening Date: December 11, 2025 at 2:00 p, m, cst**

**Two Year Contract to Perform Painting, Drywall and General Maintenance Services for the Jefferson Parish Department of General Services**

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#### **CLARIFICATION:**

### **1. Previous Contract History**

1. Can you confirm the amount of the previous contract for these services? Information sought may only be obtained through a Valid Public Records request but there is no guarantee that the information sought actually exists.
2. Who was the previous vendor awarded under the last contract? Information sought may only be obtained through a Valid Public Records request but there is no guarantee that the information sought actually exists.
3. Was the scope under the previous contract the same or materially different from the current solicitation? Information sought may only be obtained through a Valid Public Records request but there is no guarantee that the information sought actually exists.
4. Were there any performance issues or corrective actions associated with the previous award? Information sought may only be obtained through a Valid Public Records request but there is no guarantee that the information sought actually exists.
5. Please advise the value of the last contract? Information sought may only be obtained through a Valid Public Records request but there is no guarantee that the information sought actually exists.

### **2. Estimated Annual Usage / Work Volume**

6. Since this is an "as-needed, requirements-based" contract with no minimum guarantee, is there a historical estimate of:
7. annual labor hours, Information sought may only be obtained through a Valid Public Records request but there is no guarantee that the information sought actually exists.

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- number of work orders, or
- 8. typical annual expenditure? Information sought may only be obtained through a Valid Public Records request but there is no guarantee that the information sought actually exists.
- 9. Is there a projected or budgeted “not-to-exceed” amount for the contract period? No- it is an as needed project.

### 3. Work Order Process & Scope Control

- 10. Will each individual work order require prior approval and a documented scope of work before work begins? Yes
- 11. What is the process for approving scope changes or additional work discovered during execution? By getting approval from the requesting department representative.
- 12. Will Jefferson Parish issue written notices to proceed for each assignment? A purchase order or requisition number issued by the requesting department will be required prior to any work beginning.

### 4. Bond, Insurance, and Licensing Compliance

- 13. Can the Parish confirm that all required bonds (bid, performance, and payment) must be submitted before contract execution? 5% surety bond is due with submittal of bid. Performance and Payment bond is due before the signing of the contract.
- 14. Will the Parish verify contractor licensing (state and parish), permit eligibility, and insurance certificates before award? Yes.
- 15. If project values exceed public-works thresholds, will additional bonding or compliance measures be required? This isn't a Public Works bid.
- 16. Is the bond cost reimbursable with the first mobilization invoice? The 5 % Surety bond is returned at the signing of the contract.
- 17. What bond amount should be requested for the performance and payment bond for this type of project?  
25% Performance and Payment Bond

### 5. Price Escalation & Rate Stability

- 18. The solicitation allows for a price-escalation option after 12 months. What is the review and approval process if a vendor requests an increase? The vendor will have to notate it on the signature page.

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19. Is there a maximum cap or percentage limit on allowable escalation? It is based on the CPI at that time.
20. Will escalation be tied to a specific index (CPI, construction cost index, labor adjustment)? It is based on the CPI.

## 6. Response Times & Service Levels

21. Are there defined response-time expectations for normal, urgent, and emergency work orders? No
22. For high-priority or safety-related repairs, what is the required mobilization period? This is not an emergency contract.

## 7. Materials

23. The materials that the PARISH is furnishing, will they be available on site without delays? Yes
24. Will alternate materials require prior written approval from the Parish? Yes
25. Are samples, cut sheets, or submittals required before installation? Depending on the project

## 8. Administrative and Documentation Requirements

1. How will completed work be inspected and approved before invoicing? By the requesting department representative
2. Will the Parish require:
  - daily logs, Yes
  - before/after photos, Yes
  - sign-off sheets, or
  - material receipts? Yes with a 0% markup
3. What are the expectations regarding cleanup, waste disposal, and site restoration for each job? High expectations on cleanup disposal and site restoration.

## 9. Contract Amendment or Change-Order Process

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1. If the Parish requires additional services not explicitly listed in the bid, what is the process for modifying or amending the contract? The contract will not be amended this will be addressed on a case-by-case basis and a separate purchase order will be issued.
2. How will pricing be handled for work outside of the original schedule of rates? This will be addressed on a case-by-case basis and a separate purchase order will be issued.

## 10. Additional Vendor-Qualification Questions

1. Will the Parish provide evaluation scoring criteria or weighting? No- we will provide a bid tab.
2. Are subcontractors allowed, and if so, what documentation is required for them? Subcontractors will be allowed. Purchasing what information is required for sub-contractors?
3. Does the Parish require a formal safety plan or QA/QC plan before award? No

Sincerely,  
*Donna Evans*

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Donna M. Evans  
Purchasing Specialist II

**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.**