



# JEFFERSON PARISH

## DEPARTMENT OF PURCHASING

CYNTHIA LEE SHENG  
PARISH PRESIDENT

RENNY SIMNO  
DIRECTOR

January 27, 2026

### ADDENDUM # 3

Bid Number: 50-00149254

Bid Opening Date: January 27, 2026  
Postponed Opening Date: February 5, 2026

**Provide Labor, Materials and Equipment Needed to Supply and Install New Canopies at The Jefferson Performing Arts Center for The Jefferson Parish Department of General Services**

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#### Clarification/Revision:

- 1) **INQUIRY**: The original specifications and schematic drawing call for an aluminum canopy. The addendum #2 now appears to be calling for a canopy covered with ACM. We do not have a specification or drawing indicating what it is that is being requested. Please clarify and revise the specs and drawing accordingly.

**\*\*\*PLEASE REMOVE THE PREVIOUS SPECIFICATIONS IN ITS ENTIRITY AND REPLACE WITH THE ATTACHED REVISED SPECIFICATIONS\*\*\***

**\*\*\* THIS BID HAS BEEN POSTPONED UNTIL FEBRUARY 5, 2026 \*\*\***

**\*\*\*THE DEADLINE FOR QUESTIONS HAS PASSED\*\*\***

**\*\*\*PLEASE REMEMBER TO ACKNOWLEDGE ALL ADDENDUM "BY NUMBER" ON YOUR BID SUBMISSION\*\***

Sincerely,

A handwritten signature in blue ink, appearing to read "Shanna Folse".

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Shanna Folse, Purchasing Specialist, III  
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.**

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OFFICE 504.364-2678

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**PROVIDE LABOR, MATERIALS AND EQUIPMENT NEEDED TO SUPPLY AND INSTALL  
NEW CANOPIES AT THE JEFFERSON PERFORMING ARTS CENTER FOR THE  
JEFFERSON PARISH DEPARTMENT OF GENERAL SERVICES**

**BID #50-00149254**

**SECTION 1.0 – SITE VISIT:**

All prospective bidders can schedule a site visit by contacting **Shayne Perez** with the Department of General Services between 8:00 a.m. and 3:00 p.m., Monday thru Friday.

**Mr. Perez can be reached at 504-736-6054.**

**SECTION 2.0 – SCOPE:**

We extend this proposal to cover the furnishing of labor, materials, and equipment necessary to manufacture and install (2) two new canopies at the Jefferson Parish Performing Arts Center located at 6400 Airline Drive, Metairie, LA 70001.

**SECTION 3.0 – LICENSE:**

The following Louisiana State contractor's licenses and certifications will be required for this bid and must be included in the bid submission. Failure to comply will cause the bid to be rejected.

**3.1 The following license issued by the Louisiana State Board of Contractors will be required for this bid:**

**Note: This license number must be placed in the appropriate field on the electronic bid envelope. Failure to do so will result in your bid's rejection in accordance with the law.**

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

- Building Construction

**And/or**

- Roofing and sheet metal siding

## **SECTION 4.0 – BONDS:**

- **Surety Bond:** An Electronic bid bond will be required with bid submission in the amount of 5% of the total bid. The vendor shall indicate the electronic bid bond number in the location specified on the electronic bid envelope. No scanned paper copies of any bid bond will be accepted as part of the electronic bid submission.
- **Performance Bond:** A Performance Bond in the amount of 50% of the total contract price will be required. The performance bond shall be produced upon contract execution.
- **Payment Bond:** A Payment Bond in the amount of 50% of the total contract price will be required. The payment bond shall be produced upon contract execution.

## **SECTION 5.0 – QUANTITIES/INSPECTIONS:**

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

## **SECTION 6.0 SUBMITTALS:**

If the bidder intends to provide materials equal to or better than owner-specified Pelican Aluminum Canopy materials, the following shall be provided with their bid:

Provide the requested information below to ensure the bid is deemed responsive:

- Manufacturer's catalog data
- Detail sheets
- Specifications of product
- Warranty information

## **SECTION 7.0 - BID SPECIFICATIONS:**

- All materials shall be as specified new.
- All materials shall be as per all manufacturer recommendations and guidelines.
- Any concealed damage must be reported immediately to the owner.
- No work outside these specifications shall be performed without approval from the Director or Assistant Director of the Department of General Services employee.
- **7.1 Before work begins:**
  - Successful bidder and an owner's representative shall inspect, document, and take photos of existing building conditions.
  - Before work begins, the successful bidder must provide the owner with a set of stamped drawings from a qualified engineering firm or agent.

- **7.2 Installation of canopy:**

- Design, engineer, supply, and install two (2) new Aluminum canopies.

**See attachment A for the location.**

- Canopies shall include but not be limited to the following:

**See Attachment B for details:**

- Decking: 3" x 6" x .070 Rigid-Roll-Lock extruded aluminum, self-flashing, interlocking sections. Provide welded endplate water dams where sections terminate at other than drainage channels. Clear Anodized: AA-M-10C-22A-31, Architectural Class II, comply with AAMA 607.1.
- Columns: 4" x 4" & 6" x 10" radius-cornered aluminum tubular extrusion
- Beams: 4" x 4" & 6" x 10" Open top aluminum tubular extrusions.
- Fascia: 6" Manufacturer's standard extruded aluminum fascia sections as shown on drawings and as required to complete the installation, resulting in a neat finished appearance. ~~Clear Anodized: AA-M-10C-22A-31~~, Architectural Class II, comply with AAMA 607.1.
- All Finishes: (top, bottom, sides, etc.) shall match the building's existing siding materials. It is the bidder's responsibility to inspect the site and ensure that the building materials match.
- Footings: Successful bidder shall provide the reactions at the base of the columns
- Cement: 1 part Portland cement, three parts masonry sand; 2,000 pounds per square inch (13.8 MPa) compressive strength.
- Foam Block-Outs: Rigid foam blocks sized as required for column embedment depth and shape.
- Fasteners and hardware: shall be stainless steel or aluminum with neoprene washers.
- Trim rivets: Aluminum, size recommended by manufacturer for specific condition.
- Structural Framing:
  1. Interlocking deck sections secured by screws
  2. Heli-arc welded, one-piece rigid bents
  3. Mechanically fastened bents using internally concealed bolted connections
    - Canopy: Shall have self-draining from deck through bents to discharge point at ground level. Wall apron and counter flashing
    - All trim shall match facility
- No dissimilar metals will be allowed on this project.
- All aluminum shall match facility
- No painting or galvanized will be allowed.

- **7.3 After the project:**

- Successful bidder shall remove and properly dispose of all construction debris.

## **SECTION 8.0 – HOURS OF WORK:**

The work to be performed shall be scheduled during regular working hours, Monday thru Friday, 7:00 a.m. to 5:00 p.m.

## **SECTION 9.0 – MATERIAL AND WORKMANSHIP WARRANTY:**

All materials and artistry shall have a two (2) year written warranty from the manufacturer. A copy of all warranties shall be provided to the owner after completing the project. All warranties shall commence at the competition of the project.

## **SECTION 10.0 – EXISTING STRUCTURE**

In the event, the successful bidder should damage or destroy any part of a building, etc. The successful bidder shall be required to replace and restore said item to its original condition, with the same type of material, finish, and artistry, at no additional cost to the owner.

## **SECTION 11.0 – PERMITS AND STAMPED DRAWINGS:**

Bidder shall obtain any permits and approved stamped drawings required by the Jefferson Parish Department Permits and any state agency where work is performed. The bidder shall be responsible for the payment of these permits. All permits must be obtained before the start of any project requiring permits.

## **SECTION 13.0 – LIQUIDATED DAMAGES:**

Commencing on the Sixty-first (61) day following the notice to proceed, liquidated damages will be assessed for \$300/day.

## **SECTION 14.0 – 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” to begin work from the Department of General Services.

ATTACHMENT "A"



## ATTACHMENT B

