



JEFFERSON PARISH

DEPARTMENT OF PURCHASING

CYNTHIA LEE SHENG
PARISH PRESIDENT

RENNY SIMNO
DIRECTOR

May 15, 2026

ADDENDUM # 1

Bid Number: 50-00149981

Bid Opening Date: May 19, 2026 at 2:00 p, m, cst
Bid Opening Date postponed to June 02, 2026 at 2:00 p.m.

One (1) Year Contract for the Supply of 2027 Light Vehicles for the Jefferson Parish Department of Fleet Management

QUESTION:

(1) Will a financial bond need to be admitted with this Bid?

ANSWER:

No bond is required.

QUESTION:

(2) In the servicing of vehicles section at the start of the packet, it stipulates vendors must pickup/deliver vehicles for factory maintenance within 1 hour of notification. Is there any flexibility on this? Say within 24 hrs? This requirement is too onerous for us to bid in good faith unless we can get some relief on this.

ANSWER:

We can increase the stipulation from 1hr. to 24 hours.

*******NOTE: Specifications sheet has been revised.*****.**

Please see attached Revised per Addendum1 Specification and discard the previous one

Bid Opening Date Changed to June 02, 2026 at 2:00 p.m.

JOSEPH S. YENNI BUILDING - 1221 ELMWOOD PARK BLVD - SUITE 404 - JEFFERSON, LA 70123 - PO BOX 10242 JEFFERSON, LA 70181-0242
OFFICE 504.364-2678

GENERAL GOVERNMENT BUILDING - 200 DERBIGNY ST - SUITE 4400 - GRETNA, LA 70053 - PO BOX 9 - GRETNA - LA 70054
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CYNTHIA LEE SHENG
PARISH PRESIDENT

RENNY SIMNO
DIRECTOR

Sincerely,
Donna Evans

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.

**ONE YEAR CONTRACT FOR MODEL YEAR 2027 LIGHT VEHICLES
FOR THE JEFFERSON PARISH DEPARTMENT OF FLEET MANAGEMENT**

Bid #50-00149981

A one-year contract for the supply of 2027 light duty vehicles for the Department of Fleet Management. This is an as-needed contract with no guaranteed minimum amount of vehicles orders. Quantities listed are for bidding purposes only. Actual usage may be more or less than quantities listed. The amount listed are to be used to evaluate bid. Any exceptions should be entered on the bid.

LOUISIANA STATE DEALER'S LICENSE:

In accordance with LA RS 32: 1254 et seq and LARS 38:2212.8, a Louisiana State Dealer's License is required. All bidders must provide a copy of their Louisiana Dealer's License with their bid submission. Failure to submit this copy shall result in bid rejection.

INSURANCE REQUIREMENTS:

Types and coverage:

- Insurance Requirements-The terms and conditions of Resolution No. 136353 will be considered a part of the bid whether attached or not. A copy may be obtained from the Office of the Parish Clerk, 6th Floor, General Government Building, 200 Derbigny St., Gretna, LA 70053 or can be found on the Jefferson Parish Website-Department of Purchasing.
- Please see attached bid packet for STANDARD INSURANCE requirements PLUS:
 - Vendor must carry either \$1,000,000 in Commercial Liability OR \$1,000,000 in Garage Liability per occurrence.
 - Garage Keeper's Insurance in the amount of \$500,000.00 per occurrence

ORDER PLACEMENT AND DELIVERY OF NEW VEHICLES:

Upon order placement approved by Fleet Management, the successful vendor shall deliver vehicles within 220 days of order placement.

COLOR OF VEHICLES (Exterior and Interior):

Exterior: Vehicles must be delivered in either white or red as specified by Fleet Management upon order placement.

Interior: Jefferson Parish will accept any available interior color; however, this will be subject to approval by Jefferson Parish Fleet Management.

SERVICING OF VEHICLES:

Successful vendor must pick up and/or deliver vehicles for factory maintenance and/or warranty services within twenty four (24) hour of notification by the Jefferson Parish Department of Fleet Management. The vehicles will be picked up and delivered to 4901 Jefferson Hwy., Suite A, Jefferson, La. 70121.

BRAND NAMES:

Where brand names are specified, it is for the purpose of establishing minimum standard of quality. Bids may be submitted for products for equal quality, provided the brand names are specified in the respective line items as indicated. Complete equivalent product data will be required with bid submission. Failure to provide this documentation will result in bid rejection.

PRICING:

All pricing shall be firm until the end of the 2027 model year or until the contract expiration date, whichever is later. All pricing for dealer options must be invoiced at manufacturer's cost. Bidders must submit complete manufacturer's cost list with the bid submission. Failure to submit will be cause for rejection of bid submission.

VEHICLE WARRENTY INFORMATION:

All new vehicles must be delivered complete with standard factory warranty. Warranty period (year/mileage) must be provided with bid submission. Failure to submit will result in bid rejection.

VEHICLE MANUALS:

Upon delivery of new vehicles, the successful vendor must provide four (4) sets of keys and two (2) sets of manuals as indicated by each appropriate line item. Electronic copies of the manuals may be supplied at the successful vendor's cost.

SAFETY SPECIFICATIONS FOR ALL VEHICLES:

Vehicles must meet or exceed all federal and state safety standards.