



JEFFERSON PARISH

DEPARTMENT OF PURCHASING



CYNTHIA LEE SHENG
PARISH PRESIDENT

MEGAN GRANTHAM
DIRECTOR

September 24, 2026

ADDENDUM #1

Bid Event No: 107

Bid Opening Date: September 29, 2026

BID TITLE: Three (3) Year Labor Only Contract to Perform Various Roof and Gutter Repairs for the Department of General Services Parish-Wide

Clarification

Bidders must select "No Bid" for Line Item #18, which is for parts/materials and is a non-biddable item. In the event of excessive downtime, Jefferson Parish may provide an additional purchase order, not to exceed \$10,000.00, to the successful bidder to obtain the necessary part(s) to complete the repair work.

Bidders must select "No Bid" for Line Item #18

Revision

All line-item descriptions have been updated to include additional detail with the times of service for each line item, except for Line Item 17, which remains unchanged.

Question and Answers:

Question #1: Will Jefferson Parish provide or identify the complete electronic pricing schedule showing each required labor classification and the normal-hours, before/after-hours, and weekend rates?

Answer: The requested information is a matter of public record and may be obtained by submitting a public records request through the parish website.

Question #2: Will any work performed under Bid Event # 107 be subject to Davis - Bacon or another prevailing- wage requirement? If yes, which projects, funding sources, or types of work trigger it?

Answer: No, this bid will not be subject to prevailing wage requirements.

Question #3: When a roofing or gutter helper is needed, what is the process for obtaining Jefferson Parish approval? Can approval be obtained during the site inspection?

Answer: Yes, approval can be obtained during the site inspection.



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Question #4: The specifications include transportation/travel time in the hourly rate. Is travel time billed at the same hourly rate as on-site labor?

Answer: Travel time is to be included in your hourly rate, please reference the bid specifications, Section 5.0.

Question #5: How will emergency and after-hours roof and gutter repairs be dispatched, and what response time is expected from the contractor?

Answer: This is not an emergency contract. During the site inspection, if the work needs to be performed after hours or over a holiday to avoid impacting the daily operations of a facility, this will be determined at that time.

Question #6: Since there is no minimum call-out or service time, may the contractor bill actual time in increments such as 15 minutes, 30 minutes, or one hour?

Answer: Time charged to the contract shall be from when personnel arrive on site until the time personnel departs the site, per Section 5.0.

Question #7: When materials or parts are required, will Jefferson Parish issue the purchase order directly to the supplier, or will the contractor purchase them and submit the dealer invoice?

Answer: The purchase order will be issued to the successful bidder of this contract.

Question #8: Because this is a labor-only contract, can Jefferson Parish clarify exactly what Builder's Risk Insurance is expected to cover under this contract?

Answer: The Builder's Risk Insurance requirement stated in Section 6.0 will be removed.

Question #9: Can Jefferson Parish confirm which Louisiana contractor license classification is required and whether one qualifying classification is sufficient for this bid?

Answer: Please reference the specifications for this bid, section 3.1.

Question #10: Will Jefferson Parish award this three-year contract to one contractor or to multiple contractors?

Answer: The lowest responsible bidder will be awarded the contract.

Question #11: Can Jefferson Parish provide the historical spending amount, estimated annual expenditure, or other information showing the approximate volume of roof and gutter repair work under a similar contract?

Answer: The requested information is a matter of public record and may be obtained by submitting a public records request through the parish website.



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Question #12 Will answers and clarifications given at the pre-bid conference be issued in a written addendum? If so, when should bidders expect that addendum?

Answer: Yes, all questions submitted will be addressed via addendum.

Question #13 Are there any other requirements, forms, licenses, insurance documents, certifications, or bid submission requirements that bidders should be aware of that are not clearly identified in the bid documents?

Answer: All documents required with submission are attached to this Bid Event #107, including the Bid Signature Page, Corporate Resolution, and Affidavit. Please review all documents and information carefully before submission to ensure everything is complete and accurate.

Question #14 Is a bid bond or any other form of bid security required for Event #107? If so, please confirm the required percentage and method of submission?

Answer: There are no bonds required for bid event #107.

Question #15 Line 17: Please clarify the intended use of Line 17 – Project Estimator (420 hours). Under what circumstances will the separate Project Estimator hourly rate be billable?

Answer: A project estimator can be utilized to quote a project.

Question #16: Line 18: Please clarify the required pricing methodology for Line 18 – Parts/Materials. What value should bidders enter for this line for purposes of bid evaluation?

Answer: Bidders must select “No Bid” for Line Item #18, which is for parts/materials and is a non-biddable item. In the event of excessive downtime, Jefferson Parish may provide an additional purchase order, not to exceed \$10,000.00, to the successful bidder to obtain the necessary part(s) to complete the repair work.

Question #17 Please confirm how the 18 line-item prices and listed estimated quantities will be extended or weighted to determine the lowest responsive bidder?

Answer: For each line item, the unit price is multiplied by the quantity to determine the extended total for that line item. The extended totals for all line items are then added together to determine the overall low bidder.

Question #18 Minimum Billable Time / Mobilization: Please confirm whether there is a minimum number of billable labor hours per service call. If there is no minimum, please confirm whether travel, mobilization, or service-call time may be billed separately or?

Answer: There is no minimum, please refer to the specifications, section 5.0.



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Question #19 When a roofing or gutter technician is dispatched, is a helper required to accompany the technician, or may the contractor determine the appropriate crew size based on the scope and safety requirements of each work order?

Answer: No, a helper is not required. The contractor (project estimator) with owner permission can determine if a helper is needed based on the size and scope of the project.

***** PLEASE REMEMBER TO ACKNOWLEDGE ADDENDUM BY NUMBER WITH BID SUBMISSION *****

Sincerely,

Sean Dumas

Sean Dumas, Purchasing Specialist II
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.