



# JEFFERSON PARISH

## DEPARTMENT OF PURCHASING

CYNTHIA LEE SHENG  
PARISH PRESIDENT

RENNY SIMNO  
DIRECTOR

January 09, 2024

### ADDENDUM # 1

**Bid Number: 50-00144103**

**Bid Opening Date: January 18, 2024**

**Two Year Contract to Furnish, Remove and Install Various Decals on an as Needed Basis for Jefferson Parish Vehicles for the Jefferson Parish Department of Fleet Management**

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### Clarification:

#### QUESTION:

**1)** I don't have any of the needed artwork or photos of the vehicles. Is that needed when I turn the bid in? If so, can you send me the artwork and the locations of the vehicles so I can get photos?

#### ANSWER:

If the vendor would like to make an appointment, they can come by and take pictures. Please contact **Amy Truesdell at 504-736-6889**. The artwork doesn't have to be turned in with the bid.

#### QUESTION:

**2)** Items 3-9 say quantity 10 but in the description, it says min 100. Should I be quoting 10 or 100?

#### ANSWER:

The vendor shall be quoting the price of 10 for items 3-9.

#### QUESTION:

**3)** Lastly if awarded the job, how are the orders placed by JP? Is it graphics for one vehicle at a time or are the graphics ordered in bulk?

#### ANSWER:

Usually, the items are ordered in bulk. There may be a time when something special is needed and only One set of decals will be needed.

#### QUESTION:

**4)** Are the quantities provided guaranteed to be purchased over the 2-year span or are they just tentative numbers?

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**ANSWER:**

The quantities on the bid are estimated based upon the number of purchased items from the previous contract. There is no guarantee about the number of items ordered. It could be more, it could be less.

Sincerely,

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 as indicated. Failure to do so 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.**