



# JEFFERSON PARISH

## DEPARTMENT OF PURCHASING

CYNTHIA LEE SHENG  
PARISH PRESIDENT

RENNY SIMNO  
DIRECTOR

January 17, 2024

### ADDENDUM # 2

Bid Number: 50-00144187

Bid Opening Date: January 25, 2024 at 2:00 pm cst

Two (2) Year Contract for the Supply of 24# Perforated Utility Billing Paper for the Jefferson Parish Water Department

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#### CLARIFICATION:

- Q1. Contract states: *Paper will be ordered on an "as needed" basis.*  
(white paper is about 2 times per year @ 212,500 ea)  
(canary yellow paper is about 1 per year/212,500 ea)  
(white paper is about 2 times per year @ 212,500 ea) = 212,500 X 2 orders per year  
X 2 years = 850,000  
(Do you expect usage is going to increase? Contract advises us to quote 1.5 million)  
(canary yellow paper is about 1 per year/212,500 ea) = 212,500 X 1 order per year  
X 2 years = 425,000 (Do you expect usage is going to increase?  
Contract advises us to quote 1.5 million)
- A1. Please refer to: Page 2 of the Invitation to Bid, 2<sup>nd</sup> paragraph from the bottom, which reads as:  
- Quantities listed are for bidding purposes only. Actual requirements may be more or less than quantities listed.
- Q2. Can we print and ship direct after each order is placed throughout the year?  
A2. Yes
- Q3. Does this contract require storage/inventory?  
A3. No
- Q4. What is your preferred delivery lead time once orders are placed?  
A4. Approximately 2 weeks.
- Q5. Please provide last years order schedule with quantities so we can better understand usage.  
A5. In order to receive last year's order schedule, a Public Records Request Form must be completed. The Public Records Request Form can be located at [www.jeffparish.net](http://www.jeffparish.net) under the "I Want To" tab.

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

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- Q6. Lastly, the contract advises us to put a delivery date.. but it seems that this is ordered multiple times per year v.s just one large print job. That being said, can I put our Lead Time after purchase orders are submitted in that space?**
- A6. Yes**

Sincerely,

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Doris Abraham  
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.**