



JEFFERSON PARISH

DEPARTMENT OF PURCHASING

CYNTHIA LEE SHENG
PARISH PRESIDENT

RENNY SIMNO
DIRECTOR

May 29, 2024

ADDENDUM # 1

Bid Number: 50-00145141

Bid Opening Date: June 4, 2024 at 2:00 pm

Description of Bid: Three (3) Year Contract to Provide Labor, Materials, and equipment Necessary to Troubleshoot, Train, Repair and Program Alerton Compass Automated and Mechanical Systems at Various Buildings for the Jefferson Parish Department of General Services

Clarification and Addition:

Q1: Page 2 of 4, Section 5.0 Specifications – “A properly licensed technician shall only troubleshoot, repair, and install equipment”. Alerton certified technicians on an annual basis. Do these certificates need to be provided in the bid?

A1: Yes

Section 5.0 - Specifications:

•A properly licensed technician shall only troubleshoot, repair, and install equipment. A copy of the Certifications must be submitted with bid.

Q2: The total price for bid is the total of all line items listed on page 7 and 8 (item numbers 1-8) – correct? Since item number 9 is a non-biddable item, this does not need to be included in the bid total?

A2: Correct. Please see the attached, revised bid form with 21-line items.

Q3: There does not seem to be a requirement for a performance and payment bond. Is this correct?

A3: No performance or payment bonds are needed

Q4: If we do not have a defined helper rate, can we substitute our electrician rate in its place? Or should an “installation specialist” rate be added as a new line item?

A4: We need to add a line item for Installation Specialist to perform low voltage electrical work.

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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Q5: Should a line item be added to provide a mechanical labor rate? The mechanical labor rate would be used for projects such as installing valves, dampers, etc....

A5: We need to add a line item for a Mechanical equipment installer to install mechanical equipment.

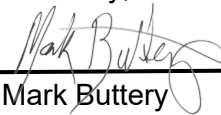
Q6: Should a line item be added to provide an engineering labor rate or do we just lump that in with the technician rate? Our engineers are responsible for programming controllers, building new graphics on Compass, etc....

A6: We need to add a line item for an Engineer to program controllers and build new graphics.

Please submit bid using the Bid Form attached to this addendum which says “Revised Per Addendum #1”.

The revised specifications as per A1: are also attached to this addendum for your records.

Sincerely,



Mark Buttery
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.

BID NO.: 50-00145141

BID FORM
Non Public Works

All Public Work Projects are required to use the Louisiana Uniform Public Work Bid Form

All prices must be held firm unless an escalation provision is requested in this bid. Jefferson Parish will allow one escalation during the term of the contract, which may not exceed the U.S. Bureau of Labor Statistics National Index for all Urban Consumers, unadjusted 12 month figure. The most recently published figure issued at the time an adjustment is requested will be used. A request must be made in writing by the vendor, and the escalation will only be applied to purchases made after the request is made.

Are you requesting an escalation provision?

YES _____ NO _____

MAXIMUM ESCALATION PERCENTAGE REQUESTED _____%

INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF _____.

For the purposes of comparison of bids when an escalation provision is requested, Jefferson Parish will apply the maximum escalation percentage quoted by the bidder to the period to which it is applied in the bid. The initial price and the escalation will be used to calculate the total bid price. It will be assumed, for comparison of prices only, that an equal amount of material or labor is purchased each month throughout the entire contract.

DELIVERY: FOB JEFFERSON PARISH

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES _____

LOUISIANA CONTRACTOR'S LICENSE NO.: (if applicable) _____

THIS SECTION MUST BE COMPLETED BY BIDDER:

FIRM NAME: _____

ADDRESS: _____

CITY, STATE: _____ ZIP: _____

TELEPHONE: () _____ FAX: () _____

EMAIL ADDRESS: _____

In the event that addenda are issued with this bid, bidders **MUST** acknowledge all addenda on the bid form. Bidder must acknowledge receipt of an addendum on the bid form by placing the addendum number as indicated. Failure to acknowledge any addendum on the bid form will result in bid rejection.

Acknowledge Receipt of Addenda: NUMBER: _____

NUMBER: _____

NUMBER: _____

NUMBER: _____

TOTAL PRICE OF ALL BID ITEMS: \$ _____

AUTHORIZED

SIGNATURE: _____

Printed Name

TITLE: _____

SIGNING INDICATES YOU HAVE READ AND COMPLY WITH THE INSTRUCTIONS AND CONDITIONS.

NOTE: All bids should be returned with the BID NUMBER and BID OPENING DATE indicated on the outside of the envelope submitted to the Purchasing Department.

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00145141

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	1.00	HR	<p>Three (3) Year Contract to Provide Labor Materials and Equipment Necessary to Troubleshoot, Train, Repair and Program Alerton Compass Automated and Mechanical Systems at Various Buildings</p> <p>0010 - NORMAL HOURLY RATE PER TECHNICIAN PER HOUR 7:00 AM TO 5:00 PM</p> <p>MONDAY THRU FRIDAY</p>	\$	\$
2	1.00	HR	<p>0020 - NORMAL HOURLY RATE, PER HELPER PER HOUR, 7:00 AM TO 5:00 PM</p> <p>MONDAY THRU FRIDAY</p>	\$	\$
3	1.00	HR	<p>0030 - BEFORE/AFTER HOURS WEEKDAY RATE PER TECHNICIAN PER HOUR</p> <p>5:00 PM TO 12:00 AM, MONDAY THRU THURSDAY AND 12:00 AM TO 7:00 AM, TUESDAY THRU FRIDAY,</p>	\$	\$
4	1.00	HR	<p>0040 - BEFORE/AFTER HOURS WEEKDAY RATE PER HELPER PER HOUR</p> <p>5:00 PM TO 12:00 AM, MONDAY THRU THURSDAY AND 12:00 AM TO 7:00 AM, TUESDAY THRU FRIDAY</p>	\$	\$
5	1.00	HR	<p>0050 - AFTER HOURS WEEKEND RATE PER TECHNICIAN PER HOUR</p> <p>FRIDAY 5:00 PM TO 12:00 AM, SATURDAY AND SUNDAY ALL DAY AND MONDAY 12:00 AM TO 7:00 AM AUTHORIZATION REQUIRED</p>	\$	\$
6	1.00	HR	<p>0060 - AFTER HOURS WEEKEND RATE PER HELPER PER HOUR</p> <p>FRIDAY 5:00 PM TO 12:00 AM SATURDAY AND SUNDAY ALL DAY MONDAY 12:00 AM TO 7:00 AM AUTHORIZATION REQUIRED</p>	\$	\$
7	1.00	HR	<p>0070 - HOLIDAY RATE PER TECHNICIAN PER HOUR</p> <p>12:00 AM TO 11:59 PM</p>	\$	\$
8	1.00	HR	<p>0080 - HOLIDAY RATE PER HELPER PER HOUR</p>	\$	\$

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00145141

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
9	1.00	EA	<p>12:00 AM TO 11:59 PM</p> <p>0090 - PARTS/MATERIALS</p> <p>THIS IS A NON-BIDABLE ITEM. THIS ITEM IS FOR PARTS NEEDED TO COMPLETE A REPAIR UP TO \$10,000.00 PER JOB, PER THE SPECIFICATIONS, WITH APPROVAL FROM THE REQUESTING DEPARTMENT.</p>	\$	\$
10	1.00	HR	<p>0100 - NORMAL HOURLY RATE PER INSTALLATION SPECIALIST TO PERFORM LOW VOLTAGE ELECTRICAL WORK PER HOUR 7:00 AM TO 5:00 PM, MONDAY THRU FRIDAY</p>	\$	\$
11	1.00	HR	<p>0110 - BEFORE/AFTER HOURS WEEKEND RATE PER INSTALLATION SPECIALIST TO PERFORM LOW VOLTAGE ELECTRICAL WORK PER HOUR 5:00 PM TO 12:00 AM, MONDAY THRU THURSDAY AND 12:00 AM TO 7:00 AM, TUESDAY THRU FRIDAY</p>	\$	\$
12	1.00	HR	<p>0120 - AFTER HOURS WEEKEND RATE PER INSTALLATION SPECIALIST TO PERFORM LOW VOLTAGE ELECTRICAL WORK PER HOUR FRIDAY 5:00 PM TO 12:00 AM, SATURDAY AND SUNDAY ALL DAY AND MONDAY 12:00 AM TO 7:00 AM</p>	\$	\$
13	1.00	HR	<p>0130 - HOLIDAY RATE PER INSTALLATION SPECIALIST PER HOUR</p> <p>12:00 AM TO 11:59 PM</p>	\$	\$
14	1.00	HR	<p>0140 - NORMAL HOURLY RATE PER MECHANICAL EQUIPMENT INSTALLER PER HOUR 7:00 AM TO 5:00 PM, MONDAY THRU FRIDAY</p>	\$	\$
15	1.00	HR	<p>0150 - BEFORE/AFTER HOURS WEEKDAY RATE PER MECHANICAL EQUIPMENT INSTALLER PER HOUR 5:00 PM TO 12:00 AM, MONDAY THRU</p>	\$	\$

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00145141

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
16	1.00	HR	<p>THURSDAY AND 12:00 AM TO 7:00 AM, TUESDAY THRU FRIDAY</p> <p>0160 - AFTER HOURS WEEKEND RATE PER MECHANICAL EQUIPMENT INSTALLER PER HOUR</p>	\$	\$
17	1.00	HR	<p>FRIDAY 5:00 PM TO 12:00 AM, SATURDAY AND SUNDAY ALL DAY, AND MONDAY 12:00 AM TO 7:00 AM</p> <p>0170 - HOLIDAY RATE PER MECHANICAL EQUIPMENT INSTALLER PER HOUR</p>	\$	\$
18	1.00	HR	<p>12:00 AM TO 11:59 PM</p> <p>0180 - NORMAL HOURLY RATE PER ENGINEER TO PROGRAM CONTROLLERS AND BUILD NEW GRAPHICS PER HOUR</p> <p>7:00 AM TO 5:00 PM, MONDAY THRU FRIDAY</p>	\$	\$
19	1.00	HR	<p>0190 - BEFORE/AFTER HOURS WEEKDAY RATE PER ENGINEER TO PROGRAM CONTROLLERS AND BUILD GRAPHICS PER HOUR</p> <p>5:00 PM TO 12:00 AM, MONDAY THRU THURSDAY AND 12:00 AM TO 7:00 AM, TUESDAY THRU FRIDAY</p>	\$	\$
20	1.00	HR	<p>0200 - AFTER HOURS WEEKEND RATE PER ENGINEER TO PROGRAM CONTROLLERS AND BUILD NEW GRAPHICS</p> <p>FRIDAY 5:00 PM TO 12:00 AM, SATURDAY AND SUNDAY ALL DAY, AND MONDAY 12:00 AM TO 7:00 AM</p>	\$	\$
21	1.00	HR	<p>0210 - HOLIDAY RATE PER ENGINEER TO PROGRAM CONTROLLERS AND BUILD NEW GRAPHICS PER HOUR</p> <p>12:00 AM TO 11:59 PM</p>	\$	\$

**TROUBLESHOOT, REPAIR, TRAIN, AND PROGRAM ALERTON COMPASS BUILDING
AUTOMATION SYSTEM AND MECHANICAL SYSTEMS**

Section 1.0 - Scope:

We extend this proposal to cover the furnishing of labor, materials, and equipment necessary to provide a three (3) year labor-only contract for troubleshooting, repairing, training, and programming Alerton Compass Building Automated Systems and Mechanical Systems equipment for various parish buildings.

Section 2.0 – License:

A Louisiana State Contractor’s License will be required by LSA R.S. 37-2150 et. seq., and such license number must be entered in the appropriate field in the electronic procurement system. Certifications will also be required for this bid and included in the bid submission. Failure to comply will cause the bid to be rejected.

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

Commercial Contractor License with a Specialty License in ELECTRICAL CONTROLS,
INSTRUMENTATION AND CALIBRATION

Section 3.0 – Quantities/Inspections:

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

Section 4.0 – Bonds:

- Surety Bond: An Electronic bid bond will be required with a bid submission 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.

Section 5.0 - Specifications:

- A properly licensed technician shall only troubleshoot, repair, and install equipment. A copy of the Certifications must be submitted with bid.
- The use of a helper will only be allowed upon approval from a Jefferson Parish representative.
- All work shall be provided on an “as-needed” basis. There is no guarantee of the amount of work given throughout this contract.
- There shall be no minimum call-out time, work time, service time, etc., in terms of hours charged under the terms of this contract.
- Time charged to the contract shall be from when personnel signs in with a departmental representative.
- Hourly pricing for a Technician and a helper shall include the following:
 - Labor for estimator
 - Labor for repair work
 - Labor for software programming
 - Incidental equipment required to perform troubleshooting and repairs
 - Tools needed to perform troubleshooting and repairs
 - Software and computer equipment needed
 - Transportation/Travel time to and from the worksite and picking up parts, tools, equipment, etc.
- The technician and helper arriving at the worksite to perform services shall verify the start time by meeting with an owner’s representative and signing in (If available) on an owner-provided logbook. Failure to sign in with a parish representative may cause non-payment of an invoice for services.
- The technician and helper departing from the work site shall verify departure time by meeting with an owner’s representative and signing out (If available) on an owner-provided logbook.

NOTE- Failure to sign out with a parish representative may cause non-payment of an invoice for services.
- In case 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. Jefferson Parish will not allow any markup of the dealer’s invoice cost.

Section 6.0 – Response Time:

Bidder must provide a workforce and the necessary equipment and tools to respond to multiple facilities simultaneously.

The bidder must respond within forty-eight (48) hours after receiving a reference number on non-emergency calls and within four (4) hours for emergency calls. Jefferson Parish reserves the right to cancel this contract if the bidder fails to respond to the site/location.

Section 7.0 – Permits:

The bidder shall obtain any permits required by the Jefferson Parish Department of Inspection and Code Enforcement and any municipality where work is performed.

The bidder is responsible for paying for these permits. All permits must be obtained before the start of any project requiring them.

Section 8.0 – Warranty:

The successful Bidder shall provide a minimum thirty (30) day warranty on all Labor. All parts purchased by the successful bidder shall have a full manufacturer warranty.

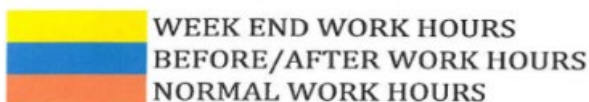
Section 9.0 – Second Opinion:

Jefferson Parish reserves the right to call for a second opinion on all work before approving any repairs.

Section 10.0 Times work is to be performed:

The chart below indicates normal, weekend, and before/after hours. These times are to be used for pricing according to the identified times.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
12:00 AM	Yellow	Blue	Blue	Blue	Blue	Yellow	Yellow
1:00	Yellow	Blue	Blue	Blue	Blue	Yellow	Yellow
2:00	Yellow	Blue	Blue	Blue	Blue	Yellow	Yellow
3:00	Yellow	Blue	Blue	Blue	Blue	Yellow	Yellow
4:00	Yellow	Blue	Blue	Blue	Blue	Yellow	Yellow
5:00	Yellow	Blue	Blue	Blue	Blue	Yellow	Yellow
6:00	Yellow	Blue	Blue	Blue	Blue	Yellow	Yellow
7:00	Orange	Orange	Orange	Orange	Orange	Yellow	Yellow
8:00	Orange	Orange	Orange	Orange	Orange	Yellow	Yellow
9:00	Orange	Orange	Orange	Orange	Orange	Yellow	Yellow
10:00	Orange	Orange	Orange	Orange	Orange	Yellow	Yellow
11:00	Orange	Orange	Orange	Orange	Orange	Yellow	Yellow
12:00 PM	Orange	Orange	Orange	Orange	Orange	Yellow	Yellow
1:00	Orange	Orange	Orange	Orange	Orange	Yellow	Yellow
2:00	Orange	Orange	Orange	Orange	Orange	Yellow	Yellow
3:00	Orange	Orange	Orange	Orange	Orange	Yellow	Yellow
4:00	Orange	Orange	Orange	Orange	Orange	Yellow	Yellow
5:00	Blue	Blue	Blue	Blue	Yellow	Yellow	Yellow
6:00	Blue	Blue	Blue	Blue	Yellow	Yellow	Yellow
7:00	Blue	Blue	Blue	Blue	Yellow	Yellow	Yellow
8:00	Blue	Blue	Blue	Blue	Yellow	Yellow	Yellow
9:00	Blue	Blue	Blue	Blue	Yellow	Yellow	Yellow
10:00	Blue	Blue	Blue	Blue	Yellow	Yellow	Yellow
11:00	Blue	Blue	Blue	Blue	Yellow	Yellow	Yellow



Section 11.0 – 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” from the requesting department before any work begins.