

CITY OF NEW ORLEANS

MITCHELL J. LANDRIEU
MAYOR

NORMAN S. FOSTER
DIRECTOR

Date: February 6, 2017

ADDENDUM NUMBER ONE (1)

CNO Bid No.: 0215-2017C

Invitation to Bid
Warehouse Parking Area

**BID SUBMISSION DEADLINE IS:
February 15, 2017 at 4:00 P.M.**

TO ALL PROSPECTIVE RESPONDENTS:

A. GENERAL ANNOUNCEMENTS

PLEASE BE ADVISED OF THE FOLLOWING ADDITIONS-DELETIONS-
CHANGES WHICH SHALL BE CONSIDERED AS INCLUDED IN THE
ORIGINAL SOLICITATION AND SHALL TAKE PRECEDENCE OVER ANY
PART OF THE ORIGINAL SOLICITATION IN CONFLICT THEREWITH.

B. ATTACHMENTS

Attachment 1: Pre-Bid Sign-in Sheet
Attachment 2: Pre-Bid PowerPoint

END ADDENDUM NUMBER ONE (1)





Pre-Proposal Conference

Warehouse Parking Area

Solicitation no. 0215-0217C

February 03, 2017

2:00 P.M.



Pre-Proposal Conference Agenda

Lakeya Mazant

Procurement Airport Principal Buyer

- Agenda
- Important Dates
- Submission Requirements
- Post Award Requirements

Pre-Proposal Conference Agenda

Opening Remarks

Contract Documents, Submission Requirements,
and Post-Award Requirements

Description of Premises

Questions

Optional Site Tour

Important Dates

Wednesday, February 08, 2017 5:00 PM - Deadline for Questions

Friday, February 10, 2017 4:00 PM –Issuance of Last Addenda

Wednesday, February 15, 2017 by 4:00 PM

(ALL MATERIALS MUST BE DELIVERED BY U.S. POSTAL SERVICE.)

Thursday, March 16, 2017 1:00 PM – Board Meeting *(subject to change)*

Submission Requirements

- **Letter Of Interest**
- **Non-Collusion Affidavit**
- **NOAB Conflict of Interest Disclosure Affidavit**
- **Payment Proposal**
- **Proposal Deposit** (10% of Proposal Amount)

Proposal Instructions and Requirements

Proposal Delivery:

Proposers must submit in an appropriately sized and sealed envelope or box marked – Advertisement for Lease – A Portion of the West Apron 0215-2017C – including all the following items:

1. Three (3) bound copies of the Proposal;
2. One (1) digitally signed copies of the Proposal on a CD, DVD or flash drive in PDF format;
3. Proposal Deposit.

ALL MATERIALS MUST BE DELIVERED BY U.S. POSTAL SERVICE.

NO OTHER FORM OF DELIVERY IS ACCEPTABLE UNDER LOUISIANA PUBLIC LEASE LAW.

Proposals should be addressed to:

Department of Finance/Bureau of Purchasing
Attention: Michelle C. Wilcut
Deputy Director and Chief Customer Service Officer
Louis Armstrong New Orleans International Airport
P.O. Box 20007
New Orleans, LA 70141

Proposals must be received not later than February 15, 2017 at 4:00 PM CT.

Post Award Requirements

The following documents are due from the successful Proposer upon notification:

- Proof of signatory authority (Sample attached as **Attachment H**)
- Certificate(s) of Insurance that complies with the requirements set forth in lease (**Attachment B**)
- Completed Tax Clearance Certificate from the City of New Orleans (**Attachment I**)
- Good standing or authority to do business in Louisiana
- City of New Orleans Vendor Registration (**Attachment J**)

Security Requirements

Brenda Johnson

Assistant Chief of Security

- Badge Requirements
- Training Requirements
- Site Security Requirements

Badge Requirements

Badge Related Items	Fee to Contractor
The TSA Background check including fingerprinting and training	\$45 per employee
Initial (one-time) contractor badge fee.	\$25 per badge
Badge renewal fee which is collected each year for each employee.	\$10 per badge
Renewal of expired badge (< 30 days)	\$30 per badge
Renewal of expired badge (>30 days) requires complete reprocessing and background check	\$45 per badge

Training Requirements

- Self-Scheduled, Self-Paced, Computer Module training.
- Annual re-training required upon badge renewal (on DOB)
- Training is offered onsite between 8:00 AM and 3:00 PM, Monday through Friday (You must start the training no later than 2:45 PM or you will not be permitted to take the class).
- Training is offered in English and Spanish

Required Training	Estimated Duration
Customer Service	30 minutes
Authorized Signature (For employees expected to sign company badging and related documents)	30 minutes
Security Identification Display Area (SIDA) Training	60 minutes
Driver Class (for employees expected to drive in secure areas)	60 minutes

Site Security

The background of the slide features a decorative graphic of musical notation. It consists of several horizontal staves with various notes and rests, rendered in a light, semi-transparent grey color. The notation is set against a white background that curves into a brown gradient on the right side of the slide.

- Site Security
 - Escort Requirements
 - Security Guards (Responsibility)
 - Badges must be visible

Description of Premises

Sheldon Demas / Trevan Jenkins

Property Managers

- Scope of Work
- Questions / Comments
- Optional Site Tour

Description of Premises

The vacant land is located near the northeast corner of the intersection of Middle Access Road and West Access Road within close proximity to the Louis Armstrong New Orleans International Airport. This location is within the City of Kenner, Jefferson Parish, LA. The area is irregular in shape (roughly rectangular) and contains an estimated 51,000 sq. ft.

The site is basically level and near street grade. The land is grass only and is not paved. The overall utility of the site is considered average to good. According to FEMA Map (Community No. 22051C0030E, Jefferson Parish, effective date 3/23/95), the subject is located in Flood Zone X500. This is not considered a flood hazard area by FEMA.

****See Lease Requirements and Description (**Attachment A**)****

Available lease site outlined in red

Warehouse Parking Area



Google earth

feet
meters



Questions?

All questions are required to be submitted in writing for official response in an addendum.

Questions should be sent to:

procurement@flymsy.com

NOTE: QUESTIONS ASKED DURING THE PRE-BID CONFERENCE WILL BE DISCUSSED, BUT RESPONSES ARE UNOFFICIAL.

Optional Site Tour

The background of the slide features a large, light-colored circular graphic on the left side, which contains faint, stylized musical notation including notes and stems. The right side of the slide is a solid, dark brown color.

Optional site tour for interested parties will immediately follow this presentation.

A decorative graphic in the top left corner of the slide, featuring a white curved background with faint, light gray musical notation on a staff. The notation includes various note values and rests, extending from the left edge towards the center.

******REMINDER******

***VALIDATE PARKING
TICKETS
AT THE CHECK-IN DESK***