



*Housing Authority
of
Jefferson Parish*

ADDENDUM NUMBER ONE

July 26, 2020

**RFP #21-01
HVAC REPAIR SERVICES**

THIS ADDENDUM IS BEING ISSUED TO INCORPORATE THE FOLLOWING IN THE REFERENCED REQUEST FOR QUOTES (RFQu).

ITEM #1 QUOTE DUE DATE

DELETE: Monday, July 26, 2021, at 4:00 p.m. from the RFQu.

INSERT: Monday, August 9, 2021, at 4:00 p.m. into the RFQu.

**ITEM #2 SUPPLEMENTAL INSTRUCTIONS TO OFFERORS,
ITEM #2 – Clause 2 – SUBMISSION OF OFFERS**

INSERT: Add the following to paragraph (a)

Contractors may submit all required documents, listed in the Index of Submittal Documents, via email to:

Audrey Plessy, Deputy Director
Housing Authority of Jefferson Parish
1718 Betty Street

Email - aplessy@hajp.org

**ITEM #3 SUPPLEMENTAL INSTRUCTIONS TO OFFERORS,
ITEM #4 – Clause 4 - EXPLANATION TO PROSPECTIVE OFFERORS**

DELETE: All requests/explanations shall be forwarded in writing at least three (3) business days before the due date and time to Teri Rouzan, Interim Executive Director.

INSERT: All requests/explanations shall be forwarded in writing at least three (3) business days before the due date and time to Audrey Plessy, Deputy Director.

Quotes must be received by the Housing Authority of Jefferson Parish (HAJP) by 4:00 p.m., local time on Monday, August 9, 2021. All terms and conditions shall remain as stated in the original Request for Quotes. **All addenda must be acknowledged.**

END OF ADDENDUM NUMBER ONE