

CITY OF NEW ORLEANS

MITCHELL J. LANDRIEU
MAYOR

NORMAN S. FOSTER
DIRECTOR

Date: February 6, 2017

ADDENDUM NUMBER ONE (1)

CNO Bid No.: 0215-2017B

**Invitation to Bid
Maintenance Building**

**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

Maintenance Building

Solicitation no. 0215-0217B

February 06, 2017
10:00 A.M.



Pre-Proposal Conference Agenda

Opening Remarks

Contract Documents, Submission Requirements,
and Post-Award Requirements

Description of Premises

Questions

Optional Site Tour

Pre-Proposal Conference Agenda

Lakeya Mazant

Procurement Airport Principal Buyer

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

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**)

Description of Premises

Sheldon Demas / Trevan Jenkins

Property Managers

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

Description of Premises

The Maintenance building consist of 4,634 square feet. It is located at 163 Firehouse Road, Kenner, Louisiana. This facility is located within the cargo business park of Louis Armstrong New Orleans International Airport and is within the City of Kenner, Jefferson Parish, Louisiana.

The site consists of a one story single user office/warehouse structure and features two office areas with minimal partitioning. There is a parts storage area, a paint shop, and two warehouse areas. There is a canopy area on one side. There is adequate off street shell parking to the front, side, and rear, and a small concrete pad to the rear of the structure. Total land area is approximately 24,650 square feet. The site is zoned AH-1, Aviation Heavy Industrial. The site is outside of any type of restricted access areas of the airport operations.

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

Available lease site outlined in red

Maintenance Building



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 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***