



TERREBONNE PARISH
CONSOLIDATED GOVERNMENT

P.O. BOX 2768 • HOUMA, LOUISIANA 70361
985-868-5050 • WWW.TPCG.ORG



June 21, 2023

Emailed to vendors, posted on CAH and TPCG sites

RE: ADDENDA No. 2 – #23-CATERING-36 Dining Facilities and Catering in Support of
Emergency Operations

TO ALL PROPOSERS:

This letter and the attached pages shall be considered Addenda # 2 for the above referenced Request for Proposals.

- **Please replace page 28 with the original proposal documents. The following language has been added to the Scope of Services:** Provide any and/or all dining facility or catering services necessary to support up to 3,000 residents who evacuate to Terrebonne Parish's emergency shelter at the Monroe Civic Center.
- **The proposal opening date has been changed to Thursday, July 6, 2023. The time and location are the same.**

Reminder: Written evidence of the person signing the proposal shall be submitted at the time of submission.

Please acknowledge all addendums received on page 29 of the proposal packet.

If you should have any questions concerning this matter, please contact me at (985) 873-6821.

Sincerely,

A handwritten signature in blue ink that reads "Sharon Ellis".

Sharon Ellis, Purchasing/Warehouse Manager
Terrebonne Parish Consolidated Government

cc: Parish Administration
Kandace Mauldin, Chief Financial Officer
Earl Eues, OEP Director
Council Reading File
Purchasing In-house Files

- Food should be priced per person per day.
- 7-day notice of project ending to be given to vendors.
- Billing every 7 days and monies wired on 30th day.

C. Emergency Shelter:

- Provide any and/or all dining facility or catering services necessary to support up to 3,000 residents who evacuate to Terrebonne Parish's emergency shelter at the Monroe Civic Center.

D. Documentation and Recovery Process: Contractor will provide the following in addition to other specifies activities:

1. Recovery process documentation
2. Provide written and oral status as requested by TPCG
3. Review documentation for accuracy and quantity
4. Assist in preparation of claim documentation

Any costs associated with the documentation and recovery process shall be included in Contractor's prices in the pricing attachments.