



JEFFERSON PARISH

Department of Purchasing

Michael S. Yenni
Parish President

Renny Simno
Director

May 2019

Address Change Westbank Jefferson Parish Purchasing Department

- **Westbank Jefferson Parish Purchasing Department will be moving back to the General Government Building, 200 Derbigny Street, Suite 4400, Gretna, LA, 70053, during the week of May 6, 2019.**
- **All Public Bid Openings (2 pm response time) after the week of May 6, 2019 will be held in Jefferson Parish Purchasing Department, 200 Derbigny Street, Suite 4400, Gretna, LA, 70053. There are no bid openings scheduled for the week of May 6 – May 10, 2019 due to the office moving.**
- **All advertised bid submissions (2 pm) and all non-advertised bid submissions (11 am) are due at the 200 Derbigny Street, Suite 4400 address or via on-line through Central Bidding until the date and time the bid is to open. For convenience, the bid submission can be delivered to our satellite office in the Yenni Bldg, 1221 Elmwood Park Blvd, Suite 404, Jefferson, LA, 70123 until the day before the bid opening date and time.**
- **Always refer to the Invitation to Bid instructions for pre-bid information (if applicable). Bidders should reference the “Additional Requirements” section of the bid instructions and/or the “Important Notice to Bidders” included in the bid package for specific requirements to respond accordingly.**

For more information, please call Jefferson Parish Purchasing at 504-364-2678.

Joseph S. Yenni Building – 1221 Elmwood Park Blvd., Ste. 404, Jefferson, LA 70123

Office 504.364.2678

General Government Bldg. – 200 Derbigny St – Suite 4400 - Gretna, LA 70053

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