



ST. TAMMANY PARISH

MICHAEL B. COOPER
PARISH PRESIDENT

NOTICE OF QUOTE REQUEST

Sealed quotes will be received by the Department of Procurement, until **2:00 p.m., Tuesday, December 1, 2020**, and then opened at that time by the Procurement Staff for the following project:

Quote # 20-36-1- Safe Haven Extend HVAC Controls

This Quote package is available online at <http://www.stpgov.org/>. It is the Vendor's responsibility to check the Parish website frequently for any possible addenda that may be issued. The Parish is not responsible for a Vendor's failure to download any addenda documents required to complete a submission.

Each Quote must be sealed. The outside of the envelope, box or package should be marked with the Name and Address of the Quoter, the State Contractor's License Number of the Quoter (if the work is estimated at \$50k or more), the Quote Request Name, the Quote Request Number, and the Quote Due Date. Quotes without this information may be deemed non-responsive.

Quotes will be received by the St. Tammany Parish Government Department of Procurement, 21454 Koop Dr., Suite 2F, Mandeville LA. 70471. Telephone number (985) 898-2520. The Parish reserves the right to reject any or all quotes and to waive informalities.

Due to the COVID-19 pandemic, and in an effort to help slow the spread of the virus, Openings will take place outside at the "Pavilion" of Building B located at 21454 Koop Drive, Mandeville, La. 70471. Any questions regarding this should be directed to the Department of Procurement via email at purchasing@stpgov.org. Please call the Procurement office at 985-898-2520 and we will meet you at the front entrance of Building B to collect bids and issue a receipt.

Procurement Department