



CENTRALBIDDING
FROM CENTRAL AUCTION HOUSE

5000136097 Three (3) Year Contract to Provide Maintenance Services and Repairs on One (1) Otis Hydraulic Elevator for the Sewerage Department Jefferson Parish Government

Project documents obtained from www.CentralBidding.com

12-Oct-2021 02:02:20 PM



Bid Number 50-00136097

**Three (3) Year Contract to Provide Maintenance Services and Repairs
on One (1) Otis Hydraulic Elevator for the Sewerage Department**

Bid Due: October 18, 2021 AT 11:00 AM

ATTENTION VENDORS!!!

**Please review all pages and respond accordingly, complying with all provisions
in the technical specifications and Jefferson Parish Instructions for Bidders and
General Terms and Conditions. All bids must be received on the Purchasing
Department's eProcurement site, www.jeffparishbids.net, by the bid due date
and time. Late bids will not be accepted.**

**Jefferson Parish Purchasing Department
200 Derbigny Street
General Government Building, Suite 4400
Gretna, LA 70053
Mark Buttery
MButtery@jeffparish.net
504-364-2810**



JEFFERSON PARISH

DEPARTMENT OF PURCHASING

CYNTHIA LEE SHENG
PARISH PRESIDENT

RENNY SIMNO
DIRECTOR

September 2020

Changes to Jefferson Parish Bidding Information

The Jefferson Parish Purchasing Department would like to make vendors aware of the following changes:

Total Bid Price Must Include the Cost of Naming Jefferson Parish as Additional Insured:

Bidder acknowledges that Bidder recovered the cost of any required insurance in the contract price as required by La.R.S. 9:2780.1 and that Bidder recovered any such cost for the purposes of insuring an obligation to indemnify Jefferson Parish, defend Jefferson Parish, or hold Jefferson Parish harmless and that Bidder's indemnity liability is limited to the amount of the proceeds that are payable under the insurance policy or policies that Bidder has obtained.

Electronic Procurement: Beginning November 1, 2020, Jefferson Parish will no longer accept manual bid submissions; and will only accept bid submissions electronically via our e-Procurement system, Central Bidding. Central Bidding can be accessed by visiting either www.centralbidding.com or www.jeffparishbids.net. All bidders will be required to register with Central Bidding. Jefferson Parish vendors are able to register for free by accessing the following link:
<https://www.centrauctionhouse.com/registration.php>.

Probable Construction Cost: Per Jefferson Parish Administrative Policy, the probable construction cost is not revealed in the Jefferson Parish Bidding Documents. Jefferson Parish Administrative Policy has changed and a range of the probable construction cost will be stated in the Jefferson Parish bidding document, entitled Important Notice to All Bidders – Bid Requirements. Per Louisiana Public Bid Law, the probable construction cost will be read at the bid opening.

Insurance Requirement: All bidders must provide proof of valid insurance in the required amounts as stated in the Standard Insurance Requirements for bidding purposes. Failure to provide the proof of valid insurance in all of the required coverage amounts will result in bid rejection.

GENERAL GOVERNMENT BLDG. – 200 DERBIGNY ST., SUITE 4400, GRETN, LA 70053
OFFICE 504.364.2678

JOSEPH S. YENNI BLDG. – 1221 ELMWOOD PARK BLVD., SUITE 404, JEFFERSON, LA 70123
OFFICE 504.364.2678

EMAIL: PURCHASING@JEFFPARISH.NET WEBSITE: WWW.JEFFPARISH.NET

DATE: 10/06/2021

INVITATION TO BID
THIS IS NOT AN ORDER

Page: 1

BID NO.: 50-00136097

JEFFERSON PARISH
PURCHASING DEPARTMENT
P.O. BOX 9
GRETN, LA. 70054-0009
504-364-2678

VENDOR: *EMR Services, LLC*

BUYER: MBUTTERY@jeffparish.net

Bids will be received until 11:00 AM, 10/18/2021 via online at www.jeffparishbids.net.

LATE BIDS WILL NOT BE ACCEPTED

NOTE: ONLY BIDS WRITTEN IN INK OR TYPEWRITTEN, AND PROPERLY SIGNED BY A MEMBER OF THE FIRM OR AUTHORIZED REPRESENTATIVE, WILL BE ACCEPTED. PENCIL AND/OR PHOTOSTATIC FIGURES OR SIGNATURES SHALL RESULT IN BID REJECTION. HOWEVER, ELECTRONIC SIGNATURES AS DEFINED IN LSA - R.S. 9:2602(8) ARE ACCEPTABLE. SIGNATURE MUST BE A SECURED DIGITAL SIGNATURE.

All bids submitted are subject to these instructions and general conditions and any special conditions and specifications contained herein, all of which are made part of this bid proposal reference. By submitting a bid, vendor agrees to comply with all provisions of Louisiana Law, as well be in compliance with the Jefferson Parish Code of Ordinances, Louisiana Code of Ethics, applicable Jefferson Parish ethical standards and Jefferson Parish Resolution No. 113646 and/or Resolution No. 113647 as amended. A copy of these resolutions may be obtained from the Office of the Parish Clerk, Suite 6700, Jefferson Parish General Government Building, 200 Derbigny Street, Gretna, LA 70053. You may also obtain a copy by visiting the Purchasing Department webpage at purchasing.jeffparish.net and clicking on On-line forms.

All vendors submitting bids should register as a Jefferson Parish vendor if not already yet registered. Registration forms may be downloaded from <http://purchasing.jeffparish.net> and by clicking on Vendor Information. Current W-9 forms with respective Tax Identification numbers and vendor applications may be submitted at any time; however, if your company is not registered and/or a current W-9 form is not on file, vendor registration is mandatory. Vendors may experience a delay in payment if your company is not a registered vendor with Jefferson Parish.

Jefferson Parish is exempt from paying sales tax under LSA-R.S. 47:301 (8)(c). All prices for purchases by Jefferson Parish of supplies and materials shall be quoted in the unit of measure specified and unless otherwise specified, shall be exclusive of state and local taxes. The price quoted for work shall be stated in figures. In the event there is a difference in unit prices and totals, the unit price shall prevail. Quotations shall be based on F.O.B. Delivered, anywhere within the Parish as designated by the Purchasing Department. JEFFERSON PARISH WILL ACCEPT ONE BID ONLY FROM EACH VENDOR. Items bid must meet specifications. JEFFERSON PARISH will accept one price for each item unless otherwise indicated. Two or more prices for one item will result in bid rejection. Bidders are required to complete, sign and return the bid form and/or complete and return the associated line item pricing forms as indicated. The price quoted for work shall be stated in figures. In the event there is a difference in unit prices and totals, the unit prices shall prevail

JEFFERSON PARISH reserves the right to award contracts or place orders on a lump sum or individual item basis, or such combination, as shall in its judgment be in the best interest of JEFFERSON PARISH. Every contract or order shall be awarded to the LOWEST RESPONSIVE and RESPONSIBLE BIDDER, taking into consideration the CONFORMITY WITH THE SPECIFICATIONS and the DELIVERY AND/OR COMPLETION DATE

PROTESTS: Only those vendors that submit bids in response to this solicitation may protest any element of the procurement, in writing to the Director of the Purchasing Department. Written protest must be received within 48 hours of the release of the bid tabulation by the Purchasing Department. After consultation, the Parish Attorney's Office will then respond to protests in writing. (For more information, please see Chapter 2, Article VII, Division 2, Sec. 2-914.1 of the Jefferson Parish Code of Ordinances.)

JEFFERSON PARISH reserves the right to cancel all or any part of an order if not shipped promptly. No charges will be allowed for parking or cartage unless specified in the quotation. The order must not be filled at a higher price than quoted. JEFFERSON PARISH reserves the right to cancel at any time and for any reason by issuing a THIRTY (30) day written notice to the contractor.

JEFFERSON PARISH requires all products to be new (current) and all work must be performed according to standard practices for the project. Unless otherwise specified, no aftermarket parts will be accepted. Unless otherwise specified, all workmanship and materials must have at least one (1) year guaranty, in writing, from the date of delivery and/or acceptance of the project. Any deviations or alteration from the specifications must be indicated on the bid form for each item and upon request, product data for same must be submitted by the time specified by the Purchasing Department.

If this bid requires a pre-bid conference (see Additional Requirements section), bidders are advised that such conference will be held to allow bidders the opportunity to identify any discrepancies in the bid specifications and seek further clarification regarding instructions. The Purchasing Department will issue a written response to bidders' questions in the form of an Addendum.

All formal Addenda require written acknowledgment on the bid form by the bidder by the bidder placing the Addendum number in the appropriate section. Failure to acknowledge an Addendum on the bid form shall cause the bid to be rejected; JEFFERSON PARISH reserves the right to award bid to next lowest responsive and responsible bidder in this event.

USE OF BRAND NAMES AND STOCK NUMBERS: Where brand names and stock numbers are specified, it is for the purpose of establishing certain minimum standards of quality. Bids may be submitted for products of equal quality, provided brand names and stock numbers are specified. Complete product data may be required prior to award.

Quantities listed are for bidding purposes only. Actual requirements may be more or less than quantities listed.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

Bidders are not to exclude from participation in, deny the benefits of, or subject to discrimination under any program or activity, any person in the United States on the grounds of race, color, national origin, or sex; nor discriminate on the basis of age under the Age Discrimination Act of 1975, or with respect to an otherwise qualified handicapped individual as provided in Section 504 of the Rehabilitation Act of 1973, or on the basis of religion, except that any exemption from such prohibition against discrimination on the basis of religion as provided in the Civil Rights Act of 1964, or Title VI and VII of the Act of April 11, 1968, shall also apply. This assurance includes compliance with the administrative requirements of the Revenue Sharing final handicapped discrimination provisions contained in Section 51.55 (c), (d), (e), and (k)(5) of the Regulations. New construction or renovation projects must comply with Section 504 of the 1973 Rehabilitation Act, as amended, in accordance with the American National Standard Institute's specifications (ANSI A1 17.1-1961).

Jefferson Parish and its partners as the recipients of federal funds are fully committed to awarding a contract(s) to firm(s) that will provide high quality services and that are dedicated to diversity and to containing costs. Thus, Jefferson Parish strongly encourages the involvement of minority and/or woman-owned business enterprises (DBE's, including MBE's, WBE's and SBE's) to stimulate participation in procurement and assistance programs.

IN ACCORDANCE WITH STATE REGULATIONS JEFFERSON PARISH OFFERS ELECTRONIC PROCUREMENT TO ALL VENDORS

This electronic procurement system allows vendors the convenience of reviewing and submitting bids online.

This is a secure site and authorized personnel have limited read access only. Bidders are to submit electronically using this free service; while the website accepts various file types, one single PDF file containing all appropriate and required bid documents is preferred. Bidders submitting uploaded images of bid responses are solely responsible for clarity. If uploaded images/documents are not legible, then bidder's submission will be rejected. Please note all requirements contained in this bid package for electronic bid submission.

Please visit our E-Procurement Page at www.jeffparishbids.net to register and view Jefferson Parish solicitations. For more information, please visit the Purchasing Department page at <http://purchasing.jeffparish.net>.

ADDITIONAL REQUIREMENTS FOR THIS BID

PLEASE MATCH THE NUMBERS PRINTED IN THIS BOX WITH THE
CORRESPONDING INSTRUCTIONS BELOW.

3,5,6,10,12,13

1. All bidders must attend the MANDATORY pre-bid conference and will be required to sign in and out as evidence of attendance. In accordance with LSA R.S. 38:2212(I), all prospective bidders shall be present at the beginning of the MANDATORY pre-bid conference and shall remain in attendance for the duration of the conference. Any prospective bidder who fails to attend the conference or remain for the duration shall be prohibited from submitting a bid for the project.
2. Attendance to this pre-bid conference is optional. However, failure to attend the pre-bid conference shall not relieve the bidder of responsibility for information discussed at the conference. Furthermore, failure to attend the pre-bid conference and inspection does not relieve the successful bidder from the necessity of furnishing materials or performing any work that may be required to complete the work in accordance with the specification with no additional cost to the owner.
3. Contractor must hold current applicable JEFFERSON PARISH licenses with the Department of Inspection and Code Enforcement. Contractor shall obtain any and all permits required by the JEFFERSON PARISH Department of Inspection and Code Enforcement. The contractor shall be responsible for the payment of these permits. All permits must be obtained prior to the start of the project. Contractor must also hold any and all applicable Federal and State licenses. Contractor shall be responsible for the payment of these permits and shall obtain them prior to the start of the project.
4. A LA State Contractor's License will be required in accordance with LSA R.S. 37-2150 et. seq. and such license number will be shown on the outside of the bid electronic envelope. Failure to comply will cause the bid to be rejected. When submitting the bid electronically, the license number must be entered in the appropriate field in the electronic procurement system. Failure to comply will cause the bid to be rejected.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

5. It is the bidder's responsibility to visit the job site and evaluate the job before submitting a bid.
6. Job site must be clean and free of all litter and debris daily and upon completion of the contract. Passageways must be kept clean and free of material, equipment, and debris at all times. Flammable material must be removed from the job site daily because storage will not be permitted on the premises. Precaution must be exercised at all times to safeguard the welfare of JEFFERSON PARISH and the general public.
7. PUBLIC WORKS BIDS: All awards for public works in excess of \$5,000.00 will be reduced to a formal contract which shall be recorded at the contractor's expense with the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. A price list of recordation costs may be obtained from the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. All awards in excess of \$25,000.00 will require both a performance and a payment bond. Unless otherwise stated in the bid specifications, the performance bond requirements shall be 100% of the contract price. Unless otherwise state in the bid specifications, the payment bond requirements shall be 100% of the contract price. Both bonds shall be supplied at the signing of the contract.
8. NON-PUBLIC WORKS BIDS: A performance bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The performance bond shall be supplied at the signing of the contract.
9. NON-PUBLIC WORKS BIDS: A payment bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The payment bond shall be supplied at the signing of the contract.
10. All bidders must comply with the requirements stated in the attached "Standard Insurance Requirements" sheet attached to this bid solicitation. Failure to comply with this instruction will result in bid rejection.
11. A bid bond will be required with bid submission in the amount of 5% of the total bid, unless otherwise stated in the bid specifications. All sureties must be in original format (no copies). When submitting a bid online, vendors must submit an electronic bid bond through the respective online clearinghouse bond management system(s) as indicated in the electronic bid solicitation on Central Auction House. No scanned paper copies of any bid bond will be accepted as part of the electronic bid submission.
12. This is an as needed basis contract. JEFFERSON PARISH makes no representations on warranties with regard to minimum guaranteed quantities unless otherwise stated in the bid specifications.
13. Freight charges should be included in total cost when quoting. If not quoted FOB DELIVERED, freight must be quoted as a separate item. Bid may be rejected if not quoted FOB DELIVERED or if freight charges are not indicated on bid form.
14. PUBLIC WORKS BIDS - Completed, Signed and Properly Notarized Affidavits Required; This applies to all solicitations for construction, alteration or demolition of public buildings or projects, in conformity with the provisions contained in LSA-RS 38:2212.9, LSA-RS 38:2212.10, LSA-RS 38:2224, and Sec 2-923.1 of the Jefferson Parish Code of Ordinances. For bidding purposes, all bidders must submit with bid submission COMPLETED, SIGNED and PROPERLY NOTARIZED Affidavits, including: Non-Conviction Affidavit, Non-Collusion Affidavit, Campaign Contribution Affidavit, Debt Disclosures Affidavit and E-Verify Affidavit. For the convenience of vendors, all affidavits have been combined into one form entitled PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format, and without material alteration, in order to be compliant and for the bid to be considered responsive. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid, however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
15. NON PUBLIC WORK BIDS - Completed, Signed and Properly Notarized Affidavits Required in conformity with the provisions contained in LSA – RS 38:2224 and Sec 2-923.1 of the Jefferson Parish Code of Ordinances. For bidding purposes, all bidders must submit with bid submission COMPLETED, SIGNED and PROPERLY NOTARIZED Affidavits, including: Non-Collusion Affidavit, Debt Disclosures Affidavit and Campaign Contribution Affidavit. For the convenience of vendors, all affidavits have been combined into one form entitled NON PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format, and without material alteration, in order to be compliant and for the bid to be considered responsive. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid, however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.

DATE: 10/06/2021

BID NO.: 50-00136097

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INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

16. The ensuing contract for this bid solicitation may be eligible for FEMA reimbursement and/or Federal funding/reimbursement. As such, the referenced appendix will be applicable accordingly and shall be considered a part of the bid documents. All applicable certifications must be duly completed, signed and submitted with bid submission. Failure to submit applicable certifications with bid submission will result in bid rejection.

17. For this project, the Contractor shall not pay any state or local sales or use taxes on materials and equipment which are affixed and made part of the immovable property of the project or which is permanently incorporated in the project (hereinafter referred to as "applicable materials and equipment"). All purchases of applicable materials or equipment shall be made by the contractor on behalf of and as the agent of Jefferson Parish (Owner), a political subdivision of the State of Louisiana. No state and local sales and use taxes are owed on applicable materials and equipment under the provisions of Act 1029 of the 1991 Regular Session - Louisiana Revised Statute 47:301(8)(c). Owner will furnish to contractor a certificate form which certifies that Owner is not required to pay such state or local sales and use taxes, and contractor shall furnish a copy of such certificate to all vendors or suppliers of the applicable materials and equipment, and report to Owner the amount of taxes not incurred.

It shall be the duty of every parish officer, employee, department, agency, special district, board, and commission; and the duty of every contractor, subcontractor, and licensee of the parish, and the duty of every applicant for certification of eligibility for a parish contract or program, to cooperate with the Inspector General in any investigation, audit, inspection, performance review, or hearing pursuant to Jefferson Parish Code of Ordinances Section 2-155.10(19). By submitting a bid, vendor acknowledges this and will abide by all provisions of the referenced Jefferson Parish Code of Ordinances.

DATE: 10/06/2021

INVITATION TO BID
THIS IS NOT AN ORDER

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BID NO.: 50-00136097

JEFFERSON PARISH
PURCHASING DEPARTMENT
P.O. BOX 9
GRETNA, LA. 70054-0009
504-364-2678

VENDOR: EMR Services, LLC

BUYER: MBUTTERY

As per LSA-RS 47:301 et seq., all governmental bodies are excluded from payment of sales taxes to any Louisiana taxing body. Quotations shall be based on F.O.B. Agency warehouse or jobsite, anywhere within the Parish as designated by the Purchasing Department.

JEFFERSON PARISH reserves the right to cancel all or any part of an order if not shipped promptly. No charges will be allowed for parking or cartage unless specified in quotation. The order must not be filled at a higher price than quoted. JEFFERSON PARISH reserves the right to cancel at any time and for any reason by issuing a THIRTY (30) day written notice to the contractor.

JEFFERSON PARISH is expecting all products to be new and all work to be done in workman-like manner, according to standard practices. Any deviations or alteration from the specifications must be indicated on the bid form for each item and upon request, product data for same must be submitted by the time specified by the Purchasing Department.

DELIVERY: FOB JEFFERSON PARISH

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES

As Needed

INDICATE STARTING TIME (IN DAYS) FOR CONSTRUCTION WORK

As Needed

INDICATE COMPLETION TIME (IN DAYS) FOR CONSTRUCTION WORK

As Needed

In the event that addenda are issued with this bid, bidders MUST acknowledge all addenda on the bid form. Bidder must acknowledge receipt of an addendum on the bid form by placing the addendum number as indicated. Failure to acknowledge any addendum on the bid form will result in bid rejection.

Acknowledge Receipt of Addenda: NUMBER: _____

NUMBER: _____

NUMBER: _____

NUMBER: _____

LOUISIANA CONTRACTOR'S LICENSE NO.: (if applicable) 55749

*** ALL BIDDERS MUST COMPLETE SECTION BELOW ***	
FIRM NAME: <u>EMR Services LLC</u>	
SIGNATURE: (Must be signed here) <u>M. J. Butler</u>	TITLE: <u>Executive Vice President</u>
PRINT OR TYPE NAME: <u>Mertin J. Butler, Jr.</u>	
ADDRESS: <u>668 Time Saver Ave.</u>	
CITY, STATE: <u>Harahan, LA</u>	ZIP: <u>70123</u>
TELEPHONE: <u>(504) 729-2989</u>	FAX: <u>(504) 729-2919</u>
EMAIL ADDRESS: <u>jake@emrelevators.com</u>	

TOTAL PRICE OF ALL BID ITEMS: \$ 9,972.⁰⁰

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00136097

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	36.00	MO	<p>Three (3) Year Contract to Provide Maintenance Services and Repairs on one (1) Otis Hydraulic Elevator for the Sewerage Department</p> <p>0010 - Labor, Materials and Equipment Necessary to Provide a Three (3) Year Contract for Services, and Repairs for One (1) Otis Hydraulic Passenger Elevator (Unit No. 4418989) Location: JP Sewerage Department 1440 River Park Road Bridge City, LA 70094</p> <p>As Per Attached Specifications</p> <p>Site Visit Contact: Shane Dickerson 504.437.4818 SDickerson@jeffparish.net</p>	\$277. ⁰⁰ -	\$9,972. ⁰⁰ -

SPECIFICATIONS FOR ELEVATOR MAINTENANCE CONTRACT
JEFFERSON PARISH DEPARTMENT OF SEWERAGE

**1440 River Park Road
Bridge City, LA 70094**

Section 1.0 – Scope:

Specifications for a Three (3) year contract to provide labor, materials, and equipment necessary for full maintenance, services, and repairs for one (1) Otis Hydraulic Passenger Elevator, located at 1440 River Park Road, Bridge City, LA, for the Department of Sewerage.

The contract shall begin with the date of its execution and run three (3) years thereafter.

The successful bidder shall be responsible for maintaining the elevator, in accordance with the provisions of the American National Standards Institute (ANSI) latest edition, as set forth in Standard A17.1, and the manufacturer's recommendations. All work must be performed with the practice of first class repair, and preventive maintenance procedures. Work shall be performed on a regular routine schedule, to minimize wear and tear on the equipment, all with the primary intent to prevent elevator downtime.

Section 2.0 – Pre-Bid Inspection:

Bidders shall visit the site of the elevator, for the purpose of fully informing themselves prior to the submission of bids, of the general operating conditions, number of floors served, type of power units, working conditions, available service manuals, drawings, etc., which might affect the cost and performance of maintenance and repair work. Failure to visit the facility may be cause for bid rejection.

Please contact Shane Dickerson, General Superintendent, at (504) 437-4818, between the hours of 7:00 a.m. and 3:00 p.m. for an appointment to inspect the elevator to be covered in this specification.

Bidders are required to submit a list, cost of repairs, and adjustments necessary to place the equipment in first class operating condition. Jefferson Parish reserves the option of selecting all, part, or none of the items listed for repair. This list must be submitted with all bids. Failure to submit said list may be cause for bid rejection, or disqualification.

Section 3.0 – Working Hours:

All maintenance and scheduled repairs are to be performed during regular working hours (7:00 a.m. – 2:30 p.m., Monday through Friday), except holidays, unless other specific arrangements are made with, and agreed upon by the Jefferson Parish Department of Sewerage.

Normal response time shall be no more than two (2) hours; however, in the event that someone is trapped in an elevator, the contractor shall provide an estimated time of arrival (ETA), and make every effort to arrive at the site as soon as possible. Trouble calls to restore elevator services must be responded to at any hour of the day or night, seven (7) days per week, with no additional charges to Jefferson Parish.

Section 4.0 – Communications Monitoring:

The contractor shall provide twenty-four (24) hour emergency communications monitoring services for the duration of the maintenance contract. These services include monitoring the elevator emergency phone covered by this agreement, and forwarding such calls to the appropriate authority. It shall be the responsibility of the owner to provide a list of contact persons to be notified in the event of an emergency. The elevator service contractor shall respond to appropriate calls, such as persons stuck in the elevator. Jefferson Parish shall be provided with a printed record of the time and date of each call, with the necessary response.

The owner shall provide a dedicated (non-PBX), touch-tone, business telephone line. If the phone line is provided for remote elevator monitoring (REM), this same phone line can be shared with the elevator phone, in which preference is given to the elevator phone. Contractor shall maintain existing phone(s) and replace as required.

Section 5.0 – Liquidated Damages:

If the contractor fails to report with a qualified serviceman for a period in excess of two (2) hours from the time of the call of complaint, it is mutually agreed that the Parish may withhold, as liquidated damages for each one (1) hour period, including the initial period thereof, the sum of \$50.00 from the succeeding month's billing, for each failure to report in a timely manner to a request for service. Further, it is mutually agreed that this sum is indicated, or is selected as a liquidated damage because of the impossibilities of determining the amount of actual damages the Parish may suffer as a result of the contractor's failure to comply with this provision.

If the elevator remains out of service for a period in excess of forty-eight (48) hours due to neglect or failure to comply with the provisions of these specifications, or should the contractor fail to report with a qualified serviceman within the stated time frame, it is mutually agreed that the Parish may withhold, as liquidated damages for each twenty-four (24) hour period, including the initial period thereof, the sum of \$100.00 from the succeeding month's billing for each failure to report in a timely manner to a request for

service. Further, it is mutually agreed that this sum is indicated, or is selected as liquidated damages, because of the impossibilities of determining the amount of actual damages the Parish may suffer as a result of the contractor's failure to comply with this provision.

Section 6.0 – Guaranty:

The contractor shall guaranty for a period of one (1) year from the date of installation or performance, all materials and/or labor provided. The contractor shall also guaranty that he will hold the Parish harmless from any damage arising from faulty workmanship or materials performed and/or installed within the duration of this contract.

All parts furnished and installed by the contractor shall be genuine replacements made especially for the elevator specified in this bid, unless substitution is specifically approved by the Parish of Jefferson. All workmanship shall be in accordance with the National Electric and/or Safety code for Elevators, and the National Fire Protection Association (N.F.P.A.) Code.

In all cases the burden of proof that the proposed product offered for substitution is equal or superior in construction and efficiency to that named in the specifications or contract shall rest on the contractor, and unless the proof is satisfactory to the Department of Sewerage, the substitution will not be approved.

At the termination of this contract, the Parish shall retain all blueprints, wiring, diagrams, and any other pertinent data that may have been furnished by the Parish, the contractor, or the maintenance company.

All lubricants, cleaning materials, paint, cotton waste, hydraulic fluid, etc. shall be furnished by the contractor. All lubricants shall be of the proper type or grade for the use intended. The use of dirty, contaminated, or deteriorated lubricants is prohibited. Waste lubricants shall be disposed of by the contractor within the work day. The contractor will store all lubricants, fluids, etc., in approved containers and in a manner and place as designated by a representative of the Parish and selected by the Department of Sewerage. No open containers will be allowed to be stored on the premises, and the contractor shall supply containers.

Section 7.0 – Accident Prevention:

Precaution shall be exercised at all times for the protection of persons and property. Safety provisions of applicable laws, building and construction codes shall be observed. Machinery, equipment, and all hazards shall be guarded or eliminated in accordance with the safety provisions of the Manual of Accident Prevention in Construction, published by the Associated General Contractors of America, to the extent that such provisions are not in contravention of applicable laws. The contractor shall also comply with applicable requirements of the Occupational Safety and Health Act of 1970 and the latest revisions thereto.

Section 8.0 – Cleaning and Safety:

Job sites must be clean and free of all litter and debris daily and upon completion of the contract. Passageways must be kept clean and free of material, equipment, and debris at all times. Inflammable materials must be removed from the jobs site daily, because storage will not be permitted on the premises. Precautions must be exercised at all times to safeguard the welfare and safety of the general public, employees of Jefferson Parish, and other Parish Officials.

Section 9.0 -- Special Instructions:

The contractor shall maintain an adequate number of trained personnel at all times to perform major repair work, as well as routine maintenance work. These trained personnel shall be directly employed and supervised by the contractor.

The contractor must maintain a sufficient supply of emergency parts for repairs of this elevator in his maintenance warehouse. These supplies and parts must be available for immediate delivery and installation at all times. The Parish of Jefferson reserves the right to make periodic on-site checks of the contractor's maintenance warehouse in order to determine that a sufficient supply of emergency parts is actually stored there.

The following tests and parts lists are subject to check by the Department of Sewerage or their designated representative. If parts are not available in type and number of each unit of vertical transportation covered by these specifications, then the contractor must document that these parts are on order and when they will be placed on the job and in the warehouse.

The maintenance contractor shall have available upon request:

1. Complete up-to-date wiring diagrams
2. Complete parts leaflets
3. Engineering data for all load reactions and safety devices
4. Lists of both the parts and part numbers of stock listed under maintenance replacement parts that are stocked in the contractor's warehouse ready for immediate delivery, and those parts that can be delivered within twenty-four (24) hours.

The Department of Sewerage reserves the right to bring in an outside consultant to inspect the elevator listed in these specifications, at any time throughout the duration of the specified contract period, to determine the quality of service being performed as required within the terms of these specifications.

The contractor shall maintain a sufficient supply of the emergency parts in their warehouse for repair of the elevator. These parts shall be available for immediate delivery and installation. This inventory shall include as a minimum, the following for

each size and type housed. Materials and/or parts to be used are to be genuine original manufacturer's renewal parts, or equal to those furnished with the original installation. The contractor shall maintain an up-to-date inventory of spare parts by part number. The inventory for the elevator covered in these specifications must be warehoused locally. The following parts must be available for immediate delivery:

1. Coils – minimum of one (1) for each type relay contractor used
2. Contacts – minimum of three (3) for each type used
3. Conductor – a supply for each type used
4. Motor Brushes – minimum of one (1) set of each type used
5. Supply of Lubricants for each requirement
6. Supply of Fuses
7. Interlock Rollers and Contacts – minimum of two (2) each type
8. Car and Hoistway Door Hanger Rollers – minimum of two (2) each type
9. Car and Hoistway Door Gibbs – minimum of one (1) set each type
10. Car and Hoistway Door Closer Parts (Springs and Spirators, etc.)
11. Door Operator Belts, Chains and Brushes – minimum of one (1) set each type
12. Door Operator Drive Block, Clutch Rollers, and Fingers – minimum of one (1) set each type
13. Photo Electric Tube – minimum of one (1) each type
14. Landing Switch Equipment of Magnetic Inductor – minimum of one (1) each type
15. Solid State Timers and Printed Circuit Regulator Boards – minimum of one (1) each type
16. Saf-T-Edge Pivot Arm Assembly and Switch – minimum of one (1) each type
17. Signal Fixture Lamps – minimum of five (5) each type
18. Selector Cams and Contact Assembly – minimum of one (1) each type
19. Brake Contact – Minimum of one (1) each type
20. Normal Renewal Parts particular to equipment covered by these specifications
21. Supply of Selector Tapes to handle highest rise
22. Roller Guides and Gibs for car and counterweight
23. Power Supplies and Pre-Amplified for electronic proximity device
24. Car and Hoistway Door Shields
25. Car Door Electric Eye Photo Cell Replacement Units
26. Complete Car Door Safety Edge (Mechanical)
27. Transformers and Rectifiers for all controller power supplies
28. Door Operator Motors for each type used
29. Door Operator Gear Reduction Units for each type used
30. Controller and Selector Coils for each type used
31. Component Parts, Including Contacts, for each type switch used
32. Car and Hall Buttons, including electronic, with contacts for each type used
33. Solid State Components and Solid State Cards of type specified by

manufacturer

34. Hatch Switch Cams Supports to handle highest rise. Replacement Relay for each type used
35. Selector Drive Motor
36. Machine Brake Shoes and Lining Assembly; minimum of one (1) set for each type
37. Replacement Relay for each type used
38. Hydraulic Jack Packing, or Seals, Gasket, Wiper Ring – minimum of one (1) for each type used
39. Dash Pot and Thermal Overloads – minimum of one (1) each type
40. Hydraulic Valves, Pistons, Springs, Gasket/"O" Ring Kit, Solenoid Needle, Solenoid Coil
41. Bearings for each type used
42. Hydraulic Valve Parts, Gaskets, "O" Rings and Hoses – minimum of one (1) for each type used. Valve includes Relief, Pilot, Lowering, Up and Check Valve, or any of the parts thereof
43. Hydraulic Fluid (110 gallons) as per original manufacturer's lubrication specifications

The following replacement parts are to be available and ready for delivery to the building within twenty-four (24) hours:

1. Rotating Elements for each type and size used
2. Stator and Field Coils for each type used
3. Brake Coils for each type and size used

Where any of the parts listed are not required, these may be deleted. The contractor hereby agrees to allow the Jefferson Parish Department of Sewerage, or their authorized representative, to visit the contractor's parts storage facilities before the effective date of this contract in order to determine that the inventory is complete and in compliance with the terms set forth in these specifications.

Section 10.0 – Qualifications of Bidders:

Bidders must have all recognized test equipment necessary to service and maintain the specified hydraulic elevator, and shall have experience with this particular type of equipment.

All bidders shall be required to provide proof of their capabilities and competency to perform the work specified in this proposal, due to the critical nature of the work involved. Bidders shall be familiar and experienced with, and regularly engaged in the maintenance, installation, repairs, and servicing of the elevator covered in this proposal.

All bidders must complete form ELESPEC91-2, in accordance with Section 10.0, Qualifications of Bidders, of the specifications.

Section 11.0 – Contract Award:

The Department of Sewerage will consider the following elements in making its recommendation:

1. Whether the bidder is a contractor with experience in the type of work involved.
2. Whether the bidder has adequate plant, equipment, and personnel to perform the work properly and expeditiously.
3. Whether the bid price is reasonable and equitable in relation to the Parish's needs and the extent of the work involved.

Section 12.0 – Records:

The contractor shall maintain a complete, orderly, and chronologic file, including drawings, parts lists, specifications, and copies of all prepared reports. A record of all callbacks and repairs must be kept by the contractor, indicating any difficulties experienced and the corrective measures taken to eliminate these difficulties. A copy of all routine maintenance reports and trouble calls must be forwarded to the Department of Sewerage on a monthly basis. The reports, or trouble calls, must be verified and signed by a person designated by the Parish. The parish designee must be given, and will retain, a copy of these reports.

Section 13.0 – End of Contract Check List:

At the completion of the contract period, all repairs and maintenance to the elevator specified in this proposal must be completed in accordance with the terms set for in these specifications, and a check list of all completed repairs and maintenance must be submitted to the Department of Sewerage for approval. Also, coinciding with the consummation of the original contract period, the warranty period stipulated in Section 6.0 of these specifications shall revert to the original manufacturer's warranty period unless the new contract is awarded to the same vendor.

All incomplete work will also be noted on a check list and submitted to the Department of Sewerage. All incomplete work listed on this check list, and any other repairs or maintenance deemed incomplete by the Department of Sewerage, must be performed and accomplished within a maximum of three (3) weeks after the duration of the contract period.

It is mutually agreed by the Parish that the contractor will complete the work noted by the Department of Sewerage, but related only to the contract period specified in this bid.

Section 14.0 – Specific Duties of the Contractor:

Each visit to the site must be documented and signed by the owner designated building representative.

The contractor shall visit the owner representative upon each arrival and investigate and correct any complaints or request within the scope of this contract. The contractor shall leave a copy of the service ticket with the owner representative.

The contractor shall clean, adjust, and lubricate the elevator and its equipment as specified below:

1. The contractor must maintain the efficiency and speed as designed by the manufacturer of the equipment at all times, including the following:
 - A. Accelerations
 - B. Retardation
 - C. Contract speed in feet per minute – with or without full load
 - D. Floor to floor time
 - E. Door opening and closing time
 - F. Keeping dispatching system adjusted for maximum operation
2. The contractor shall regularly and systematically examine, adjust, and lubricate the following equipment as required, if conditions warrant: power unit and controllers including motor windings, bearing rotating elements, sheaves, contact, coils, resistance for any motor circuits, magnetic frames, leveling valves, packing, seals, wiper rings, gaskets, "O" rings, leveling devices and cams, all relays, resistors, condensers, transformers, leads, timing devices, rectifiers, complete automatic power door operation, motors, cams, switches, contacts, resistors, sheaves, shafts, v-belts, drive arms, auxiliary door closing devices, hoistway door interlocks, interlock pick up assemblies, car door contacts, door protective devices, call bells, guide rails, hoistway switches, all Indicating and/or signal lamps and sockets, all solid state components, dashpots, computer devices, selectors, selector tapes, traveling cables, valve coils, body, adjusting stems and/or screws, all internal valve parts, and other mechanical or electrical parts. The contractor shall supply, repair, or replace all parts of every description made necessary by wear and tear. All replacements shall be made with original manufacturer's parts, or equal.
3. The contractor shall keep the guide rails clean and properly lubricated. Except when roller type guides are involved, no rail lubrication shall be used. The contractor shall regularly brush lint and dirt from the guide rails, overhead sheaves and beams, car tops, bottom of platforms and remove dirt, oil residue, and accumulated rubbish from pits and machine room floors.
4. The contractor shall lubricate all sheave bearings, and will use hydraulic fluid and lubricants which are especially prepared and compounded to meet the original manufacturer's

- specifications, or equal.
- 5. The contractor shall renew conductor and traveling cable as often as it is deemed necessary.
- 6. When necessary, the contractor shall renew the guide shoes or rollers, as required, to ensure smooth and quiet operation.
- 7. Group Supervisor System—
The contractor shall check the group dispatching systems and make necessary tests and adjustments to ensure that all circuits and time settings are properly adjusted, and that the systems perform as designed and installed by the original manufacturer.
- 8. The contractor shall paint all elevator equipment room floors as deemed necessary by Jefferson Parish (owner), within the first ninety (90) days of the contract. The contractor shall maintain these areas in a workmanlike manner for the duration of this agreement.
- 9. The contractor shall fabricate, install, and maintain filters to control carbon dust from the MG sets.
- 10. The contractor shall keep the exterior of the machinery and other parts properly painted and presentable at all times.
- 11. When necessary, the contractor shall periodically check the motor windings and controller coils and treat with proper insulating compound to prevent failure.
- 12. All control Cabinet doors shall be kept closed when not in use for service.
- 13. The contractor shall maintain/repair/replace battery lowering device and its components if applicable.

Section 15.0 – Exclusions:

The following items of equipment are not included in this contract:

- 1. Elevator cabs
- 2. Power switches and feeders to all controllers
- 3. Shaftway enclosures
- 4. Shaftway doors, frames, sills, and cab doors
- 5. Underground piping

Section 16.0 – Minimum Required Periodic Services Check:

- 1. Bi-Weekly
 - A. Ride each car
 - B. Check operation, leveling, door operation, etc.
 - C. Correct problems found, including replacement of lamps, bells, and gongs
 - D. Remove dust and dirt from the door guide channels
 - E. Remove dust and dirt from interior and exterior door floor tracks

- F. Push alarm button – test operation
 - G. Check operation of exhaust fan
 - H. Check operation of emergency lights, where applicable
 - I. Examine machine room equipment – Check oil level and oil leaks, where applicable
 - J. Examine machine room equipment – Check oil level
 - K. Observe operation of controls, selectors, machines, brakes, motors, MG sets and clean and adjust as needed
 - L. Check lubrication of machines, motors, MG sets, and overhead sheaves
 - M. Check filters on generators to control carbon dust – change as necessary
 - N. Check phone for proper operation
2. Monthly
- A. Check lubrication of door operators
 - B. Check lubrication of selectors
 - C. Clean pit – pit must be free of all trash and debris, water, and oil. Notify owner if pit contains water.
 - D. Maintain oil in tank at proper levels (Check oil sump heaters)
 - E. Check contacts of controller
 - F. Check jack assembly for leakage, etc.
 - G. Check photo cell, infrared safety edge and retraction of car door
 - H. Check guides and guide shoes for lubrication, wear and condition – fill oilers are required
 - I. Check roller guides for wear – replace as required
 - J. Clean and sweep elevator equipment rooms
3. Quarterly
- A. Check waiting times on corridor calls
 - B. Test and record rectifier voltages of control supply
 - C. Check car doors, door operation adjustments, and hoistway doors at upper and lower levels (departure and arrive ramps)
 - D. Check all cables – lubricate and adjust as required
 - E. Lubricate selector tapes – clean as needed
 - F. Check main line fuses for heating
 - G. Check for oil leaks
 - H. Check for excessive leaks around pump and valves
 - I. Check alarm bell system
4. Semi-Annually
- A. Clean controllers with blower, check alignment of switches, lubricate hinge pins
 - B. Check all resistance tubes and grids
 - C. Clean and examine safe-t-edge, door guides and fastenings, if applicable

5. Annually
 - A. Lubricate car fan or blower
 - B. Lubricate motor bearings – as per manufacturer's instructions
 - C. Clean fuses and holders – check all electrical connections and retighten as necessary
 - D. Check junction box cable and traveling cable for wear and insulation
 - E. Clean, oil, and adjust all hoistway doors
 - F. Perform leak test of jack casing

Where any of the above services are not applicable, these may be deleted.

Section 17.0 – Inspection, Tests, and Reports

The contractor shall examine periodically, all safety devices and governors and conduct annual no-load test and all other required tests. The tests are to be in accordance with the procedures stated in the last edition of the ANSI code book, Section A17.1. These tests shall include a yearly hydraulic inspection and tests of the pressure relief valves. Any repairs required after the test and resulting from the test, shall be the responsibility of the contractor except blowing the hydraulic shaft casing. All tests, i.e. safety, pressure, governor, etc., shall be conducted within the first month of the contract period and every twelfth month thereafter.

Contractor shall perform an annual leak test of the jack casing if applicable

It will be incumbent upon the contractor to submit a report to the Department of Sewerage stating the results of these tests and to make the necessary repairs to place this equipment into condition that at least meets or exceeds the current safety requirements as proposed by ANSI and those of the State of Louisiana and the Parish of Jefferson.

The contractor shall provide all requirements including inspection and documentation necessary to obtain an annual Jefferson Parish Elevators Mechanical Inspection Certificate.

All test reports must be submitted to the Department of Sewerage within one (1) month of the completion of each test. The contractor shall be responsible for any damages caused during the performance of any test, unless otherwise specified in this agreement.

Form ELESPPC91-3 must be completed by the successful contractor in accordance with this Section 17.0 of these specifications after completing these tests.

Overhead and pit clearance test results should be listed on form ELESPPC91-1. These tests should comply with National Elevators Safety Codes (ANSI A17.1-1984), including revisions.

If a full load safety test is required during this agreement, it shall be scheduled on Saturdays by The Department of Sewerage and completed by the successful contractor at no additional cost to Jefferson Parish.

Section 18.0 – Permits:

The contractor shall obtain any and all permits required by the Jefferson Parish Department of Inspection and Code Enforcement. The contractor shall also be responsible for payment of these permits. All permits must be obtained prior to the start of the project.

Certificate of Final Inspection must be submitted to the Department of Sewerage before final payment is rendered.

Section 19.0 – Cancellation Clause:

The Parish of Jefferson reserves the right to cancel the contract at any time and for any reason by issuing a thirty (30) day written notice to the contractor.

STANDARD INSURANCE REQUIREMENTS FOR BIDDING PURPOSES

All required insurance under this bid shall conform to Jefferson Parish Resolution No. 113646 or No. 113647, as applicable. Contractors may not commence any work under any ensuing contract unless and until all required insurance and associated evidentiary requirements thereto have been met, along with any additional specifications contained in the **Invitation to Bid**. Except as where otherwise precluded by law, the Parish Attorney or his designee, with the concurrence of the Director of Risk Management or his designee, may agree on a case-by-case basis, to deviate from Jefferson Parish's standard insurance requirements, as provided in this Section. Vendors requesting deviation therefrom shall submit such requests in writing, along with compelling substantiation, to the Purchasing Department prior to the bid's due date. Any changes to the insurance requirements will be reflected in the bid specifications and addenda. Prior to contract execution and at all times thereafter during the term of such contract, contractors must provide and continuously maintain all coverages as required by the foregoing Resolutions, and the contract documents. Failure to do so shall be grounds for suspension, discontinuation or termination of the contract.

For bidding purposes, bidders must submit with bid submission a current (valid) insurance certificate evidencing the required coverages. Failure to comply will cause bid to be rejected. The current insurance certificate will be used for proof of insurance at time of evaluation. Thereafter, and prior to contract execution, the low bidder will be required to provide final insurance certificates to the Parish which shall name **the Jefferson Parish, its Districts Departments and Agencies under the direction of the Parish President and the Parish Council** as additional insureds regarding negligence by the contractor for the Commercial General Liability and the Comprehensive Automobile Liability policies. Additionally, said certificates should reflect the name of the Parish Department receiving goods and services and reference the respective Jefferson Parish bid number.

JEFFERSON PARISH REQUIRED STANDARD INSURANCE

☒ WORKER'S COMPENSATION INSURANCE

As required by Louisiana State Statute, exception; Employer's Liability, Section B shall be \$1,000,000 per occurrence when Work is to be over water and involves maritime exposures to cover all employees not covered under the State Worker's Compensation Act, otherwise this limit shall be no less than \$500,000 per occurrence.

Note: If your company is not required by law to carry workmen's compensation insurance, i.e. not a Louisiana company, sole employee of the company, then bidders must request a workmen's compensation insurance declaration affidavit prior to the bid opening date. This insurance declaration affidavit must be fully completed, signed, properly notarized and submitted with the bid. A scanned copy may be submitted with the bid; however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being

rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.

☒ **COMMERCIAL GENERAL LIABILITY**

Shall provide limits not less than the following: \$1,000,000.00 Combined Single Limit per Occurrence for bodily injury and property damage.

☒ **COMPREHENSIVE AUTOMOBILE LIABILITY**

Bodily injury liability \$1,000,000.00 each person; \$1,000,000.00 each occurrence.
Property Damage Liability \$1,000,000.00 each occurrence.

Note: This category may be omitted if bidders do not/will not utilize company vehicles for the project or do not possess company vehicles. Bidder must request an automobile insurance declaration affidavit prior to the bid opening date. This insurance declaration affidavit must be fully completed, signed, properly notarized and submitted with the bid. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid; however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.

DEDUCTIBLES - The Parish Attorney with concurrence of the Director of Risk Management have waived the deductible section of the Terms and Conditions for all Invitations to Bid, until further notice.

UMBRELLA LIABILITY COVERAGE

An umbrella policy or excess may be used to meet minimum requirements.

FOR CONSTRUCTION AND RENOVATION PROJECTS:

The following are required unless otherwise specified in the bid. Such insurance is due upon contract execution.

☐ **OWNER'S PROTECTIVE LIABILITY**

To be for the same limits of liability for bodily injury and property damage liability established for commercial general liability.

☐ **BUILDER'S RISK INSURANCE**

The contractor shall maintain Builder's Risk Insurance at his own expense to insure both the owner (Parish of Jefferson) and contractor as their interest may appear.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
09/09/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER The Juban Insurance Group LLC 4319 Bluebonnet Blvd Baton Rouge LA 70809		CONTACT NAME: Marilyn Hagler PHONE (A/C, No, Ext): (225) 291-0405 FAX (A/C, No): (225) 291-0420 E-MAIL ADDRESS: marilyn@jubaninsurance.com	
INSURED EMR Services, LLC 668 Time Saver Avenue Harahan LA 70123		INSURER(S) AFFORDING COVERAGE INSURER A: Liberty Surplus Insurance Corp INSURER B: Berkshire Hathaway Guard Insurance Co INSURER C: Kinsale Insurance Company INSURER D: Louisiana Workers Compensation Corp INSURER E: CNA INSURER F:	
		NAIC # 22350	

COVERAGES

CERTIFICATE NUMBER: Master Certs 21-22

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR \$10,000 deductible \$10,000,000 policy aggregate GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			10000430406-02	09/13/2021	09/13/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ excluded PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			EMAU291630	04/04/2021	04/04/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			0100126741-1	09/13/2021	09/13/2022	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	148801	09/13/2021	09/13/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
E	Professional Liability Claims Made			596724141	09/13/2020	09/13/2022	Each claim \$1,000,000 Aggregate \$1,000,000 Deductible \$2,500

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

In regards to General Liability, Auto & Umbrella the certificate holder is shown as additional insured with a waiver of subrogation under the Blanket Additional Insured & Blanket Waiver of Subrogation endorsement when required by written contract; 30 Day Notice of Cancellation except 10 Days for Non-Payment; Blanket Waiver of Subrogation applies in regards to workers compensation. Blanket Primary & Non-contributory wording for General Liability, Auto & Umbrella when required by written agreement.

CERTIFICATE HOLDER

CANCELLATION

"Specimen"	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

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Jon A. Gegenheimer
JEFFERSON PARISH CLERK OF COURT



Mortgage & Conveyance Office

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NOTICE OF RECORDATION

INSTRUMENT NO 11610049
TYPE OF ACT RESOLUTION CB
DATE 03/07/2016

ADDITIONAL INFORMATION


PARTIES
EMR SERVICES LLC

TO RENE A JR MARQUES

PROPERTY

CONVEYANCE BOOK 3366 FOLIO 492

I HEREBY CERTIFY THAT THIS ACT HAS BEEN FILED WITH THIS OFFICE AND RECORDED AS SET FORTH ABOVE.


CLERK OF COURT

INQUIRIES? CALL:
General Information - (504) 364-2943 or 2944
Notice of Recordation - (504) 364-2952

11610049

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LLOYD J TABARY
8560 ANSELMO LANE
BATON ROUGE LA 70810

STATE OF LOUISIANA
PARISH OF JEFFERSON

CERTIFICATION OF AUTHORITY
TO ACT FOR
EMR SERVICES L.L.C.
A LIMITED LIABILITY COMPANY
(UPDATED FEBURARY 25, 2016)

BE IT KNOWN that on February 25, 2016, before me, Lloyd J. Tabary II, a Notary Public duly commissioned and qualified in and for aforesaid parish and state, and in the presence of the undersigned witnesses, personally came and appeared:

Rene A. Marques, Jr., an individual with his main address located at 9605 Jefferson Hwy., Box 207, River Ridge, LA 70123;

AND: Kevin J. Doiron, an individual with his mailing address located at 9605 Jefferson Hwy., Box 207, River Ridge, LA 70123;

who, after being duly sworn, did acknowledge and declare that Messrs. Marques, Doiron are majority of the members of EMR SERVICES, L.L.C., a Limited Liability Company organized under the laws of the State of Louisiana, whose Articles of Organization are recorded in the office of the Louisiana Secretary of State, and that these Articles of Organization provide that Rene A. Marques, Kevin J. Doiron, individually are authorized to certify the authority of persons to act on behalf of said EMR SERVICES, L.L.C., and that they do hereby certify that Rene A. Marques, Kevin J. Doiron, and Merlin Jacob Ohler, Jr., each individually, having the consent of the majority of the members of said company, are solely authorized to act for and in the name of the said EMR SERVICES, L.L.C. to sign all documents, of every kind whatsoever, for and in the name of EMR SERVICES, L.L.C., and to take all such actions in its name as may, in their sole and exclusive judgment necessary to accomplish the authority expressed above. The authority expressed herein is limited to only those who are named in this document, and any person should not rely on members of EMR Services LLC not listed herein as they are not authorized to act on behalf of EMR Services LLC.

Any person dealing with Rene A. Marques, Kevin J. Doiron or Merlin Jacob Ohler, Jr. may assume that the authority conferred upon him by this document is still in full force and effect unless and until there is recorded in the conveyance records of the Parish of Jefferson an express revocation of such authority.

FILED AND RECORDED, JEFFERSON PARISH, LOUISIANA
11610049 DATE 3/7/2016 9:58:43 AM
JON A. GEGENHEIMER CLERK OF COURT & RECORDER
CERTIFIED TRUE COPY
BY [Signature]
DEPT. OF CLERK & RECORDER
BOOK 356 PAGE 412

THUS DONE AND SIGNED on the day and date set forth above at Jefferson Parish, State of Louisiana, the party hereto having affixed his signature, together with me, Notary, and the undersigned witnesses, after due reading of the whole.

WITNESSES:

EMR SERVICES, L.L.C.

Sharon Burdick
WITNESS

Rene A. Marques, Jr.
Rene A. Marques, Jr, Manager

Sh PCh
WITNESS

Kevin J. Doiron
Kevin J. Doiron, Member

Merlin Jacob Olier, Jr.
Merlin Jacob Olier, Jr.
Authorized Representative

Lloyd J. Tabary, Jr.
LLOYD J. TABARY, JR. - LSBA#18695
ATTORNEY AT LAW - NOTARY PUBLIC
8560 ANSELMO LANE
BATON ROUGE, LOUISIANA 70810