



Schindler Elevator Corporation

656 Time Saver Avenue  
Harahan, LA 70123-3144

ADDRESS SERVICE REQUESTED

Bid 50-126828

Schindler Elevator Corporation  
License No: 13156

**BID/RFP RECEIPT**

Receipt of Bid/RFP Proposal No. 50-126828

From: Schindler Elevator Corp

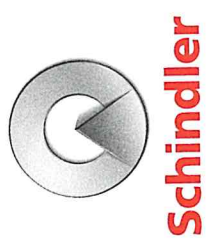
Company's Name

Person Received Bid: R. Scott

Number of Envelopes/Boxes Received: 1 envelope

**Jefferson Parish Purchasing Department  
200 Derbigny Street  
Suite 4400 – General Government Building  
Gretna, LA 70053**

RECEIVED  
2019 JUN 21 AM 9:04  
JEFFERSON PARISH  
PURCHASING



**Schindler Elevator Corporation**

June 21, 2019

Jefferson Parish Purchasing Department  
200 Derbigny Street – Suite 4400  
Gretna, LA 70053

ATTN: Purchasing Department  
Re: J.P. Correctional Center

To whom it may concern,

Enclosed please find Schindler's bid (Bid 50-126828) for the elevator maintenance at Jefferson Parish Correctional Center.

If you have any questions or concerns, please feel free to contact me at the information below or via email at [Rebecca.Burford@Schindler.com](mailto:Rebecca.Burford@Schindler.com).

Sincerely,

A handwritten signature in blue ink, appearing to read 'Rebecca Burford'.

Rebecca Burford  
Sales Rep EI  
(504) 247-5975

M00010

656 Time Saver Avenue  
Harahan, LA 70123-3144

Tel. 504 613 2300  
Fax 504 734 0877  
[www.us.schindler.com](http://www.us.schindler.com)





**5000126828 PURCHASE OF A ONE (1) YEAR CONTRACT OF SERVICE &  
MAINTAIN ELEVATORS FOR THE JEFFERSON PARISH CORRECTIONAL  
CENTER  
Jefferson Parish Government**

Project documents obtained from [www.CentralBidding.com](http://www.CentralBidding.com)

17-Jun-2019 08:39:20 AM





# JEFFERSON PARISH

Department of Purchasing

Michael S. Yenni  
Parish President

Renny Simno  
Director

June 2019

## CHANGES TO JEFFERSON PARISH BIDDING PROCEDURES

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

**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.

**PROTESTS:** Only those vendors that submit bids in response to a 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.)

Please contact the Jefferson Parish Purchasing Department at 504-364-2678 if you have any questions or need assistance.

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  
Office 504.364.2678  
Email: [Purchasing@jeffparish.net](mailto:Purchasing@jeffparish.net) Website: [www.jeffparish.net](http://www.jeffparish.net)



BID 50-126828

**PURCHASE OF A ONE (1) YEAR CONTRACT FOR PARTS AND  
LABOR TO SERVICE & MAINTAIN ELEVATORS FOR THE  
JEFFERSON PARISH CORRECTIONAL CENTER**

**JUNE 21, 2019 @ 11:00 A.M.**

**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 in the Purchasing Department by the bid due date and time.**

**Jefferson Parish Purchasing Department  
200 Derbigny Street-Suite 4400  
Gretna, LA 70053  
MARK BUTTERY**

**PLEASE "EMAIL" ANY QUESTIONS ABOUT THIS BID TO:**

**MBUTTERY@JEFFPARISH.NET**

**504-364-2810**



DATE: 6/07/2019  
BID NO.: 50-00126828

INVITATION TO BID  
THIS IS NOT AN ORDER

Page: 1

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

VENDOR: *Schindler Elevator*

BUYER: MBUTTERY@jeffparish.net

Bids will be received until 11:00 AM, 6/21/2019 via online at [www.jeffparishbids.net](http://www.jeffparishbids.net) or by hand delivery, USPS mail or other courier service to Purchasing Department, 200 Derbigny Street (General Government Building), Suite 4400, Gretna, LA 70053. For convenience, bidders may also submit bids in the East Bank Purchasing Department, Suite 404, Jefferson Parish Joseph S. Yenni Building, 1221 Elmwood Park Blvd., Jefferson LA 70123. However, if submitting bids on the day of bid opening, bidders must submit at the West Bank location only.

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. 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](http://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. Further, a current W-9 form and respective Tax Identification number must be supplied upon contract execution, should you be awarded a contract and/or issued purchase order. Failure to do so may result in delay of payment.

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. 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. 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.

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 and SBE's) to stimulate participation in procurement and assistance programs.



INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

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 encouraged 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](http://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.

1, 3, 4, 5, 6, 8, 10, 11, 12, 13, 15

**MANDATORY**

PRE-BID CONFERENCE TO BE HELD AT: 100 Dolhonde Street, Gretna, LA 70053  
9:30 AM, Friday, June 14, 2019  
ON 6/14/2019

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 envelope. Failure to comply will cause the bid to be rejected. Additionally if submitting the bid electronically, then 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.
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. Precautions must be exercised at all times to safeguard the welfare of JEFFERSON PARISH and the general public.



## INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

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. Prior to contract executions/purchase order issuance, the successful bidder will be required to provide final insurance certificates which shall name Jefferson Parish as an additional insured in accordance with the instructions in the aforementioned "Standard Insurance Requirements" sheet.
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. Acceptable forms shall be limited to cashier's check, certified check, or surety bid bond. All sureties must be in original format (no copies). If 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 a requirements contract to be provided on an as needed basis. 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.
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.

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: 6/07/2019

INVITATION TO BID  
THIS IS NOT AN ORDER

Page: 4

BID NO.: 50-00126828

JEFFERSON PARISH

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

VENDOR: Schindler Elevator

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

INDICATE STARTING TIME (IN DAYS) FOR CONSTRUCTION WORK

INDICATE COMPLETION TIME (IN DAYS) FOR CONSTRUCTION WORK

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 as indicated. Failure to acknowledge any addendum on the bid form will result in bid rejection.

Acknowledge Receipt of Addenda: NUMBER: 1

NUMBER: \_\_\_\_\_

NUMBER: \_\_\_\_\_

NUMBER: \_\_\_\_\_

LOUISIANA CONTRACTOR'S LICENSE NO.: (if applicable) 13154

\*\*\* ALL BIDDERS MUST COMPLETE SECTION BELOW \*\*\*

FIRM NAME:

Schindler Elevator Corporation

SIGNATURE:

(Must be signed here)

PRINT OR TYPE NAME:

Brian James

TITLE:

District Manager

ADDRESS:

454 Time Saver Avenue

CITY, STATE:

Harahan, LA

ZIP:

70123

TELEPHONE:

504 413-2311

FAX:

504 734-0877

EMAIL ADDRESS:

Brian.James@schindler.com

TOTAL PRICE OF ALL BID ITEMS: \$ 29880.00

| ITEM<br>NUMBER | QUANTITY | U/M | DESCRIPTION OF ARTICLES  | UNIT PRICE<br>QUOTED                          | TOTALS |
|----------------|----------|-----|--|---|--------|
| 1              | 12.00    | MO  | <p>PURCHASE OF A ONE (1) YEAR CONTRACT TO PROVIDE PARTS AND LABOR NECESSARY TO SERVICE AND MAINTAIN ELEVATORS FOR THE COMMUNITY JUSTICE AGENCY</p> <p>1000 TO PROVIDE ALL LABOR, MATERIALS AND EQUIPMENT NECESSARY TO PROVIDE A CONTRACT FOR FULL MAINTENANCE, SERVICES AND REPAIRS FOR FIVE (5) HYDRAULIC PASSENGER ELEVATORS AND THREE (3) TRACTION PASSENGER ELEVATORS AT THE JEFFERSON PARISH CORRECTIONAL CENTER, 100 DOLHONDE STREET, GRETN, LA 70053, THE CONTRACT SHALL BE FOR A PERIOD OF TWELVE (12) MONTHS OR ONE (1) YEAR BEGINNING ON THE FIRST DAY OF THE MONTH FOLLOWING THE EXECUTION OF THE CONTRACT.</p> | <div>\$ 2490.00</div> <div>\$ 29,880.00</div> |        |

### **Section 1.0 – MANDATORY Pre-Bid Conference:**

Location: 100 Dolhonde Street, Gretna, LA 70053

Date: Friday, June 14, 2019

Time: 9:30 AM

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(l), 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.

### **Section 2.0 – Scope:**

We extend this proposal to provide all labor, materials, and equipment necessary to provide contract for full maintenance, services, and repairs for five (5) Hydraulic passenger elevators and three (3) Traction passenger elevators, at the Jefferson Parish Correctional Center located at 100 Dolhonde Street, Gretna, LA. The contract shall be for a period of twelve (12) months (1 year), beginning on the first day of the month following the execution of the contract.

### **Section 3.0 – Responsibilities of the Contractor:**

The responsibility of the contractor is to maintain the specified elevators in good repair and in accordance with the provisions of the American National Standards Institute (ANSI) latest edition, as set forth in Standard A17.1, manufacturer's recommendations, with the practice of first class repair and preventive maintenance procedures performed on a regular routine schedule, and to minimize wear and tear on the equipment, all with the primary intent to prevent elevator downtime.

### **Section 4.0 – Pre-Bid Inspection:**

Bidders shall visit the installations to be covered on the proposed agreement, 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.

Please contact Ricky Peart, Stationary Engineer III, at 365-3379, between the hours of 8:00 a.m. and 4:00 p.m. for an appointment to inspect the installations to be covered in this proposal.



### **Section 5.0 – Hours of Work:**

All maintenance and scheduled repairs are to be performed during regular working hours (8:00 a.m. to 4:30 p.m., Monday through Friday), except Holidays, whenever possible. Due to the high security concerns of this building, some repairs and regularly scheduled maintenance will have to be performed after hours at a time when the elevators can be shut down without compromising security at no extra charge. Normal response time shall be no more than two (2) hours; however, in the event that someone is trapped in the elevator, the contractor shall provide an estimated time of arrival and make every effort to arrive at the site as soon as possible.

### **Section 6.0 – 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 damage 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 an 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 damage for each twenty-four (24) hour period, including the initial period thereof, the sum of \$100.00 from the succeeding month's billing. 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 7.0 – 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 new and 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 General Services, 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 workday. 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 General Services. No open containers will be allowed to be stored on the premises, and the contractor shall supply all containers.

#### **Section 8.0 – 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 thereof.

#### **Section 9.0 – 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 material must be removed from the job 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 10.0 – Special Instructions:**

Rev. 2-23-18

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The contractor shall maintain an adequate number of trained personnel in the metropolitan area of Jefferson Parish 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 (No Sub Contractors).

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 General Services or their designated representative. If parts are not available in type and number on 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 General Services 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 his/her warehouse for repair of each elevator. These parts shall be available for immediately 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 each 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 contactor 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 for 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 peculiar to equipment covered by these specifications
21. Supply of selector tapes to handle highest rise

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- 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 contracts, for each type of 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

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- 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
- 44. Electronic controls PC boards etc.
- 45. Programming of any circuit boards and electronic devices.

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 of generator and motor 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 General Services, or their authorized representatives, 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:**

The bidder must supply a list of elevators currently under contract duplicating in type (duplicate controller designation), complexity, manufacturer, control, and technology as those called for under these specifications five (5) Hydraulic passenger elevators and three (3) Traction passenger elevators, at the Jefferson Parish Correctional Center located at 100 Dolhonde Street, Gretna, LA. The attached ELESPPC91-2 form must be submitted within seven (7) days after the bid opening.

Bidders shall presently have and own all recognized test equipment necessary to service and maintain the specified hydraulic and traction elevators and shall have current experience with this particular type of equipment. The apparent low bidder must provide proof of ownership of test equipment to a representative of the Department of General Services within seven (7) days after the bid opening or your bid will be disqualified.

### **Section 11.0 – Records:**

The contractor shall maintain a complete, orderly, and chronological 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 General Services 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 12.0 – 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 forth in these specifications, and a check list of all completed repairs and maintenance must be submitted to the Department of General Services 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 checklist and submitted to the Department of General Services. All incomplete work listed on this checklist, and any other repairs or maintenance deemed incomplete by the Department of General Services, 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 and the successful bidder that he will complete the work noted by the Department of General Services, but related only to the contract period specified in this bid.

No property shall be removed from the site (Sims cards, Programing tools, software, and equipment of any type) without written permission from Jefferson Parish.

### **Section 13.0 – 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. Contractor will sign a log book stating time of arrival and departure. The contractor will then

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be allowed to investigate and correct any complaints or requests within the scope of this contract. The contractor shall not perform any work that is not covered under this contract without a purchase order number. If any work is performed that is not covered under this contract without proper purchase order number the Parish of Jefferson will not pay said bill. The contractor shall leave a copy of the service ticket listing time arrived, any deficiencies, work performed under contract, work requiring purchase order number and time of departure with the owner representative.

The contractor shall clean, adjust, and lubricate the elevator and its equipment 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 a 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, contacts, 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 Supervisory 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. Every six (6) months the contractor shall perform a "loss of Power" test to operate the battery operated lowering device. Provide a report of the test to the owner.

#### **Section 14.0 – Exclusions:**

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

- A. Elevator cabs
- B. Power switches and feeders to all controllers
- C. Shaftway enclosures
- D. Shaftway doors, frames, sills, and cab doors
- E. Underground piping

**Section 15.0 – Vandalism:**

The misuse by vandalism will not be accepted as extra cost to the Parish. Vandalism shall be defined as the intent to destroy by use of an instrument with the potential for destruction.

**Section 16.0 – Minimum Required Periodic Service Checks:**

**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. Observe operation of controls, selectors, machines, brakes, motors, MG sets and clean and adjust as needed

- K. Check lubrication of machines, motors, MG sets, and overhead sheaves
- L. Check filters on generators to control carbon dust – change as necessary
- M. Clean all door tracks

**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 as required
- I. Check roller guides for wear – replace as required
- J. Clean and sweep elevator equipment rooms

**Quarterly - -**

- A. Check waiting times on corridor calls
- B. Test and record rectifier voltages of control supply
- C. Check car doors, door operator 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

**Semi-Annually - -**

- A. Clean controllers with blower, check alignment of switches, lubricate hinge pines
- B. Check all resistance tubes and grids
- C. Clean and examine saf-t-edge, door guides and fastenings, if applicable
- D. Every six (6) months contractor shall a loss of power test to operate the battery operated lowering device. Provide a report to Jefferson Parish.

**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

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 codebook, Section A17.1. These tests shall include a yearly hydraulic inspection and tests of the pressure relief valves and/or a five (5) year full load test conducted in the first month of the contract or the same month of the expiration of the last conducted test. Any repairs required after the tests and resulting from the tests, 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.

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It will be incumbent upon the contractor to submit a report to the Department of General Services and Procurement 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.

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

The TESTS – ACCEPTANCE & PERIODIC FORM attached to these specifications must be completed by the successful contractor in accordance with this Section 18.0 of these specifications after completing these tests.

Overhead and pit clearance test results should be listed on the OVERHEAD & PIT CLEARANCES FORM attached to these specifications. These tests should comply with National Elevator Safety Code (ANSI A17.1-1984), including revisions.

All tests are to be performed by a Louisiana State Licensed (QEI) Qualified Elevator Inspector. If a QEI is not employed by the successful contractor it will be the responsibility of the contractor to hire a QEI to perform these inspections at no additional cost to Jefferson Parish.

If a full load safety test is required during this agreement, it shall be scheduled with Jefferson Parish General Services and Procurement and completed by the successful contractor, without 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 General Services and Procurement before final payment is rendered.

#### **Section 19.0 – Hold Harmless Clause:**

The contractor agrees to hold harmless, defend, and indemnify the Parish of Jefferson, the Jefferson Parish Council, the Director, and all Jefferson Parish employees against any and all losses, claims, and demands, cause of action or

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suits of whatever type of nature, including attorneys' fees and court costs, arising from or connected with the negligence of the contractor, its agents or employees.

**Section 20.0 – Surety Bond:**

A surety bond in the amount of 5% of the bid amount is due with the bid.

**Section 21.0 – Performance Bond:**

A performance bond will be required. Bidder must submit proof of currently having a bonding agency 10 days after bid is awarded.

If the successful bidder does not provide a performance bond, the project will be awarded to the next or subsequent successful bidder.

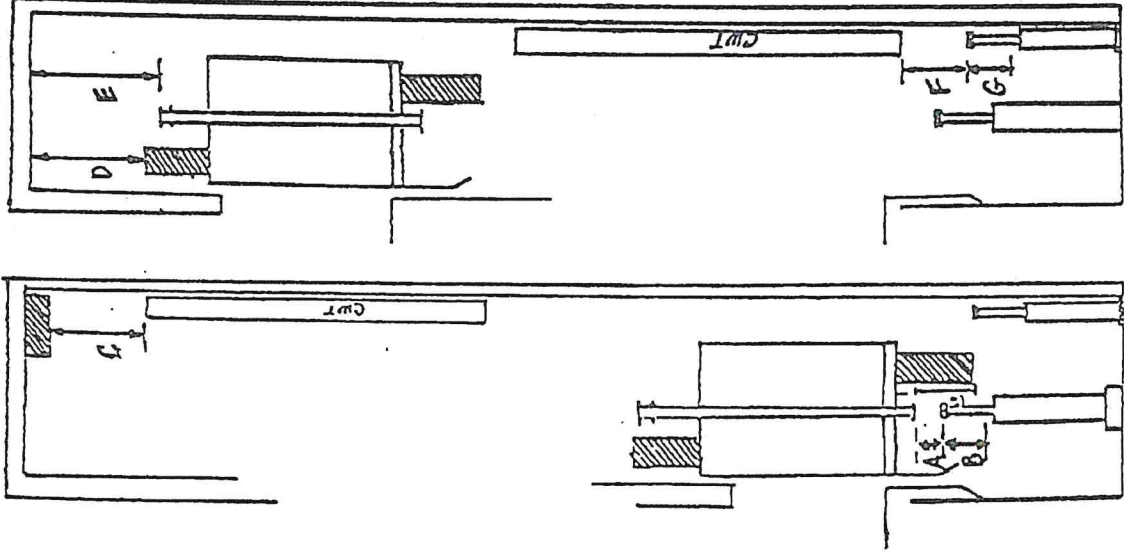
**Section 22.0 – License Requirement**

Contractor's Louisiana License shall be in the following category:  
Current Louisiana Contractor's License in Elevators, Escalators, and Dumbwaiters

**Section 23.0 – Cancellation Clause:**

The Parish of Jefferson reserves the right to cancel the equipment maintenance contract at any time and for any reason by issuing a thirty (30) day written notice to the contractor, should the contractor fail to fulfill his responsibility as set forth in these specifications. The Department of General Services shall be the sole judge of the contract performance or non-performance.

USE CURRENT ELEVATOR CODE FOR REFERENCE



Date:

OVERHEAD  
AND  
PIT CLEARANCES

Elevator Identification No.

|    |                      |
|----|----------------------|
| A. | <input type="text"/> |
| B. | <input type="text"/> |
| C. | <input type="text"/> |
| D. | <input type="text"/> |
| E. | <input type="text"/> |
| F. | <input type="text"/> |
| G. | <input type="text"/> |

|                 |                      |
|-----------------|----------------------|
| Company Name:   | <input type="text"/> |
| Address:        | <input type="text"/> |
| Representative: | <input type="text"/> |

TESTS: ACCEPTANCE AND PERIODIC

|           |
|-----------|
| Building: |
| Address:  |
|           |

|                        |           |
|------------------------|-----------|
| Elevator Manufacturer: |           |
| Installation Date:     |           |
| Type:                  | Capacity: |
| PASS:                  | Number:   |
| GOVERNOR DATA          |           |

|                   |            |
|-------------------|------------|
| Type:             | Size Rope: |
| Gov. Jaws:        |            |
| Jaw Pull Through: | lbs.       |
| CAR SAFETY        |            |
| Seal Number:      |            |
| Tagged and Dated: |            |

|                                 |                |
|---------------------------------|----------------|
| Type:                           | Rope Pull Out: |
| Release Pull Out:               | lbs.           |
| Marks (R) Rail:                 | feet inches    |
| Marks (L) Rail:                 | feet inches    |
| Turns Rope on Drum Before Test: |                |
| Turns Rope on Drum After Test:  |                |
| Platform Level:                 |                |
| Tagged and Dated:               |                |



|                   |              |      |
|-------------------|--------------|------|
| Car Type:         | CWT Type:    |      |
| Weight on Buffer: | Return Time: | Sec. |
| Seal Number:      | Pounds Load: |      |
| Tagged and Dated: |              |      |

|                      |
|----------------------|
| Elevator Contractor: |
| Signature:           |
| Date:                |
| Witnesses:           |
|                      |

ELESPC91-3

Tests-Acceptance&Periodic/Revised: 1/9/01  
Section 18.0: Inspection, Tests, and Reports



BUFFERS



VERIFICATION OF QUALIFICATIONS

*In keeping with the specifications, we list the following Electric Passenger Elevators we now have under full maintenance contractual service:*

|           |           |
|-----------|-----------|
| Building: | Building: |
| Address:  | Address:  |
|           |           |
|           |           |
| Building: | Building: |
| Address:  | Address:  |
|           |           |
|           |           |
| Building: | Building: |
| Address:  | Address:  |
|           |           |
|           |           |

*We also have the following tools designed specifically for programming  
and adjusting these elevators:*

|    |     |
|----|-----|
| 1. | 11. |
| 2. | 12. |
| 3. | 13. |
| 4. | 14. |
| 5. | 15. |
| 6. | 16. |
| 7. | 17. |
| 8. | 18. |

|     |     |
|-----|-----|
| 9.  | 19. |
| 10. | 20. |

|                                   |                                  |
|-----------------------------------|----------------------------------|
| Signature: <i>Brian J. Menden</i> | Notarized By: <i>[Signature]</i> |
| Title: <i>District Manager</i>    | Date: <i>20 June 2019</i>        |
| Date: <i>6-20-2019</i>            |                                  |

ELESPC91-2

VerificationOfQualifications/Revised: 5/17/01

Section 10.0: Qualifications of Bidders

Donald P. DiMaggio  
LA Notary Public# 33195  
My Commission is for Life



## **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.

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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, Workmen's Compensation Insurance 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.

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## **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.

1) **OWNER'S PROTECTIVE LIABILITY**

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

2) **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.

## **Non-Public Works Bid Affidavit Instructions**

- Affidavit is supplied as a courtesy to Affiants, but it is the responsibility of the affiant to insure the affidavit they submit to Jefferson Parish complies, in both form and content, with federal, state and parish laws.
- Affidavit must be signed by an authorized representative of the entity or the affidavit will not be accepted.
- Affidavit must be notarized or the affidavit will not be accepted.
- Notary must sign name, print name, and include bar/notary number, or the affidavit will not be accepted.
- Affiant **MUST** select either A or B when required or the affidavit will not be accepted.
- Affiants who select choice A must include an attachment or the affidavit will not be accepted.
- If both choice A and B are selected, the affidavit will not be accepted.
- Affidavit marked N/A will not be accepted.
- It is the responsibility of the Affiant to submit a new affidavit if any additional campaign contributions are made after the affidavit is executed but prior to the time the council acts on the matter.

*Instruction sheet may be omitted when submitting the affidavit*

Non-Public Works Bid

AFFIDAVIT

STATE OF LA

PARISH/COUNTY OF JEFFERSON

BEFORE ME, the undersigned authority, personally came and appeared: Brian

James, (Affiant) who after being by me duly sworn, deposed and said that  
he/she is the fully authorized representative of Schindler Elevation (Entity),  
the party who submitted a bid in response to Bid Number 50-126828, to the Parish of  
Jefferson.

Affiant further said:

Campaign Contribution Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A \_\_\_\_\_

Attached hereto is a list of all campaign contributions, including the date and amount of each contribution, made to current or former elected officials of the Parish of Jefferson by Entity, Affiant, and/or officers, directors and owners, including employees, owning 25% or more of the Entity during the two-year period immediately preceding the date of this affidavit or the current term of the elected official, whichever is greater. Further, Entity, Affiant, and/or Entity Owners have not made any contributions to or in support of current or former members of the Jefferson Parish Council or the Jefferson Parish President through or in the name of another person or legal entity, either directly or indirectly.

Choice B X \_\_\_\_\_

there are NO campaign contributions made which would require disclosure under Choice A of this section.



Debt Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A \_\_\_\_\_

Attached hereto is a list of all debts owed by the affiant to any elected or appointed official of the Parish of Jefferson, and any and all debts owed by any elected or appointed official of the Parish to the Affiant.

Choice B X \_\_\_\_\_

There are NO debts which would require disclosure under Choice A of this section.

Affiant further said:

That Affiant has employed no person, corporation, firm, association, or other organization, either directly or indirectly, to secure the public contract under which he received payment, other than persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project or in securing the public contract were in the regular course of their duties for Affiant; and

*[The remainder of this page is intentionally left blank.]*



That no part of the contract price received by Affiant was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project were in the regular course of their duties for Affiant.

Brian James  
Signature of Affiant

Brian James  
Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME

ON THE 20 DAY OF June, 2019

[Signature]  
Notary Public

Donald A. Di Maggio  
Printed Name of Notary

33195  
Notary/Bar Roll Number

My commission expires on my death



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
12/12/2018

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                       |  | CONTACT NAME:                 |                                   |
| Willis of New York, Inc.       |  | PHONE (A/C, No. Ext):         | 1-877-945-7378                    |
| c/o 26 Century Blvd            |  | FAX (A/C, No):                | 1-888-467-2378                    |
| P.O. Box 305191                |  | E-MAIL ADDRESS:               | certificates@willis.com           |
| Nashville, TN 372305191 USA    |  | INSURER(S) AFFORDING COVERAGE |                                   |
|                                |  | INSURER A:                    | Zurich American Insurance Company |
|                                |  | INSURER B:                    |                                   |
|                                |  | INSURER C:                    |                                   |
|                                |  | INSURER D:                    |                                   |
|                                |  | INSURER E:                    |                                   |
|                                |  | INSURER F:                    |                                   |
| INSURED                        |  | NAIC #                        |                                   |
| Schindler Elevator Corporation |  | 16535                         |                                   |
| P.O. Box 1935                  |  |                               |                                   |
| 20 Whippany Road               |  |                               |                                   |
| Morristown, NJ 07962           |  |                               |                                   |

COVERAGES      CERTIFICATE NUMBER: W9260463      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   | ADOL SUBR INSD | WVD | POLICY NUMBER  | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS  |
|----------|---|----------------|-----|----------------|-------------------------|-------------------------|---|
| A        | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY  |                |     |                |                         |                         | EACH OCCURRENCE \$ 2,000,000  |
|          | <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR                            |                |     |                |                         |                         | DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000                          |
|          | <input checked="" type="checkbox"/> Contractual Liability   |                |     |                |                         |                         | MED EXP (Any one person) \$ 10,000  |
|          |   | Y              |     | GLP 6445435-29 | 01/01/2019              | 01/01/2020              | PERSONAL & ADV INJURY \$ 2,000,000  |
|          | GEN'L AGGREGATE LIMIT APPLIES PER:  |                |     |                |                         |                         | GENERAL AGGREGATE \$ 5,000,000  |
|          | <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC |                |     |                |                         |                         | PRODUCTS - COM/OP AGG \$ 5,000,000  |
|          | OTHER:  |                |     |                |                         |                         | \$  |
| A        | <input checked="" type="checkbox"/> AUTOMOBILE LIABILITY  |                |     |                |                         |                         | COMBINED SINGLE LIMIT (Ea accident) \$ 5,000,000                                |
|          | <input checked="" type="checkbox"/> ANY AUTO  |                |     |                |                         |                         | BODILY INJURY (Per person) \$   |
|          | <input checked="" type="checkbox"/> OWNED AUTOS ONLY  |                |     |                |                         |                         | BODILY INJURY (Per accident) \$   |
|          | <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY         | Y              |     | BAP 6445436-29 | 01/01/2019              | 01/01/2020              | PROPERTY DAMAGE (Per accident) \$   |
|          | UMBRELLA LIAB   |                |     |                |                         |                         | \$  |
|          | EXCESS LIAB   |                |     |                |                         |                         | EACH OCCURRENCE \$  |
|          | DED   |                |     |                |                         |                         | AGGREGATE \$  |
|          | RETENTION \$  |                |     |                |                         |                         | \$  |
| A        | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY   |                |     |                |                         |                         | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER |
|          | ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)                               | N/A            | Y   | WC 6668187-28  | 01/01/2019              | 01/01/2020              | E.L. EACH ACCIDENT \$ 5,000,000   |
|          | If yes, describe under DESCRIPTION OF OPERATIONS below  |                |     |                |                         |                         | E.L. DISEASE - EA EMPLOYEE \$ 5,000,000   |
|          |   |                |     |                |                         |                         | E.L. DISEASE - POLICY LIMIT \$ 5,000,000  |
| A        | Workers Compensation & Employers Liability  |                | Y   | WC 6445438-30  | 01/01/2019              | 01/01/2020              | E.L. Each Accident \$5,000,000  |
|          | Per Statute   |                |     |                |                         |                         | E.L. Disease - EA Empl. \$5,000,000   |
|          |   |                |     |                |                         |                         | E.L. Disease - Pol Lmt. \$5,000,000   |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
SEC5410 - CONT# 41-22876

The Insurance coverage referenced for the Additional Insured(s), per policy form and written contract, is Primary and Non-contributory.

Jefferson Parish Correctional Center 100 Dolhonde Street Gretna, LA 70053 Bid 50-00122731.

|   |  |
|---|--|
| CERTIFICATE HOLDER  | CANCELLATION   |
| Jefferson Parish Correctional Center<br>100 Dolhonde Street<br>Gretna, LA 70053 | 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<br>   |

ACORD 25 (2016/03)

The ACORD name and logo are registered marks of ACORD

SR ID: 17150100

BATCH: 982435

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AGENCY CUSTOMER ID: \_\_\_\_\_  
LOC #: \_\_\_\_\_

ADDITIONAL REMARKS SCHEDULE

|                                    |                         |  |
|------------------------------------|-------------------------|--|
| AGENCY<br>Willis of New York, Inc. |                         | NAMED INSURED<br>Schindler Elevator Corporation<br>P.O. Box 1935<br>20 Whippany Road<br>Morristown, NJ 07962 |
| POLICY NUMBER<br>See Page 1        |                         |  |
| CARRIER<br>See Page 1              | NAIC CODE<br>See Page 1 |  |
| EFFECTIVE DATE: See Page 1         |                         |  |

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: 25 FORM TITLE: Certificate of Liability Insurance

To the extent required by written contract, the following are named as Additional Insureds: The Parish of Jefferson, its Districts, Departments and Agencies under the direction of the Parish President and Parish Council.

Waiver of Subrogation is provided on the referenced policies to the extent required by written contract and where permitted by law.



THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – OWNERS, LESSEES OR  
CONTRACTORS – SCHEDULED PERSON OR  
ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

| Name Of Additional Insured Person(s)<br>Or Organization(s):  | Location(s) Of Covered Operations |
|--|-----------------------------------|
| As required by Written Contract.   | As required by Written Contract.  |
| Information required to complete this Schedule, if not shown above, will be shown in the Declarations. |                                   |

**A. Section II – Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for “bodily injury”, “property damage” or “personal and advertising injury” caused, in whole or in part, by:

1. Your acts or omissions; or
2. The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the additional insured(s) at the location(s) designated above.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

**B.** With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to “bodily injury” or “property damage” occurring after:

1. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
2. That portion of “your work” out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as part of the same project.



C. With respect to the insurance afforded to these additional insureds, the following is added to **Section III – Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or

2. Available under the applicable Limits of Insurance shown in the declarations; whichever is less.

This endorsement shall not increase the applicable Limits Of Insurance shown in the Declarations.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

DESIGNATED INSURED FOR  
COVERED AUTOS LIABILITY COVERAGE

This endorsement modifies insurance provided under the following:

AUTO DEALERS COVERAGE FORM  
BUSINESS AUTO COVERAGE FORM  
MOTOR CARRIER COVERAGE FORM

With respect to coverage provided by this endorsement, the provisions of the Coverage Form apply unless modified by this endorsement.

This endorsement identifies person(s) or organization(s) who are "insureds" for Covered Autos Liability Coverage under the Who Is An Insured provision of the Coverage Form. This endorsement does not alter coverage provided in the Coverage Form.

This endorsement changes the policy effective on the inception date of the policy unless another date is indicated below.

|  |
|--|
| <b>Named Insured:</b> SCHINDLER ELEVATOR CORPORATION |
| <b>Endorsement Effective Date:</b>                   |

SCHEDULE

|  |
|--|
| <b>Name Of Person(s) Or Organization(s):</b><br>WHERE REQUIRED BY WRITTEN CONTRACT EXECUTED PRIOR TO LOSS. |
| Information required to complete this Schedule, if not shown above, will be shown in the Declarations.     |

Each person or organization shown in the Schedule is an "insured" for Covered Autos Liability Coverage, but only to the extent that person or organization qualifies as an "insured" under the Who Is An Insured provision contained in Paragraph A.1. of Section II – Covered Autos Liability Coverage in the Business Auto and Motor Carrier Coverage Forms and Paragraph D.2. of Section I – Covered Autos Coverages of the Auto Dealers Coverage Form.



ZURICH

## Other Insurance Amendment – Primary And Non-Contributory

| Policy No.     | Exp. Date of Pol. | Eff. Date of End. | Agency No. | Addl. Prem. | Return Prem. |
|----------------|-------------------|-------------------|------------|-------------|--------------|
| GLO 6445435-29 | 1/1/2020          | 1/1/2019          | 18741-822  | INCL        |              |

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**Named Insured: Schindler Elevator Corporation**  
**Address (including ZIP Code): P.O. Box 1935, 20 Whippany Road, Morristown, NJ 07962-1935**

This endorsement modifies insurance provided under the:  
**Commercial General Liability Coverage Part**

**SECTION IV. COMMERCIAL GENERAL LIABILITY CONDITIONS, 4. Other Insurance**, is amended per the following:

**1. The following paragraph is added under a. Primary Insurance:**

This insurance is primary insurance as respects our coverage to an additional insured person or organization, where the written contract or written agreement requires that this insurance be primary and non-contributory. In that event, we will not seek contribution from any other insurance policy available to the additional insured on which the additional insured person or organization is a Named Insured.

**2. The following paragraph is added under b. Excess Insurance:**

This insurance is excess over:

Any of the other insurance, whether primary, excess, contingent or on any other basis, available to an additional insured, in which the additional insured on our policy is also covered as an additional insured by attachment of an endorsement to another policy providing coverage for the same "occurrence", claim or "suit". This provision does not apply to any policy in which the additional insured is a Named Insured on such other policy and where our policy is required by written contract or written agreement to provide coverage to the additional insured on a primary and non-contributory basis.

Any provisions in this Coverage Part not changed by the terms and conditions of this endorsement continue to apply as written.



Waiver Of Subrogation (Blanket) Endorsement

|                |                   |                   |                   |          |             |              |
|----------------|-------------------|-------------------|-------------------|----------|-------------|--------------|
| Policy No.     | Eff. Date of Pol. | Exp. Date of Pol. | Eff. Date of End. | Producer | Add'l Prem. | Return Prem. |
| GLO 6445435-29 | 01/01/2019        | 01/01/2020        |                   | 18741822 | \$ INCL     | \$           |

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

This endorsement modifies insurance provided under the:

Commercial General Liability Coverage Part

The following is added to the Transfer Of Rights Of Recovery Against Others To Us Condition:

If you are required by a written contract or agreement, which is executed before a loss, to waive your rights of recovery from others, we agree to waive our rights of recovery. This waiver of rights shall not be construed to be a waiver with respect to any other operations in which the insured has no contractual interest.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**WAIVER OF TRANSFER OF RIGHTS OF RECOVERY  
AGAINST OTHERS TO US (WAIVER OF SUBROGATION)**

This endorsement modifies insurance provided under the following:

AUTO DEALERS COVERAGE FORM  
BUSINESS AUTO COVERAGE FORM  
MOTOR CARRIER COVERAGE FORM

With respect to coverage provided by this endorsement, the provisions of the Coverage Form apply unless modified by the endorsement.

This endorsement changes the policy effective on the inception date of the policy unless another date is indicated below.

|                                    |                                |
|------------------------------------|--------------------------------|
| <b>Named Insured:</b>              | Schindler Elevator Corporation |
| <b>Endorsement Effective Date:</b> | 01/01/2019                     |

SCHEDULE

|  |
|--|
| <b>Name(s) Of Person(s) Or Organization(s):</b>  |
| Where required by written contract executed prior to loss.   |
| Information required to complete this Schedule, if not shown above, will be shown in the Declarations. |

The **Transfer Of Rights Of Recovery Against Others To Us** condition does not apply to the person(s) or organization(s) shown in the Schedule, but only to the extent that subrogation is waived prior to the "accident" or the "loss" under a contract with that person or organization.

Policy Number: WC 6668187-28

(Ed. 4-84)

WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule. (This agreement applies only to the extent that you perform work under a written contract that requires you to obtain this agreement from us.)

This agreement shall not operate directly or indirectly to benefit anyone not named in the Schedule.

Schedule

ALL PERSONS AND/OR ORGANIZATIONS THAT ARE REQUIRED BY WRITTEN CONTRACT, OR AGREEMENT WITH THE INSURED, EXECUTED PRIOR TO THE ACCIDENT OR LOSS, THAT WAIVER OF SUBROGATION BE PROVIDED UNDER THIS POLICY FOR WORK PERFORMED BY YOU FOR THAT PERSON AND/OR ORGANIZATION.



WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule. (This agreement applies only to the extent that you perform work under a written contract that requires you to obtain this agreement from us.)

This agreement shall not operate directly or indirectly to benefit anyone not named in the Schedule.

Schedule

ALL PERSONS AND/OR ORGANIZATIONS THAT ARE REQUIRED BY WRITTEN CONTRACT, OR AGREEMENT WITH THE INSURED, EXECUTED PRIOR TO THE ACCIDENT OR LOSS, THAT WAIVER OF SUBROGATION BE PROVIDED UNDER THIS POLICY FOR WORK PERFORMED BY YOU FOR THAT PERSON AND/OR ORGANIZATION



Fidelity and Deposit Company of Maryland  
Colonial American Casualty and Surety  
Company

Home Office: 1299 Zurich Way Schaumburg IL 60196

AIA Document 310 - 2010 Bid Bond

CONTRACTOR (Name, legal status and address):

Schindler Elevator Corporation  
656 Time Saver Avenue  
Harahan, LA 70123

SURETY (Name, legal status and principal place of business):

Fidelity and Deposit Company of Maryland  
1299 Zurich Way, 5th Floor  
Schaumburg, IL 60196-1056

OWNER (Name, legal status and address):

Jefferson Parish  
200 Derbigny Street, Suite 4400  
Gretna, LA 70053

Bond Amount: 5% Five Percent of Amount Bid

PROJECT : (Name, location or address, and Project number, if any):

One Year Contract for Parts and Labor to Service & Maintain Elevators for the Jefferson Parish Correctional Center. Bid No. 50-00126828.

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters in to a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed by the Contractor.

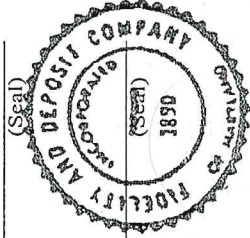
When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted here from and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 19th day of June, 2019

(Witness)

Brendan Fletcher

(Witness) Brendan Fletcher



Schindler Elevator Corporation

(Principal)

(Seal)

By: [Signature]

(Title)

Fidelity and Deposit Company of Maryland

(Surety)

By: [Signature]

(Title) Joshua Sanford, Attorney-in-Fact

Language conforms to AIA Document A310 Bid Bond  
BID7000IZZ0311f

Bond Number Bid Bond

Obligee Jefferson Parish

ZURICH AMERICAN INSURANCE COMPANY  
COLONIAL AMERICAN CASUALTY AND SURETY COMPANY  
FIDELITY AND DEPOSIT COMPANY OF MARYLAND  
POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That the ZURICH AMERICAN INSURANCE COMPANY, a corporation of the State of New York, the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY, a corporation of the State of Illinois, and the FIDELITY AND DEPOSIT COMPANY OF MARYLAND a corporation of the State of Illinois (herein collectively called the "Companies"), by Robert D. Murray, Vice President, in pursuance of authority granted by Article V, Section 8, of the By-Laws of said Companies, which are set forth on the reverse side hereof and are hereby certified to be in full force and effect on the date hereof, do hereby nominate, constitute, and appoint Joshua Sanford \_\_\_\_\_, its true and lawful agent and Attorney-in-Fact, to make, execute, seal and deliver, for, and on its behalf as surety, and as its act and deed: any and all bonds and undertakings, and the execution of such bonds or undertakings in pursuance of these presents, shall be as binding upon said Companies, as fully and amply, to all intents and purposes, as if they had been duly executed and acknowledged by the regularly elected officers of the ZURICH AMERICAN INSURANCE COMPANY at its office in New York, New York, the regularly elected officers of the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY at its office in Owings Mills, Maryland., and the regularly elected officers of the FIDELITY AND DEPOSIT COMPANY OF MARYLAND at its office in Owings Mills, Maryland., in their own proper persons.

The said Vice President does hereby certify that the extract set forth on the reverse side hereof is a true copy of Article V, Section 8, of the By-Laws of said Companies, and is now in force.

IN WITNESS WHEREOF, the said Vice-President has hereunto subscribed his/her names and affixed the Corporate Seals of the said ZURICH AMERICAN INSURANCE COMPANY, COLONIAL AMERICAN CASUALTY AND SURETY COMPANY, and FIDELITY AND DEPOSIT COMPANY OF MARYLAND, this 24th day of January, A.D. 2019.

ATTEST:  
ZURICH AMERICAN INSURANCE COMPANY  
COLONIAL AMERICAN CASUALTY AND SURETY COMPANY  
FIDELITY AND DEPOSIT COMPANY OF MARYLAND



By: Robert D. Murray  
Vice President

By: Dawn E. Brown  
Secretary

State of Maryland  
County of Baltimore

On this 24th day of January, A.D. 2019, before the subscriber, a Notary Public of the State of Maryland, duly commissioned and qualified, Robert D. Murray, Vice President and Dawn E. Brown, Secretary of the Companies, to me personally known to be the individuals and officers described in and who executed the preceding instrument, and acknowledged the execution of same, and being by me duly sworn, deposeeth and saith, that he/she is the said officer of the Company aforesaid, and that the seals affixed to the preceding instrument are the Corporate Seals of said Companies, and that the said Corporate Seals and the signature as such officer were duly affixed and subscribed to the said instrument by the authority and direction of the said Corporations.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my Official Seal the day and year first above written.



Constance A. Dunn, Notary Public  
My Commission Expires: July 9, 2019



EXTRACT FROM BY-LAWS OF THE COMPANIES

"Article V, Section 8, Attorneys-in-Fact. The Chief Executive Officer, the President, or any Executive Vice President or Vice President may, by written instrument under the attested corporate seal, appoint attorneys-in-fact with authority to execute bonds, policies, recognizances, stipulations, undertakings, or other like instruments on behalf of the Company, and may authorize any officer or any such attorney-in-fact to affix the corporate seal thereto; and may with or without cause modify or revoke any such appointment or authority at any time."

CERTIFICATE

I, the undersigned, Vice President of the ZURICH AMERICAN INSURANCE COMPANY, the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY, and the FIDELITY AND DEPOSIT COMPANY OF MARYLAND, do hereby certify that the foregoing Power of Attorney is still in full force and effect on the date of this certificate; and I do further certify that Article V, Section 8, of the By-Laws of the Companies is still in force.

This Power of Attorney and Certificate may be signed by facsimile under and by authority of the following resolution of the Board of Directors of the ZURICH AMERICAN INSURANCE COMPANY at a meeting duly called and held on the 15th day of December 1998.

RESOLVED: "That the signature of the President or a Vice President and the attesting signature of a Secretary or an Assistant Secretary and the Seal of the Company may be affixed by facsimile on any Power of Attorney....Any such Power or any certificate thereof bearing such facsimile signature and seal shall be valid and binding on the Company."

This Power of Attorney and Certificate may be signed by facsimile under and by authority of the following resolution of the Board of Directors of the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY at a meeting duly called and held on the 5th day of May, 1994, and the following resolution of the Board of Directors of the FIDELITY AND DEPOSIT COMPANY OF MARYLAND at a meeting duly called and held on the 10th day of May, 1990.

RESOLVED: "That the facsimile or mechanically reproduced seal of the company and facsimile or mechanically reproduced signature of any Vice-President, Secretary, or Assistant Secretary of the Company, whether made heretofore or hereafter, wherever appearing upon a certified copy of any power of attorney issued by the Company, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and affixed the corporate seals of the said Companies, this 19th day of June, 2019.



Michael C. Fay, Vice President

TO REPORT A CLAIM WITH REGARD TO A SURETY BOND, PLEASE SUBMIT A COMPLETE DESCRIPTION OF THE CLAIM INCLUDING THE PRINCIPAL ON THE BOND, THE BOND NUMBER, AND YOUR CONTACT INFORMATION TO:

Zurich Surety Claims  
1299 Zurich Way  
Schaumburg, IL 60196-1056  
[www.reportsclaims@zurichna.com](http://www.reportsclaims@zurichna.com)  
800-626-4577

# **Schindler Elevator Corporation Certification**

*I, Thomas Sparno, Sr. Vice President and Secretary of Schindler Elevator Corporation, do hereby certify that the following elected or appointed officers and managers of Schindler Elevator Corporation hold the positions shown opposite their respective names:*

G. Ergenbright President  
M. Bickel Vice President & Chief Financial Officer  
T. Sparno Sr. Vice President, Secretary & General Counsel

|                     |   |   |
|---------------------|---|---|
| P. Bloom            | Sr. Vice President Area Operations        | AREA EAST   |
| J. Bera             | Vice President & Area General Manager     | New York  |
| K. Rainwater        | Area General Manager                      | Area East   |
| P. Harry            | Area General Manager                      | Area East   |
| J. Zeilmann         | District Manager                          | Baltimore   |
| M. Chatterton       | General Manager                           | Manhattan - North                                 |
| A. Kratzat          | District Manager                          | Manhattan - South                                 |
| A. Robles           | District Manager                          | Boston  |
| M. Coughlin         | District Manager                          | Buffalo   |
| P. L. Hall          | District Manager                          | North New Jersey                                  |
| Michael F. Joseph   | District Manager - EI                     | Washington DC                                     |
| S. Kumpf            | District Manager NIMOD                    | Washington DC                                     |
| K. Prudhomme        | District NI Manager                       | Washington DC                                     |
| C. Covil            | General Manager                           | Long Island                                       |
| D. Morosky          | District Manager                          | Hartford  |
| D. Papio            | General Manager                           | Philadelphia                                      |
| J. Hager            | General Manager                           | New York - New Installation / Major Projects      |
| A. C. Werkhoven     | District Manager - MOD                    | New York  |
| M. Ferreira         | Branch Manager                            | Washington DC                                     |
| N. Marshall         | Branch Manager                            | Syracuse  |
| T. Baker            | Branch Manager                            | Richmond  |
| C. Wells            | Branch Manager                            | Allentown   |
| S. Trautman         | Branch Manager                            | Albany  |
| M. A. Robbins       | Branch Manager                            | Westchester/Bronx                                 |
| K. York             | Sr. Vice President Area Operations        | AREA NORTH  |
| R. L. Hoyng         | Area General Manager                      | Area North  |
| P. Parks            | General Manager                           | Area North  |
| K. Reinert          | General Manager                           | Pittsburgh  |
| H. Caldwell         | General Manager                           | Minneapolis                                       |
| R. O. Romnes        | General Manager                           | Chicago   |
| J. Block            | Area General Manager                      | Chicago   |
| R. Stumpf           | General Manager Adams Elevator Equip. Co. | Cleveland   |
| J.E. Ritter         | Area General Manager                      | Las Vegas   |
| V. M. Garfield      | General Manager                           | Detroit   |
| L. Haefner          | General Manager                           | Milwaukee   |
| J. L. Case          | District Manager                          | Seattle   |
| E. Frysinger        | District Manager                          | Denver  |
| E. Richardson       | District Manager                          | Boise / Spokane / Salt Lake City                  |
| J. A. Stumph        | District Manager                          | Chicago   |
| N. M. Groth         | District Manager - NI                     | Chicago   |
| G. R. Cunningham    | Branch Manager                            | Chicago   |
| E. Buschick         | Area Operations Manager, EI               | Cleveland   |
| D. DeVault          | General Manager                           | Columbus  |
| M. Sullivan         | Branch Manager                            | Toledo  |
| R. Papp             | Branch Manager                            | Portland  |
| Z. Mitchell         | Branch Manager                            | Grand Rapids                                      |
| M. Gawkowski        | Branch Manager                            | Cincinnati  |
| T. Ousoulioglou     | Branch Manager                            | Kansas City                                       |
| G. Auten            | Branch Manager                            | Indianapolis                                      |
| T. Dorsten          | Branch Manager                            | Madison   |
| K. H. Spielmann     | Branch Manager                            | AREA SOUTH  |
| R. J. Borland       | Sr. Vice President Area Operations        | Area South  |
| M. Lukov            | Area General Manager                      | Area South  |
| G. Rodenheiser      | Area General Manager                      | Area South  |
| R. Lameiras         | Area General Manager                      | Miami   |
| D. Baskin           | General Manager                           | Dallas  |
| C. Fulda            | District Manager, NI                      | Dallas  |
| M. Evans            | General Manager                           | Charlotte   |
| R. T. Falduti       | District Manager, NI                      | Houston   |
| M. Davis            | General Manager                           | Houston   |
| O. P. Leone         | District Manager, NI                      | Atlanta   |
| M. Franch           | District Manager                          | Los Angeles                                       |
| K.R. Bailey         | District Manager                          | Honolulu  |
| D. Davis            | District Manager                          | Irvine  |
| L. Mizuguchi        | District Manager                          | New Orleans                                       |
| S. B. Fitzsimons    | District Manager                          | San Francisco                                     |
| B. James            | District Manager                          | Orlando   |
| B. Cave             | District Manager                          | San Antonio                                       |
| D. N. Sclater       | District Manager                          | Honolulu  |
| M. L. Shelburne     | District Manager                          | Fort Worth  |
| M. Owens            | Branch Manager - NI                       | Phoenix   |
| D. Hamasaki         | Branch Manager                            | Sacramento  |
| B. Burke            | Branch Manager                            | Charleston  |
| T. K. Bossen        | Branch Manager                            | Birmingham  |
| T. M. Ferro         | Branch Manager                            | Raleigh   |
| R. P. Fridh         | Branch Manager                            | Shreveport  |
| J. Garrett          | Branch Manager                            | St. Louis / Kansas City / Des Moines              |
| T. Whiteheart       | Branch Manager                            | Tampa   |
| F. Schwaiger        | General Manager                           | Tulsa   |
| S. Huber            | Branch Manager                            | San Juan  |
| W. L. Hilliard, Jr. | Branch Manager                            | Jacksonville                                      |
| S. Owens            | Branch Manager                            | Austin  |
| E. Rivera           | Branch Manager                            | San Diego   |
| P. Narve            | Branch Manager                            | Pittsburgh  |
| K. Kisamore         | Branch Manager                            | Dallas  |
| D. Lujan            | Branch Manager                            | New Orleans                                       |
| M. Bernhard         | Area General Manager RDO                  | Charlotte   |
| D. Bender           | Area General Manager RDO                  | NA Operations Staff - SEC                         |
| R. H. Ludwig        | Area General Manager RDO                  | Account Management Zone Americas                  |
| R. Falduti          | Area General Manager RDO                  | Key Account Management                            |
| O. Soboleva         | RDO Program Director                      | Quality and Safety                                |
| W. V. Fiacco        | Sr. Vice President                        | Major Projects                                    |
| R. Bonds            | Director                                  | Marketing & Sales/National Accounts               |
| S. Schepplke        | Vice President                            | Information Systems - Zone Americas               |
| M. Azzaro           | Director                                  | Existing Installations                            |
| J. Sanchez          | Vice President & CIO                      | Supply Chain                                      |
| N. Mhatre           | Vice President                            | Human Resources - SEC                             |
| K. A. Rodgers       | Vice President                            | Portfolio   |
| M. Fergus           | Vice President                            | Existing Installations and Modernization Business |
| M. Yurchuk          | Vice President                            | New Installations                                 |
| A. McFarlane        | Sr. Vice President                        |   |
| J. L. Rainwater     | Sr. Vice President                        |   |
| M. Ramandanes       |   |   |

and that such persons have been authorized, consistent with the corporate bylaws and resolutions and when acting in the ordinary course or conduct of business, to sign proposals, bid bonds, and contract bonds and to enter into contracts for the sale, installation, maintenance, inspection and repair of apparatus, service and supplies on behalf of Schindler Elevator Corporation.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said Schindler Elevator Corporation.

SCHINDLER ELEVATOR CORPORATION

5/16/18

By:

Thomas Sparno, Sr. Vice President & Secretary