



**CENTRALBIDDING**  
FROM CENTRAL AUCTION HOUSE

**5000135498 - THREE (3) YEAR LABOR ONLY CONTRACT TO PERFORM  
ELEVATOR MAINTENANCE, REPAIRS, AND EMERGENCY  
COMMUNICATION DEVICE MONITORING**  
Jefferson Parish Government

Project documents obtained from [www.CentralBidding.com](http://www.CentralBidding.com)  
27-Sep-2021 10:22:04 AM



Bid Number 50-00135498

**THREE (3) YEAR LABOR ONLY CONTRACT TO PERFORM ELEVATOR  
MAINTENANCE, REPAIRS, AND EMERGENCY COMMUNICATION  
DEVICE MONITORING**

**Bid Due: September 9, 2021 at 2:00 pm**

**ATTENTION VENDORS!!!**

**Please review all pages and respond accordingly, complying with all provisions  
in the technical specifications and Jefferson Parish Instructions for Bidders and  
General Terms and Conditions. All bids must be received on the Purchasing  
Department's eProcurement site by the bid due date and time.**

**Jefferson Parish Purchasing Department  
200 Derbigny Street  
General Government Building, Suite 4400  
Gretna, LA 70053  
Buyer Name: Shanna Folsie, Buyer II  
Buyer Email: [SFolsie@jeffparish.net](mailto:SFolsie@jeffparish.net)  
Buyer Phone: 504-364-2680**



# JEFFERSON PARISH

## DEPARTMENT OF PURCHASING

CYNTHIA LEE SHENG  
PARISH PRESIDENT

RENNY SIMNO  
DIRECTOR

September 2020

### **Changes to Jefferson Parish Bidding Information**

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

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

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

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

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

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

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

JOSEPH S. YENNI BLDG. – 1221 ELMWOOD PARK BLVD., SUITE 404, JEFFERSON, LA 70123  
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EMAIL: [PURCHASING@JEFFPARISH.NET](mailto:PURCHASING@JEFFPARISH.NET) WEBSITE: [WWW.JEFFPARISH.NET](http://WWW.JEFFPARISH.NET)

**THREE (3) YEAR LABOR ONLY CONTRACT TO PERFORM ELEVATOR  
MAINTENANCE, REPAIRS, & EMERGENCY COMMUNICATION DEVICE  
MONITORING**

**BID #50-00135498**

**SECTION 1.0 - SITE VISITS:**

All prospective bidders can schedule a site visit by contacting **Chris Frazier** with the Department of General Services between the hours of 8:00 a.m. and 3:00 p.m., Monday thru Friday. Mr. Frazier can be reached at 504-364-3462 or [cfrazier@jeffparish.net](mailto:cfrazier@jeffparish.net)

**SECTION 2.0 – BONDS**

- **Surety Bond**- A 5% Electronic Bond is required with bid submission.
- **Performance Bond**: A Performance Bond in the amount of 100% of the total bid will be required. Performance bond shall be produced upon contract execution.

**SECTION 3.0 – LICENSE:**

A copy of the front and if applicable the back of all licenses listed below shall be submitted with bid submission. Failure to submit this information with bid submission will deem the bid non-responsive.

- **3.1 License(s) issued by the Louisiana State Licensing Board for Contractors:**
  - Commercial License with a
    - Specialty license in Elevators, Dumbwaiters and Escalators.

**And A**

- **3.2 License(s) issued by the Louisiana State Fire Marshal's Office:**
  - Conveyance Device Mechanics License

#### **SECTION 4.0 - SCOPE:**

We extend this bid to provide labor, materials, equipment, tools, testing instruments, software, computer programs and all other incidentals necessary to provide a three (3) year contract to perform the following at various Jefferson Parish Buildings for the Department of General Services:

- Elevator and dumbwaiter maintenance
- Elevator and dumbwaiter safety Category 1 testing
- 24 Hour emergency communication device monitoring
- Elevator and dumbwaiter repairs, major and minor
- Labor only rate for troubleshooting, repairing and replacement of elevator and dumbwaiter equipment not included under maintenance contract

#### **SECTION 5.0 – QUANTITIES/INSPECTION:**

Bidders must inspect all sites listed in Attachment “B” and perform their own measurements to determine the proper quantities of labor hours, equipment, supplies, materials, etc. required for this bid.

#### **SECTION 6.0 SPECIFICATIONS:**

- Services shall include all labor, transportation, trip charges, supplies, materials, parts, tools, scaffolding, machinery, hoists, safety equipment, equipment, lubricants, supervision and all other work and materials expressly required under this agreement, or reasonably inferred, whether or not expressly stated herein.
- Initiate, maintain and supervise all safety precautions and programs in connection with services, and comply with all applicable safety laws.
- Successful bidder shall accept full responsibility for the equipment as it exists on the effective date of this agreement.
- Any fraudulent documentation shall be cause for cancellation of the contract.
- Attendance and assistance to facilitate repair or testing of equipment related to the elevators and/or operation of the elevator systems located in the elevator hoist way (elevator cab air condition, smoke or heat detector testing, etc.).
- Attendance and assistance to facilitate Fire Service testing.
- Inspections, testing and repairs of all elevators shall be performed as per (ASME) American Society of Mechanical Engineers section 17.1 and 17.2 and any applicable elevator codes.
- If the original manufacturer has updated the quality of parts for current production, parts supplied under this contract shall be equal to or exceed the updated quality.
- Provide a detailed maintenance ticket of work performed on site.

## Section 6.1 Specifications: Performance Requirements

- Maintain the following minimum performance requirements for the gearless, geared, gearless machine-room-less (MRL), and hydraulic elevators listed in **Attachment "A"**.
  - Floor-to-floor times are measured in seconds from start of doors closing, including a typical one-floor travel and until the elevator is approximately level with the next successive floor, either up or down, and the doors are 3/4 open for center opening doors or 1/2 open for side opening doors, per the chart below. Times shown are  $\pm 0.2$  seconds.
  - Door opening times are measured in seconds from start of car door open until doors are fully open, per the chart below. Times shown are  $\pm 0.1$  seconds.
  - Door closing times are measured in seconds from start of door close to doors fully closed and shall be no less than the times shown per above schedule or those permitted by code. Times shown are  $\pm 0.1$  seconds. Door closing force is measured at rest with the doors between 1/3 and 2/3 closed. Door closing force shall be no more than 30 lbs.
  - Stopping accuracy shall be measured under all load conditions and maintained per the chart below. Standards shown are maximum allowable from no load to full load.
  - Variance from rated speed, regardless of load, shall not exceed the following:
    - 3% for closed loop equipment
    - 5% for open loop equipment
    - +10% up/-20% down, no load, for hydraulic equipment.
- Door opening and closing shall be smooth and quiet, with smooth checking at the extremes of travel.
- Car and hoist way doors shall open flush with entrance jambs and each other.
- Acceleration and deceleration shall be smooth, with no noticeable "steps" or bumps to increase or reduce speed, and no objectionable vibrations.
- Elevator cars shall travel smoothly and quietly through the hoist ways.
- Performance requirements indicated are minimum standards and are not the sole criteria for this contract.

## **Section 6.2 Service and Repairs:**

The services shall include all labor and materials expressly required under this contract or reasonably inferred, whether or not expressly stated herein, including, but not limited to the following:

- Hoist machines, including worms, gears, thrust bearings, drive sheaves, drive sheave shafts and shaft bearings, tachometers, brake assemblies and pulleys, and all other components and parts of the machine and brake.
- Hoist motors and power conversion devices, including motor windings, field coils, rotating elements (including armatures and commutators), brushes, brush holders, motor bearings, and all other related components and parts.
- Controllers, selectors and dispatching equipment, including all micro-processor and/or solid-state components, relays, resistors, capacitors, condensers, transformers, contacts, leads, dashpots, timing devices, computer devices, encoders, tach generators, steel selector tapes (or cables), mechanical and electrical driving equipment, and all other related components and parts;
- Governors, including governor sheave shaft assemblies, bearings, contacts, governors' jaws, and all other related components or parts.
- Rope brake devices, secondary braking devices.
- Car and counterweight safeties, including actuating mechanisms, jaws, and all other related components and parts.
- Hoist way equipment, including deflector or secondary sheaves and sheave bearings, car, and counterweight guide rails (excluding replacement), top and bottom limit switches, counterweights and counterweight guide shoes including rollers or sliding gibs, inductors, cams, tapes and all other related components and parts.
- Hoist way entrance equipment, including hoist way door interlocks, hangers, hanger covers and tracks, hoist way door drive assemblies including vanes, drive blocks, clutches, pick-up assemblies and bearings, bottom door guides, auxiliary door closing devices (including cables, sheaves, and arms), door restrictor devices, and all other related components and parts
- Car and hoist way door gibs, including their attachments to the door panels.
- Car equipment, including car guide assemblies, guide rollers or sliding car guides, car door restrictors, car top exhaust fan or blowers, car top 2:1 sheaves, load weighing or sensing switches, car top inspection stations, car top and bottom lights, car frames, car platforms, and all other related components and parts
- Car door operators, including door drive chains, sheaves or belts, car door hangers, hanger covers and rollers, car door contacts, all door protective devices (including screen type detectors, proximity edges, mechanical safe edges and light rays), and all other related components and parts.
- Pit equipment, including car and counterweight buffers, tape sheave assemblies, governor rope pit tension sheave assemblies, compensating rope sheave assemblies or other pit

mounted compensation guides, pit lights, and light fixtures including re-lamping (bulbs furnished by Owner), and all other related components and parts.

- Alarm bells, emergency stop switches, emergency car lights, and batteries.
- Car operating panels and their attachments to return panels, hall call pushbutton stations, car, and corridor signals and fixtures (including lighted surrounds or buttons), visual and audible signaling devices, remote status panels and switches, and all other related components and parts.
- Hoist, compensating, and governor ropes, chains or belts and their fastening means, and all other similar or related components and parts.
- Hydraulic: Elevator pump, motor, motor windings, roped hydraulic cables, governors, plunger single or multi-stage, all plunger packings, V-belts, strainers, valves, mufflers, Victaulic fittings, seals, pit oil return units, emergency return unit, oil coolers, emergency return unit and battery.
- Treat all motor windings, as needed, with proper insulating compound that has been approved by the motor manufacturers. Replace any cracked or badly worn field coil windings.
- Keep all car tops, pits, and hoist ways clean and free from dirt, oil, lint, debris, and stored items, and maintain each machine room in clean, neat condition.
- Renew all wire ropes or hoisting belts as often as is necessary to maintain an adequate factor of safety. Maintain equal tension on all hoisting ropes or belts, and, where appropriate, shorten any hoisting device as necessary to provide continued safe operation and maintain normal traction.
- Keep all wire ropes, hoisting belts, and guide rails clean and free from dirt, lint, rust, or accumulated grease, and keep rail shanks properly painted.
- Repair or replace conductor cables and hoist way and machine room elevator wiring to prevent shutdowns and provide uninterrupted operation of elevator signals and uninterrupted elevator operation.
- Disassemble machine brakes annually, unless otherwise agreed in writing, check for and replace worn parts, clean all retained parts, reassemble, lubricate, and adjust for proper operation.
- Affix by stencil painting and maintain the appropriate elevator numbers on the car crossheads and on all equipment components in the machine rooms and pits, including hoist machines, motor generators, governors, control cabinets, buffers, and compensation sheave assemblies. These numbers shall be a minimum of 1½" high except on the governor or compensation sheave assembly, which may be less if a suitable flat surface of 1½" is not available.
- Repair damage to car and hoist way door finish when caused by improper adjustment or maintenance of associated door equipment.
- Replace burned out light tubes or bulbs in elevator pits.
- Maintain the emergency telephone, telephone buttons, button contacts, speakers and wiring from the machine room junction box, in a fully operational condition. Also, maintain wiring for the car telephones from the cars to the machine room junction boxes.
- 24/7 monitoring of the emergency communication devices per code requirements.

- Maintain, in fully operational condition, the complete Elevator Status or Monitoring Panels in the main lobby Security Desk, and the complete elevator panel in the Fire Command Center, including all lenses, lights, switches and all associated wiring from the panels to the machine room junction boxes.
- Maintain, in fully operational condition, Elite type elevator position indicators.
- Any panel that includes integral elevator information within the display.
- Maintain the emergency telephone buttons, button contacts, speakers, and wiring to the machine room junction box, in a fully operational condition. Also, maintain wiring for the car telephones from the cars to the machine room junction boxes.
- Maintain, in fully operational condition, the complete Elevator Status or Monitoring Panels in the main lobby Security Desk, and the complete elevator panel in the Fire Command Center, including all lenses, lights, switches, and all associated wiring from the panels to the machine room junction boxes.
- Vandalism and misuse must be verified by Jefferson Parish and the Successful Bidder

### **Section 6.3 Cleaning:**

- Clean elevator equipment, machine rooms and pit floors at regular intervals sufficient in frequency to maintain a professional appearance, prevent tracking of dirt, oil, grease, or carbon dust from car tops, pits or machine rooms onto carpeted areas, and to preserve the life of the equipment.
- Elevator pits shall be pressure washed following the removal of any accumulation of hydraulic fluid at no expense to Jefferson Parish.
- Successful Bidder shall not be responsible for cleaning any equipment made necessary by events beyond its reasonable control or as a result of improper janitorial or building maintenance functions. Unusual conditions, such as on-going construction or “build-out” in the building may be reviewed with Owner to determine responsibility for cleaning.

### **Section 6.4 Painting:**

- Paint all elevator machine room, hoist way, and pit equipment and all car tops at intervals frequent enough to maintain a professional appearance, prevent rusting, and preserve the equipment. Car tops, and floors in machine rooms, machinery spaces, and pits shall be maintained and painted with a low VOC paint including the color additive “Deck Gray” or other suitable color if approved by Owner.
- All paint shall be suitable for the purpose intended and shall be high quality. Application of the paint shall, in all circumstance, comply with current ASME, OSHA and applicable local codes. Successful bidder shall schedule all painting with Owner.

### **Section 6.5 Lubrication:**

- Lubricate the equipment at intervals recommended by the equipment manufacturer or as dictated by the use of the equipment. All lubricants shall be suitable for the purpose intended and shall meet or exceed the minimum requirements specified by the manufacturer of the equipment to which the lubricant is applied.
- Lubricants, cleaning fluids and all combustible liquid shall be stored in metal cabinets in the machine room and shall be disposed of in accordance with OSHA and EPA guidelines. MSDS data sheets shall be posted as required.

### **Section 6.6 Adjustment:**

- Adjust elevator equipment per specifications found in this agreement.
- When necessary to prevent or eliminate Tenant Sensitive items from becoming adversely noticeable to building's tenants.
- Check and adjust the elevator dispatching systems and make necessary tests at such intervals as are required to ensure all systems are operating properly. If required to complete such system checks, this work shall be completed during overtime at no additional cost to Owner.

### **Section 6.7 Repairs and Replacements:**

- Repair and/or replace all worn, damaged, or broken parts or components.
- Parts or components requiring repair shall be rebuilt to "as new" condition. Parts or components shall be replaced:
  - When worn beyond normal adjustment limits.
  - When necessary to ensure continued normal operation.
  - When necessary to extend the useful life of the elevators or any of their components.
  - When necessary to continue safe, dependable operation in accordance with ASME A17.1 and A17.2 Code.
  - When necessary to continue performance of the equipment in accordance with its original design.
  - When necessary to maintain the performance, standards specified in this Agreement, including the elevator performance, smoothness, and quietness of operation.
  - When more than one elevator requires repair, Owner, upon consultation with Contractor, shall establish priorities of accomplishment.
  - In performing the services, the successful bidder agrees to use lubricants obtained from and/or recommended by the manufacturer of the equipment. Equivalent lubricants may be used if approved in writing by owner.

### **Section 6.8 Adequate Parts and Parts Storage:**

- Maintain an adequate inventory of spare parts and components to permit timely replacement and repairs without delay.
- All parts, materials, lubricants, rags, cleaning fluids, combustible liquids, and other materials and supplies shall be kept and stored in U.L. rated metal cabinets, provided by Successful bidder, properly secured, in each machine room, unless code required clearances would be violated by the presence of such cabinets
- All materials and supplies kept in these cabinets shall be neatly arranged and cabinet doors shall be left in the fully closed position after each visit.
- Cabinets shall be sufficient in number and size to store all parts, materials, and supplies out of sight. No parts, materials, or supplies shall be stored on top of cabinets, on the floors, or any other place where they are visible.

### **Section 6.9 Corrective Action:**

As a result of an examination, a need for corrective action is apparent and the corrective action is within the scope of successful bidder's responsibility. Successful bidder shall proceed immediately to make such replacements, repairs and/or corrections. If Successful bidder reasonably believes the corrective action is not within the scope of Successful bidder's responsibility, and no safety or potential safety problem exists, Successful bidder shall deliver a written report to Owner within seven days of the examination. If a safety or potential safety problem exists, Successful bidder shall immediately notify owner and receive a purchase order before taking any corrective action and make a prompt written report to owner.

### **SECTION 7.0 CODE-MANDATED TESTS:**

Successful Bidder shall schedule, coordinate, and complete statutory Category 1, 3, and 5 tests and other equipment tests in accordance with the more stringent of the requirements of ASME A17.1 of the AHJ including but not limited to the following:

- Annual no load slow speed test of car, governors, and buffers.
- Five-year, full load, full speed test of car, governors, and buffers.
- Annual pressure relief tests on hydraulic elevators.
- Schedule, coordinate, and complete all statutory tests no less than 30 days prior to the date shown on the previous test tag. Failure to comply with this requirement will result in a \$200 penalty to the Contractor.
- Schedule said tests in the presence of local enforcing authority and/or persons designated by owner. Scheduling difficulties shall not exempt successful bidder from performing tests in compliance with applicable Code or regulatory requirements.

- Make “Periodic Inspections and Tests” in accordance with the more stringent of the requirements of ASME A17.1 or the AHJ.
- Provide not fewer than five business days’ prior notification to Owner of its intention to perform Category 5 rated speed, rated load tests such that a representative of Owner may witness the tests. Written reports of all “Periodic” tests shall be submitted to owner. The Agreement Price shall include all such required tests during regular hours.
- Category 1 and Category 3 tests shall be performed during regular hours as long as test do not interfere with the normal operation of the building. Category 5 tests shall also be scheduled during regular working hours as long as test do not interfere with the normal operation of the building.
- Affix metal tags for all Category 1, 3 and 5 tests in accordance with ASME A17.1-2004 or later, adopted by the AHJ.
- Complete and submit all documentation required of elevator service provider by AHJ.
- Responsible for ensuring all equipment included under Agreement is free and clear of all violations whether those violations are the result of AHJ-required testing or other inspections.
- Successful bidder’s failure to execute statutory tests mandated by either national Codes or local jurisdictions or regulations within thirty calendar days of required time constraint shall make the Successful bidder responsible for any fines assessed by the AHJ. In the event the AHJ places the elevator out of service or levies a fine because of missed statutory tests, no additional costs shall be paid by owner.
- To prevent missed required testing, the successful bidder shall schedule said tests in a timely manner with the building management.
- Take all reasonable steps to verify that the equipment is in a safe condition for testing, shall check appropriate clearances, shall check basic operation of safety devices and shall adhere to best practices in making the tests, including all safety procedures in general use by the Successful bidder or published by the Successful bidder or manufacturer of the equipment.
- Responsible for damages to elevator components as a result of any AHJ/code-required test if damage would have been prevented through proper maintenance of equipment or safety devices. This includes, but is not limited to, machines, buffers, sheaves, ropes and safety devices.

#### **SECTION 8.0 – EMERGENCY COMMUNICATION MONITORING:**

- If the existing communication device located in the elevators will not communicate with the successful bidder’s service, it will be the responsibility of the successful bidder to supply, install and program a new communication device to provide emergency communication with said elevator(s).
- Provide a twenty-four (24) hour emergency communications monitoring services for the duration of the maintenance contract.
  - No answering machines will be allowed for emergency monitoring a live person must answer all calls.

- Shall monitor all elevator communication devices covered by this agreement and forward calls to the owner's representative.
  - Owner shall provide a list of contact persons to be notified in the event of an emergency to the successful bidder at the "Start of Work Conference".

### **SECTION 9.0 NUISANCE CALLS:**

Nuisance calls shall be included in this contract.

- A nuisance call shall be defined as, a call where the elevator shutdown was caused by a known or unknown source, and is outside of the scope of the contract, but the elevator personnel not knowing the cause answers the call.
- If responding technician spends two (2) hour or less (to be documented by a Jefferson Parish employee), at any location the cost is to be absorbed by the successful bidder.

### **SECTION 10.0 – EXISTING STRUCTURE:**

If the successful bidder should damage or destroy any part of a building, etc., the successful bidder shall be required to replace and/or restore said item(s) to its original condition, with the same type of material, finish and workmanship at no additional cost to the owner.

### **SECTION 11.0 – SAFETY PRECAUTIONS:**

Safety precautions must be exercised at all times to safeguard the welfare and safety of the people while any work is being performed.

### **SECTION 12.0 – CONTRACT TERMS:**

The terms of this contract shall be for three years, expiring at midnight on the day immediately preceding the third anniversary thereof. Jefferson Parish reserves the right to extend the contract for one (1) additional year upon mutual written agreement of the parties.

### **SECTION 13.0 – PERMITS:**

Bidder shall obtain any, and all permits as required by the Jefferson Parish Department of Inspection and Code Enforcement and/or any municipality where work is being performed if applicable.

Bidder shall be responsible for payment of these permits. All permits must be obtained prior to the start of any project requiring permits.

#### **SECTION 14.0 – WORKING HOURS/RESPONSE TIMES:**

All preventative maintenance and scheduled repairs are to be performed during normal working hours 7:00 a.m. – 5:00 p.m., Monday through Friday. The successful bidder may choose to work before or after normal building working hours to provide a safe work environment at no extra charge to Jefferson Parish.

Normal response time for trouble calls shall be no more than two (2) hours. In the event that someone is trapped in an elevator, the successful bidder shall provide an estimated time of arrival (ETA), and make every effort to arrive at the site within one (1) hour.

Service calls or emergency calls shall be responded to at any hour of the day or night, seven (7) days per week, with no additional charges to Jefferson Parish, to restore elevator services or remove entrapped passengers.

#### **SECTION 15.0 – WARRANTY:**

All parts furnished and installed by the successful bidder shall be genuine replacement parts made especially for the elevators specified in this bid. All workmanship shall be in accordance with the manufacturer of each elevator, National Electric and/or Safety Code for Elevators, The National Fire Protection Association (N.F.P.A.) and the American National Standards Institute (ANSI) A 17.1 and 17.2.

#### **SECTION 16.0 – LIQUIDATED DAMAGES:**

If the successful bidder fails to report to the job site with a qualified service technician for a period in excess of two (2) hours from the time of the call of complaint, it is mutually agreed that the Parish may withhold, as liquidated damages for each one (1) hour period, including the initial period thereof, the sum of \$100.00 from the succeeding month's billing, for each failure to report in a timely manner to a request for service. Further, it is mutually agreed that this sum is indicated, or is selected as a liquidated damage because of the impossibilities of determining the amount of actual damages Jefferson 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 successful bidder fail to report with a qualified serviceman within the stated time frame, it is mutually agreed that the Parish may withhold, as liquidated damages for each twenty-four (24) hour period, including the initial period thereof, the sum of \$100.00 (one hundred dollars) from the succeeding month's billing for each failure to report in a timely manner to a request for service. Further, it is mutually agreed that

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

**SECTION 17.0 LABOR ONLY FOR THE TROUBLESHOOTING, REPAIRING, AND REPLACEMENT OF ELEVATOR AND DUMBWAITER EQUIPMENT:**

- Labor, transportation, supervisions and equipment necessary for a three (3) year labor only contract to troubleshoot, repair, and replace existing elevator and dumbwaiter equipment.
- Troubleshooting, replacement and repairing of equipment shall only be performed by a lead technician. The use of an "Assistant "or another Technician will only be allowed upon approval from a General Services representative.
- All work shall be provided on an "as-needed" basis. There is no guarantee as to the amount of work given throughout this contract.
- There shall be no minimum call-out, work, service, etc. time in terms of hours charged under the terms of this contract.
- Hourly pricing for a technician and for a helper shall include the following:
  - Labor for troubleshooting
  - Labor for repair work
  - Labor for upgrades
  - Incidental equipment needed to perform troubleshooting and repairs
  - Tools needed to perform troubleshooting and repairs
  - Transportation/Travel time to and from work site and for picking up parts, tools, equipment, etc.
- Technicians arriving to the work site to perform services shall verify start time by meeting with an owner's representative and sign in on an owner provided logbook.

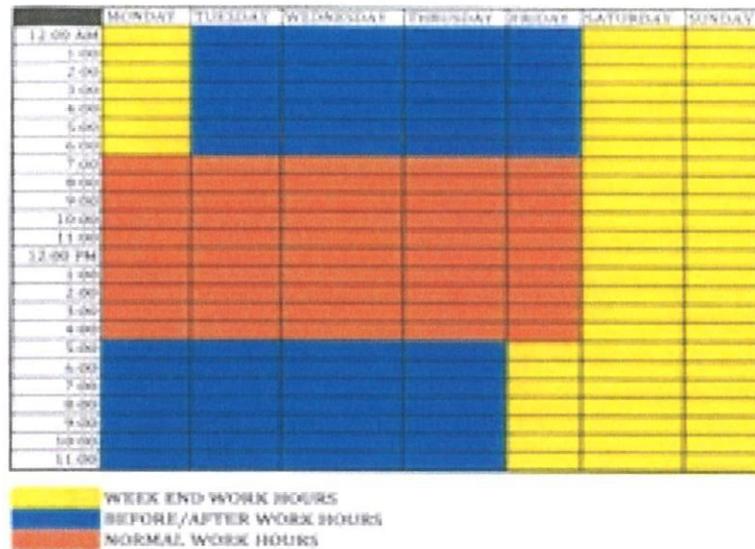
*NOTE- Failure to sign in with a parish representative may be cause for non-payment of invoice for services.*

- Upon completion of work for the day started, technicians shall verify end time by meeting with an owner's representative and sign out on an owner provided logbook.

*NOTE- Failure to sign out with a parish representative may be cause for non-payment of invoice for services.*

- Bidder must receive a reference number from the requesting department prior to any work being performed. If the successful bidder proceeds without a reference number issued by the department the bidder might not be compensated for his labor and parts.
- In case of excessive down-time Jefferson Parish may provide an additional purchase order, not to exceed \$5,000.00, to the successful bidder to obtain necessary part(s) to complete the repair work. Jefferson Parish will not allow any mark-up of invoice cost.

The below chart indicates normal, weekend and before/after hours. These times are to be used for pricing according to the times identified.



**SECTION 18.0 – LABOR WARRANTY:**

All parts furnished and installed by the successful bidder shall be genuine replacement parts made especially for the elevators specified in this bid. The successful Bidder shall provide a minimum ninety (90) day warranty on all Labor. All parts purchased by successful bidder shall have a minimum ninety (90) day warranty. All workmanship shall be in accordance with the manufacturer of each elevator, National Electric and/or Safety Code for Elevators, The National Fire Protection Association (N.F.P.A.), and the American National Standards Institute (ANSI) A 17.1 and 17.2

**SECTION 19.0 CONCLUSION OF CONTRACT:**

At the completion of the contract all repairs and maintenance to the elevator specified in this bid shall be completed in accordance with the terms set forth in these specifications, and a checklist of all completed repairs and maintenance must be submitted to the Department of General Services for approval. All incomplete work shall 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 one (1) week after the duration of the contract period. If work is not completed, all final payments will be held until all work is completed.

At the termination of this contract, the Department of General Services shall retain all blueprints, wiring diagrams, programs, jump drives, SD cards, software, and any other pertinent data furnished by the Parish, the successful bidder, manufacturer or the maintenance company.

**SECTION 20.0 – START OF WORK CONFERENCE AND NOTICE TO PROCEED:**

A “Start of Work Conference” shall be held between the successful bidder and the owner prior to any work commencing.

No work shall be performed until the successful bidder receives a written “Notice to Proceed” to begin work, from the Department of General Services

## ATTACHMENT "A"

Performance Requirements (Stopping Accuracy = $\pm\frac{1}{4}$ " )									
Car ID	Building	Make	Type	Capacity	No of Stops	Speed	Floor-to-Floor Time ( $\pm.2$ )	Door Open Time ( $\pm.1$ )	Door Close Time ( $\pm.1$ )
1	Yenni	Schindler	Gearless	3500 lbs.	10	500 fpm	8.0 sec.	1.7 sec.	2.4 sec.
2	Yenni	Schindler	Gearless	3500 lbs.	10	500 fpm	8.0 sec.	1.7 sec.	2.4 sec.
3	Yenni	Schindler	Gearless	3500 lbs.	10	500 fpm	8.0 sec.	1.7 sec.	2.4 sec.
4	Yenni	Schindler	Gearless	3500 lbs.	10	500 fpm	8.0 sec.	1.7 sec.	2.4 sec.
1	Donelon	Otis	Geared	3000 lbs.	5	200 fpm	10.7 sec.	1.6 sec.	2.2 sec.
2	Donelon	Otis	Geared	3000 lbs.	5	200 fpm	10.7 sec.	1.6 sec.	2.2 sec.
3	Donelon	Otis	Geared	3000 lbs.	5	200 fpm	10.7 sec.	1.6 sec.	2.2 sec.
4	Donelon	Kone	Gearless	3000 lbs.	5	200 fpm	10.7 sec.	1.6 sec.	2.2 sec.
5	Donelon	Kone	Gearless	3000 lbs.	5	200 fpm	10.7 sec.	1.6 sec.	2.2 sec.
1	GGB	Otis	Geared	3500 lbs.	6	350 fpm	10.1 sec	2.2 sec	2.9 sec
2	GGB	Otis	Geared	3500 lbs.	6	350 fpm	10.1 sec	2.2 sec	2.9 sec
3	GGB	Otis	Geared	3500 lbs.	6	350 fpm	10.1 sec	2.2 sec	2.9 sec
1	D.A.	Schindler	Geared	3500lbs.	5	350 fpm	11.7 sec	2.5 sec	4.0 sec
2	D.A.	Schindler	Geared	3500lbs.	5	350 fpm	11.7 sec	2.5 sec	4.0 sec
3	D.A.	Schindler	Geared	3500lbs.	5	350 fpm	11.7 sec	2.5 sec	4.0 sec
1	Parking	Kone	Geared	3000 lbs.	7	200 fpm	11.2 sec	2.5 sec	4.0 sec
2	Parking	Kone	Geared	3000 lbs.	7	200 fpm	11.2 sec	2.5 sec	4.0 sec
3	Parking	Kone	Geared	3000 lbs.	7	350 fpm	11.2 sec	2.7 sec	4.6 sec
1	2 <sup>nd</sup> Parish	Otis	Hydraulic	3000 lbs.	3	150 fpm	14.1 sec	2.1 sec	2.4 sec
2	2 <sup>nd</sup> Parish	Otis	Hydraulic	3000 lbs.	3	150 fpm	14.1 sec	2.1 sec	2.4 sec
3	2 <sup>nd</sup> Parish	Otis	Hydraulic	3000 lbs.	3	150 fpm	14.1 sec	2.1 sec	2.4 sec
4	2 <sup>nd</sup> Parish	Otis	Hydraulic	3000 lbs.	3	150 fpm	14.1 sec	2.1 sec	2.4 sec

## ATTACHMENT "A" (continued)

Performance Requirements (Stopping Accuracy = ±¼")									
Car ID	Building	Make	Type	Capacity	Ne of Stops	Speed	Floor-to-Floor Time (±.2)	Door Open Time (±.1)	Door Close Time (±.1)
5	2 <sup>nd</sup> Parish	Otis	Hydraulic	2100 lbs.	2	125 fpm	16.5 sec	2.8 sec	3.4 sec
6	2 <sup>nd</sup> Parish	Otis	Hydraulic	2100 lbs.	3	150 fpm	16.5 sec	2.8 sec	3.4 sec
1	<u>Liberto</u>	Montgomery	Hydraulic	2000 lbs.	2	100 fpm	15.5 sec	2.6 sec	3.6 sec
1	History Mus	Schindler	Hydraulic	4000 lbs.	3	125 fpm	16.5 sec	3.3 sec	4.6 sec
1	Sr. Center	Dover	Hydraulic	1500 lbs.	3	125 fpm	14.5 sec	2.6 sec	3.6 sec
1	Plant	Kone	Hydraulic	2500 lbs.	2	80 fpm	18.5 sec	3.1 sec	4.0 sec
1	E.B. Fire	Otis	Hydraulic	3000 lbs.	2	150 fpm	14.1 sec	2.1 sec	2.4 sec
1	EOCC	Kone	Gearless	3000 lbs.	4	200 fpm	10.7 sec.	1.6 sec.	2.2 sec.

## ATTACHMENT "B"

LOCATION	ELEVATOR NUMBER/DESCRIPTION	MAKE	TYPE	SERIAL NUMBER
Second Parish Court 100 Huey P. Long Avenue Gretna, LA 70053  <b>Number of Floors-5</b>	Elevator 1 (Lobby)	Otis	Hydraulic	494873
	Elevator 2(Lobby)	Otis	Hydraulic	494874
	Elevator 3 (Lobby)	Otis	Hydraulic	494875
	Elevator 4 (Lobby)	Otis	Hydraulic	494876
	Elevator 5 (Prisoner)	Otis	Hydraulic	494878
	Elevator 6 (Judge)	Otis	Hydraulic	494877
Central Plant 960 1st Street Gretna, LA 70053  <b>Number of Floors- 1</b>	Elevator 1	Kone	Hydraulic	8008436080
District Attorney Office 200 Derbigny Street Gretna, LA 70053  <b>Number of Floors-5</b>	Elevator 1 (Lobby)	Schindler	Traction	S309-0969
	Elevator 2 (Lobby)	Schindler	Traction	S309-0958
	Elevator 3 (Service)	Schindler	Traction	S308-6308
Emergency Operations & Communications Center 910 3rd Street Gretna, LA 70053  <b>Number of Floors-4</b>	Elevator 1 (Lobby)	Kone	Traction	20288232
	Dumbwaiter #1	Matot	Traction	126122
General Government Building 200 Derbigny Street, Gretna, LA 70053  <b>Number of Floors-6</b>	Elevator 1 (Lobby)	Otis	Traction	519029
	Elevator 2 (Lobby)	Otis	Traction	519030
	Elevator 3 (Lobby)	Otis	Traction	519031

### ATTACHMENT "B" (continued)

LOCATION	ELEVATOR NUMBER/DESCRIPTION	MAKE	TYPE	SERIAL NUMBER
Parking Garage 300 Derbigny Street Gretna, LA 70053  <b>Number of Floors-7</b>	Elevator 1 (East side)	Kone	Traction	20284826
	Elevator 2 (East Side)	Kone	Traction	20284827
	Elevator 3 (West Side)	Kone	Traction	20284828
Joseph S. Yenni Building 1221 Elmwood Park Boulevard Jefferson, LA 70123  <b>Number of Floors-10</b>	Elevator 1 (Lobby)	Schindler	Traction	652933
	Elevator 2 (Lobby)	Schindler	Traction	652932
	Elevator 3 (Lobby)	Schindler	Traction	652931
	Elevator 4 (Lobby)	Schindler	Traction	652930
Salvador A. Liberto Building 802 2nd Street Gretna, LA 70053  <b>Number of Floors-2</b>	Elevator 1	Kone	Hydraulic	20212276
Local History Building 519 Huey P Long Avenue Gretna, LA 70053  <b>Number of Floors-3</b>	Elevator 1	Schindler	Hydraulic	E1301/01
Metairie Senior Citizens Center 265 N. Causeway Boulevard Metairie, LA 70001  <b>Number of Floors-3</b>	Elevator 1	Dover	Hydraulic	S19761
Thomas Donelon Building 200 Derbigny Street Gretna, LA 70053  <b>Number of Floors-5</b>	Elevator 1 (Judges)	Kone	Traction	20236057
	Elevator 2 (prisoner)	Kone	Traction	20244085
	Elevator 3 (lobby)	Otis	Traction	48490525
	Elevator 4 (lobby)	Otis	Traction	48500525
	Elevator 5 (lobby)	Otis	Traction	48510525
East Bank Consolidated Fire Dept. 834 S. Clearview Parkway Jefferson, LA 70123  <b>Number of Floors-2</b>	Elevator 1	Otis	Hydraulic	E43159
Jefferson Performing Arts Center 6400 Airline Drive Metairie, LA 70003  <b>Number of Floors-2</b>	Elevator 1	Smartrise	Hydraulic	140124-001-C1
	Elevator 2	Smartrise	Hydraulic	140124-002-C1

DATE: 8/11/2021  
BID NO.: 50-00135498

INVITATION TO BID  
THIS IS NOT AN ORDER

Page: 1

## JEFFERSON PARISH

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

BUYER: SFOLSE@jeffparish.net

**BIDS WILL BE RECEIVED ONLINE VIA WWW.JEFFPARISHBIDS.NET UNTIL 2:00 PM, 9/09/2021 AND PUBLICLY OPENED THEREAFTER IN THE WEST BANK PURCHASING DEPT, SUITE 4400, JEFFERSON PARISH GENERAL GOVERNMENT BUILDING, 200 DERBIGNY STREET, GRETNA, LA 70053. At no charge, bidders are to submit via Jefferson Parish's electronic procurement page by visiting [www.jeffparishbids.net](http://www.jeffparishbids.net) to register for this free site. Additional instructions are included in the text box highlighting electronic procurement.**

**LATE BIDS WILL NOT BE ACCEPTED**

**NOTE: ONLY BIDS WRITTEN IN INK OR TYPEWRITTEN, AND PROPERLY SIGNED BY A MEMBER OF THE FIRM OR AUTHORIZED REPRESENTATIVE, WILL BE ACCEPTED. PENCIL AND/OR PHOTOSTATIC FIGURES OR SIGNATURES SHALL RESULT IN BID REJECTION. HOWEVER, ELECTRONIC SIGNATURES AS DEFINED IN LSA - R.S. 9:2620(8) ARE ACCEPTABLE. SIGNATURE MUST BE A SECURED DIGITAL SIGNATURE.**

### INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

#### THE FOLLOWING INSTRUCTIONS APPLY TO ALL BIDS

All bids submitted are subject to these instructions and general conditions and any special conditions and specifications contained herein, all of which are made part of this bid proposal reference. By submitting a bid, vendor agrees to comply with all provisions of Louisiana Law as well be in compliance with the Jefferson Parish Code of Ordinances, Louisiana Code of Ethics, applicable Jefferson Parish ethical standards and Jefferson Parish Resolution No. 113646 and/or Resolution No. 113647 as amended.

Jefferson Parish adheres to the Louisiana Code of Governmental Ethics, contained in Louisiana Revised Statutes Annotated, R.S. 42:1101, et seq. Vendor/Proposer by this submission, warrants that there are no "conflicts of interest" related to this procurement that would violate applicable Louisiana Law. Violation of the Louisiana Code of Governmental Ethics may result in rescission of contract, permit or licenses, and the imposition of fines and/or penalties, without contractual liability to the public in accordance with applicable law.

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

All quotations shall be based on F.O.B. Agency warehouse or job site, anywhere within the Parish as designated by the Purchasing Department. This provision does not apply to public works projects

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 alterations from the specifications must be indicated and/or supporting documentation supplied with bid submission.

Bidders should submit all questions in writing via email to the buyer's email address as indicated above, no later than Five (5) working days prior to the bid opening. Bid numbers should be mentioned in all requests. If submitting online, vendors may send questions via the E-Procurement site no later than Five (5) working days prior to the bid opening.

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. Please note that all official communication will be expressed in the form of an addendum.

**Visit our website at [HTTP://PURCHASING.JEFFPARISH.NET](http://PURCHASING.JEFFPARISH.NET)**

All formal Addenda require written acknowledgement 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.

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. Vendors must not alter the bid forms. Doing so will cause the bid to be rejected.

A corporate resolution or written evidence of the individual signing the bid having such authority must be submitted with the bid. Failure to comply will cause bid to be rejected. For corporate entities, such written evidence may be a printout of the Louisiana Secretary of State's website listing the signatory as an officer. Such printout shall be included with the bid submission. Bids submitted by Owners or Sole Proprietorships must include certification that he or she owns the entity for which the bid is signed. This documentation must be submitted with the bid. Failure to do so will result in bid rejection.

NOTE: A sample corporate resolution can be downloaded from our website <http://purchasing.jeffparish.net> or you may provide your own document. A sample certification of sole proprietorship can also be downloaded from our website <http://purchasing.jeffparish.net> or you may provide your own document.

### INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

**A. AWARD OF CONTRACT:** 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. SPLIT AWARDS MADE TO SEVERAL VENDORS WILL ONLY BE GRANTED TO THOSE DEEMED RESPONSIVE AND RESPONSIBLE.

All bid prices shall remain valid for 45 days. Jefferson Parish and the lowest responsive and responsible bidder(s) by mutual written consent may mutually agree to extend the deadline for award by one (1) or more extensions of thirty (30) calendar days.

**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.)

**PREFERENCE:** Unless federal funding is directly spent by Jefferson Parish for this purchase, preference is hereby given to materials, supplies, and provisions produced, manufactured or grown in Louisiana, quality being equal to articles offered by competitors outside the state. "LSA - R.S. 38:2251-2261"

**B. 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.

**C. CANCELLATION OF CONTRACT:** JEFFERSON PARISH reserves the right to cancel all or any part 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 any contract at anytime and for any reason by issuing a THIRTY (30) day written notice to the contractor.

For good cause and as consideration for executing a contract with Jefferson Parish, vendor conveys, sells, assigns and transfers to Jefferson Parish or its assigns all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of Louisiana, relating to the particular good or services purchased or acquired by Jefferson Parish.

**D. PRICES:** Jefferson Parish is exempt from paying sales tax under LSA-R.S. 47:301 (8)(c). All prices for purchases by Jefferson Parish of supplies and materials shall be quoted in the unit of measure specified and unless otherwise specified, shall be exclusive of state and local taxes. The price quoted for work shall be stated in figures. In the event there is a difference in unit prices and totals, the unit price shall prevail.

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 A17.1-1961).

**INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS**

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

The purpose and intention of this invitation to bid is to afford all suppliers an equal opportunity to bid on all construction, maintenance, repair, operating supplies and/or equipment listed in this bid proposal. JEFFERSON PARISH WILL ACCEPT ONE BID ONLY FROM EACH VENDOR. Items bid must meet specifications.

Advertised bids will be tabulated and a copy of the tabulation will be forwarded to each responding bidder.

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

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

**Please visit our E-Procurement Page at [www.jeffparishbids.net](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>.**

The general specifications for construction projects and the purchase of materials, services and/or supplies are those adopted by the JEFFERSON PARISH Council by Resolution No. 113646 or 113647 as amended. The general conditions adopted by this resolution shall be considered as much a part of this document as if they were written wholly herein. A copy 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 <http://purchasing.jeffparish.net> and clicking on Online Forms.

**ADDITIONAL REQUIREMENTS FOR THIS BID**

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

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

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(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.
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.

**INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS**

4. A LA State Contractor's License will be required in accordance with LSA R.S. 37-2150 et. seq. and such license number will be shown on the outside of the bid electronic envelope. Failure to comply will cause the bid to be rejected. When submitting the bid electronically, the license number must be entered in the appropriate field in the electronic procurement system. Failure to comply will cause the bid to be rejected.
5. It is the bidder's responsibility to visit the job site and evaluate the job before submitting a bid.
6. Job site must be clean and free of all litter and debris daily and upon completion of the contract. Passageways must be kept clean and free of material, equipment, and debris at all times. Flammable material must be removed from the job site daily because storage will not be permitted on the premises. Precaution must be exercised at all times to safeguard the welfare of JEFFERSON PARISH and the general public.
7. PUBLIC WORKS BIDS: All awards for public works in excess of \$5,000.00 will be reduced to a formal contract which shall be recorded at the contractor's expense with the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. A price list of recordation costs may be obtained from the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. All awards in excess of \$25,000.00 will require both a performance and a payment bond. Unless otherwise stated in the bid specifications, the performance bond requirements shall be 100% of the contract price. Unless otherwise state in the bid specifications, the payment bond requirements shall be 100% of the contract price. Both bonds shall be supplied at the signing of the contract.
8. NON-PUBLIC WORKS BIDS: A performance bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The performance bond shall be supplied at the signing of the contract.
9. NON-PUBLIC WORKS BIDS: A payment bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The payment bond shall be supplied at the signing of the contract.
10. All bidders must comply with the requirements stated in the attached "Standard Insurance Requirements" sheet attached to this bid solicitation. Failure to comply with this instruction will result in bid rejection.
11. A bid bond will be required with bid submission in the amount of 5% of the total bid, unless otherwise stated in the bid specifications. All sureties must be in original format (no copies) When submitting a bid online, vendors must submit an electronic bid bond through the respective online clearinghouse bond management system(s) as indicated in the electronic bid solicitation on Central Auction House. No scanned paper copies of any bid bond will be accepted as part of the electronic bid submission.
12. This is 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.

**INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS**

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.

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

It shall be the duty of every parish officer, employee, department, agency, special district, board, and commission: and the duty of every contractor, subcontractor, and licensee of the parish, and the duty of every applicant for certification of eligibility for a parish contract or program, to cooperate with the Inspector General in any investigation, audit, inspection, performance review, or hearing pursuant to JPCO 2-155.10(19). By signing this document, every corporation, partnership, or person contracting with PARISH, whether by cooperative endeavor, intergovernmental agreement, bid, proposal, application or solicitation for a parish contract, and every application for certification of eligibility for a parish contract or program, attests that it understands and will abide by all provisions of JPCO 2-155.10.

**All Public Work Projects are required to use the Louisiana Uniform Public Work Bid Form**

All prices must be held firm unless an escalation provision is requested in this bid. Jefferson Parish will allow one escalation during the term of the contract, which may not exceed the U.S. Bureau of Labor Statistics National Index for all Urban Consumers, unadjusted 12 month figure. The most recently published figure issued at the time an adjustment is requested will be used. A request must be made in writing by the vendor, and the escalation will only be applied to purchases made after the request is made.

Are you requesting an escalation provision?

YES \_\_\_\_\_ NO X

MAXIMUM ESCALATION PERCENTAGE REQUESTED N/A %

INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF N/A

For the purposes of comparison of bids when an escalation provision is requested, Jefferson Parish will apply the maximum escalation percentage quoted by the bidder to the period to which it is applied in the bid. The initial price and the escalation will be used to calculate the total bid price. It will be assumed, for comparison of prices only, that an equal amount of material or labor is purchased each month throughout the entire contract.

**DELIVERY: FOB JEFFERSON PARISH**

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES \_\_\_\_\_

LOUISIANA CONTRACTOR'S LICENSE NO.: (if applicable) 299

**THIS SECTION MUST BE COMPLETED BY BIDDER:**

FIRM NAME: Otis Elevator Company

ADDRESS: 1013 Harimaw Court West

CITY, STATE: Metairie, LA ZIP: 70001

TELEPHONE: (317) 409-2901 FAX: ( )

EMAIL ADDRESS: Emily.Seach@otis.com

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

Acknowledge Receipt of Addenda: NUMBER: # 1

NUMBER: N/A

NUMBER: N/A

NUMBER: N/A

TOTAL PRICE OF ALL BID ITEMS: \$ 539,775.00 for 3 year term

AUTHORIZED SIGNATURE: [Signature]

Emily Seach

Printed Name

TITLE: General Manager

SIGNING INDICATES YOU HAVE READ AND COMPLY WITH THE INSTRUCTIONS AND CONDITIONS.

NOTE: All bids should be returned with the BID NUMBER and BID OPENING DATE indicated on the outside of the envelope submitted to the Purchasing Department.

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00135498

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	36.00	MO	<p>THREE (3) YEAR ELEVATOR MAINTENANCE CONTRACT AT VARIOUS LOCATIONS FOR THE JEFFERSON PARISH DEPARTMENT OF GENERAL SERVICES</p> <p>0010 - SECOND PARISH COURT 100 HUEY P. LONG AVENUE  GRETNA, LA 70053</p> <p>SIX (6) HYDRAULIC OTIS PASSENGER ELEVATORS SERIAL #494873, #494874, #494875, #494876, #494877, #494878</p> <p>UNIT PRICE IS TO REFLECT ONE PRICE FOR THE MONTHLY MAINTENANCE OF SIX (6) ELEVATORS</p>	\$1,950.00	\$70,200.00
2	36.00	MO	<p>0020 - CENTRAL PLANT 960 1ST STREET  GRETNA, LA</p> <p>ONE (1) HYDRAULIC KONE PASSENGER ELEVATOR SERIAL #8008436080</p> <p>UNIT PRICE IS TO REFLECT ONE PRICE FOR THE MONTHLY MAINTENANCE OF ONE (1) ELEVATOR</p>	\$325.00	\$11,700.00
3	36.00	MO	<p>0030 - DISTRICT ATTORNEY'S OFFICE BLDG. 100 DERBIGNY STREET  GRETNA, LA</p> <p>THREE (3) TRACTION SCHINDLER PASSENGER ELEVATORS SERIAL #S308-6308, #S309-0958 &amp; #S309-0969</p> <p>UNIT PRICE IS TO REFLECT ONE PRICE FOR THE MONTHLY MAINTENANCE OF THREE (3) ELEVATORS</p>	\$1,650.00	\$59,400.00
4	36.00	MO	<p>0040 - EMERGENCY OPERATIONS AND COMMUNICATIONS CENTER  910 3RD STREET GRETNA, LA</p> <p>ONE (1) TRACTION KONE PASSENGER ELEVATOR SERIAL #20288232</p> <p>ONE (1) TRACTION MATOT DUMBWAITER SERIAL #126122</p>	\$868.75	\$31,275.00

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00135498

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
5	36.00	MO	UNIT PRICE IS TO REFLECT ONE PRICE FOR THE MONTHLY MAINTENANCE OF ONE (1) DUMBWAITER AND ONE (1) ELEVATOR  0050 - GENERAL GOVERNMENT BUILDING 200 DERBIGNY STREET  GRETN, LA 70053  THREE (3) TRACTION OTIS PASSENGER ELEVATORS SERIAL #519029, #519030, #519031		
6	36.00	MO	0060 - PARKING GARAGE 300 DERBIGNY STREET  GRETN, LA  THREE (3) TRACTION KONE PASSENGER ELEVATORS SERIAL #20284826, 20284827, 20284828  UNIT PRICE IS TO REFLECT ONE PRICE FOR THE MONTHLY MAINTENANCE OF THREE (3) ELEVATORS	\$1,650.00	\$59,400.00
7	36.00	MO	0070 - JOSEPH S. YENNI BUILDING 1221 ELMWOOD PARK BLVD  JEFFERSON, LA  FOUR (4) TRACTION SCHINDLER PASSENGER ELEVATORS SERIAL #652930, #652931, #652932, #652933  UNIT PRICE IS TO REFLECT ONE PRICE FOR THE MONTHLY MAINTENANCE OF FOUR (4) ELEVATORS	\$2,200.00	\$79,200.00
8	36.00	MO	0080 - SALVADOR A. LIBERTO BUILDING 802 2ND STREET  GRETN, LA 70053  ONE (1) HYDRAULIC KONE PASSENGER ELEVATOR SERIAL #20212276  UNIT PRICE IS TO REFLECT ONE PRICE FOR THE MONTHLY MAINTENANCE OF ONE (1) ELEVATOR	\$325.00	\$11,700.00

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00135498

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
9	36.00	MO	0090 - LOCAL HISTORY MUSEUM 519 HUEY P. LONG AVENUE  GRETN, LA  ONE (1) HYDRAULIC SCHINDLER PASSENGER ELEVATOR SERIAL #E1301/01  UNIT PRICE IS TO REFLECT ONE PRICE FOR THE MONTHLY MAINTANCE OF ONE (1) ELEVATOR	\$ 325.00	\$ 11,700.00
10	36.00	MO	0100 - METAIRIE SENIOR CENTER 265 N. CAUSEWAY BOULEVARD  METAIRIE, LA  ONE (1) HYDRAULIC DOVER PASSENGER ELEVATOR SERIAL #S19761  UNIT PRICE IS TO REFLECT ONE PRICE FOR THE MONTHLY MAINTENANCE OF ONE (1) ELEVATOR	\$ 325.00	\$ 11,700.00
11	36.00	MO	0110 - THOMAS F. DONELON BUILDING 200 DERBIGNY STREET  GRETN, LA  THREE (3) TRACTION OTIS PASSENGER ELEVATORS SERIAL #48490525, #48500525, #48510525  TWO (2) TRACTION KONE PASSENGER ELEVATORS SERIAL #20244085, #20236057  UNIT PRICE IS TO REFLECT ONE PRICE FOR THE MONTHLY MAINTENANCE OF FIVE (5) ELEVATORS	\$ 2,750.00	\$ 99,000.00
12	36.00	MO	0120 - EASTBANK CONSILADATED FIR DEPT. 834 S. CLEARVIEW PARKWAY  JEFFERSON, LA  ONE (1) HYDRAULIC OTIS PASSENGER ELEVATOR SERIAL #E43159  UNIT PRICE IS TO REFLECT ONE PRICE FOR THE MONTHLY MAINTENANCE OF ONE (1) ELEVATOR	\$ 325.00	\$ 11,700.00
13	36.00	MO	0130 - JEFFERSON PERFORMING ARTS CTR. 6400 AIRLINE DRIVE		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00135498

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			METAIRIE, LA 70003		
			TWO (2) HYDRAULIC SMARTRISE PASSENGER ELEVATORS SERIAL #140124-001-C1, #140124-002-C1	\$650.00	\$23,400.00
			UNIT PRICE IS TO REFLECT ONE PRICE FOR THE MONTHLY MAINTENANCE OF TWO (2) ELEVATORS		
14	1.00	HR	0140 - TECHNICIAN NORMAL HOURLY RATE  (7:00AM TO 5:00PM MONDAY THRU FRIDAY)		\$275/ Hour
15	1.00	HR	0150 - HELPER NORMAL HOURLY RATE  (7:00AM TO 5:00PM, MONDAY THRU FRIDAY)		\$220/ Hour
16	1.00	HR	0160 - TECHNICIAN BEFORE/AFTER HOURS WEEKDAY RATE  5:00PM TO 12:00AM, MONDAY THRU THURSDAY & 12:00AM TO 7:00AM, TUESDAY THRU FRIDAY		\$550/ Hour
17	1.00	HR	0170 - HELPER BEFORE/AFTER HOURS WEEKDAY RATE  5:00PM TO 12:00AM MONDAY THRU FRIDAY AND 12:00AM TO 7:00AM TUESDAY THRU FRIDAY		\$440/ Hour
18	1.00	HR	0180 - TECHNICIAN AFTER HOUR WEEKEND RATE  FRIDAY 5:00PM TO 12:00AM, SATURDAY & SUNDAY ALL DAY, MONDAY 12:00AM TO 7:00AM (AUTHORIZATION REQUIRED)		\$550/ Hour
19	1.00	HR	0190 - HELPER AFTER HOURS WEEKEND RATE  FRIDAY 5:00PM TO 12:00AM, SATURDAY AND SUNDAY ALL DAY, MONDAY 12:00AM TO 7:00AM (AUTHORIZATION REQUIRED)		\$440/ Hour
20	1.00	HR	0200 - TECHNICIAN HOLIDAY RATE 12:00AM TO 11:59PM		\$550/ Hour
21	1.00	HR	0210 - HELPER HOLIDAY RATE 12:00AM TO 11:59PM		\$440/ Hour

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00135498

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			<b>***PLEASE SEE ATTACHED SPECIFICATIONS***</b>		

**CORPORATE RESOLUTION**

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF  
\_\_\_\_\_  
INCORPORATED.

AT THE MEETING OF DIRECTORS OF \_\_\_\_\_  
INCORPORATED, DULY NOTICED AND HELD ON \_\_\_\_\_,  
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT  
WAS:

RESOLVED THAT \_\_\_\_\_, BE AND IS HEREBY  
APPOINTED, CONSTITUTED AND DESIGNATED AS AGENT AND ATTORNEY-IN-  
FACT OF THE CORPORATION WITH FULL POWER AND AUTHORITY TO ACT ON  
BEHALF OF THIS CORPORATION IN ALL NEGOTIATIONS, BIDDING, CONCERNS  
AND TRANSACTIONS WITH THE PARISH OF JEFFERSON OR ANY OF ITS AGENCIES,  
DEPARTMENTS, EMPLOYEES OR AGENTS, INCLUDING BUT NOT LIMITED TO, THE  
EXECUTION OF ALL BIDS, PAPERS, DOCUMENTS, AFFIDAVITS, BONDS, SURETIES,  
CONTRACTS AND ACTS AND TO RECEIVE ALL PURCHASE ORDERS AND NOTICES  
ISSUED PURSUANT TO THE PROVISIONS OF ANY SUCH BID OR CONTRACT, THIS  
CORPORATION HEREBY RATIFYING, APPROVING, CONFIRMING, AND ACCEPTING  
EACH AND EVERY SUCH ACT PERFORMED BY SAID AGENT AND ATTORNEY-IN-  
FACT.

I HEREBY CERTIFY THE FOREGOING TO BE  
A TRUE AND CORRECT COPY OF AN  
EXCERPT OF THE MINUTES OF THE ABOVE  
DATED MEETING OF THE BOARD OF  
DIRECTORS OF SAID CORPORATION, AND  
THE SAME HAS NOT BEEN REVOKED OR  
RESCINDED.

\_\_\_\_\_  
**SECRETARY-TREASURER**

\_\_\_\_\_  
**DATE**

\* Please See Certificate.



## CERTIFICATE

I, Jorge Castillo, Assistant Secretary of Otis Elevator Company, a New Jersey corporation, (the "Company") do hereby certify that:

1. Under an Appointment of Officers of the Company dated January 15, 2019, I am an Assistant Secretary of the Company.
2. In my capacity as Assistant Secretary of the Company, I have access to and knowledge of the minutes and records of the Company, including delegations of authority.
3. Under a Delegation of Authority dated June 3, 2016, Emily Seach, in her capacity as General Manager of the Company's North American Area, New Orleans, LA Area Office, is authorized as follows:

*"To make, execute and approve on behalf of the North American Area of the Company (and its subsidiaries or affiliated operating units) (i) any and all bids or contracts to manufacture, furnish, erect, modernize, service, repair, or maintain elevators, escalators, dumbwaiters, hoisting apparatus, moving walkways and other horizontal transportation systems, and to execute and approve on behalf of the North American Area of the Company any and all waivers of lien, bonds, or other instruments, a part of or incident to such contract; (ii) any and all leases for the storage of supplies and equipment used by the North American Area of the Company in the performance of such contracts."*

**IN WITNESS WHEREOF**, I have hereunto set my hand this 20th day of May, 2021.



A handwritten signature in blue ink that reads "Jorge Castillo".

\_\_\_\_\_  
Jorge Castillo  
Assistant Secretary  
Otis Elevator Company

## **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 Louisiana

PARISH/COUNTY OF Jefferson

BEFORE ME, the undersigned authority, personally came and appeared: Emily Seach, (Affiant) who after being by me duly sworn, deposed and said that he/she is the fully authorized General Manager of Otis Elevator Company(Entity), the party who submitted a bid in response to Bid Number 50-00135498, 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**  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**  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.

Emily Seach  
Signature of Affiant

Emily Seach  
Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME  
ON THE 2<sup>nd</sup> DAY OF September 2021.

Katherine Buchler  
Notary Public

Katherine Buchler  
Printed Name of Notary

144291  
Notary/Bar Roll Number



My commission expires at death.

### **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 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 if selected below. Such insurance is due upon contract execution.

**OWNER'S PROTECTIVE LIABILITY**

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

**BUILDER'S RISK INSURANCE**

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

# Bid Bond

An Electronic Bid Bond must be submitted with this bid, through one of the respective clearing houses at [www.jeffparish.net](http://www.jeffparish.net) or [www.centralbidding.com](http://www.centralbidding.com). To access the bonding companies on Central Bidding, hover over the "Central Bidding" link at the top of the page and select the "Bid Bonds" link.

The electronic bid bond number is to be placed in the required section listed on the standard envelope. Scanned copies of bid bonds will not be accepted with your submission.



**\$41.6 Billion**

**38,136 Bid Opportunities**

**18,123 Vendors**

**568 Agencies**

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Central Bidding founded in 2001 as one of the largest providers of electronic bidding services to public and private buying entities (vendors have made Central Bidding respectively deliver more than \$10 Billion worth of electronic bids for more than 10,000 buying agencies since their founding. Central Bidding works under various contracts with each of these buying entities and is part of the Central Bidding is the only official electronic location to receive the bid documents, the automated updates and administration of electronic bids.

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# OWNERS AND CONTRACTORS PROTECTIVE LIABILITY CERTIFICATE OF COVERAGE



OWNERS AND CONTRACTORS PROTECTIVE LIABILITY COVERAGE is provided by the insurance company of the Hartford shown below: is provided on behalf of the Designated Contractor scheduled hereon: and consists of:

- A. This Certificate of Coverage.
- B. Owners and Contractors Protective Liability Coverage Form: and
- C. Any Endorsements issued to be a part of the Owners and Contractors Protective Liability Coverage Form and listed below:

**Insurer:** Hartford Fire Insurance Company  
HARTFORD, CT 06115

**Policy Number:** O2CSET31000  
**Previous Policy Number:** NEW

**Issued to Named Insured and Mailing Address:**  
Sample  
Sample  
Sample, IN Sample

**Designated Additional Insureds:**  
Sample

Coverage Period: 04/01/2020 1 04/01/2021 12:01 a.m., standard time at your mailing address shown above.  
Coverage Period means the period beginning with the inception date coverage is provided for the project specified herein and ending with the earlier of cancellation of coverage, expiration of coverage or completion of the project)

**Designated Contractor and Mailing Address:**  
OTIS ELEVATOR COMPANY  
ONE FARM SPRINGS ROAD  
FARMINGTON, CT 06032

**Location of Covered Operations:**  
Sample  
Sample  
Sample, IN

**Contract Number:** Sample

## LIMITS OF INSURANCE

The Limits of Insurance, subject to all the terms of this Owners and Contractors Protective Liability Coverage Form that apply, are:

Each Occurrence Limit 2,000,000

Aggregate Limit 2,000,000

**Premium:** Included as part of the total Coverage Part premium, which is the responsibility of the Designated Contractor.

**Form Numbers of Coverage Forms, Endorsements and Schedules that are part of this Owners and Contractors Protective Liability Coverage Form:**

**Issue Date:** 12/01/2020

**Form HS 78 71 01 00**

(c)2001, The Hartford



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

## **NOTICE OF CANCELLATION TO CERTIFICATE HOLDER(S)**

This policy is subject to the following additional Conditions:

- A. If this policy is cancelled by the Company, other than for nonpayment of premium, notice of such cancellation will be provided at least thirty (30) days in advance of the cancellation effective date to the certificate holder(s) with mailing addresses on file with the agent of record or the Company.
- B. If this policy is cancelled by the Company for nonpayment of premium, or by the insured, notice of such cancellation will be provided within (10) days of the cancellation effective date to the certificate holder(s) with mailing addresses on file with the agent of record or the Company.

If notice is mailed, proof of mailing to the last known mailing address of the certificate holder(s) on file with the agent of record or the Company will be sufficient proof of notice.

Any notification rights provided by this endorsement apply only to active certificate holder(s) who were issued a certificate of insurance applicable to this policy's term.

Failure to provide such notice to the certificate holder(s) will not amend or extend the date the cancellation becomes effective, nor will it negate cancellation of the policy. Failure to send notice shall impose no liability of any kind upon the Company or its agents or representatives.

EXCERPTED FROM:

POLICY NUMBER: 02CSET10004

EFFECTIVE DATE: 04/01/2019 st

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

## **NOTICE OF CANCELLATION TO CERTIFICATE HOLDER(S)**

This policy is subject to the following additional Conditions:

- A. If this policy is cancelled by the Company, other than for nonpayment of premium, notice of such cancellation will be provided at least thirty (30) days in advance of the cancellation effective date to the certificate holder(s) with mailing addresses on file with the agent of record or the Company.
- B. If this policy is cancelled by the Company for nonpayment of premium, or by the insured, notice of such cancellation will be provided within (10) days of the cancellation effective date to the certificate holder(s) with mailing addresses on file with the agent of record or the Company.

If notice is mailed, proof of mailing to the last known mailing address of the certificate holder(s) on file with the agent of record or the Company will be sufficient proof of notice.

Any notification rights provided by this endorsement apply only to active certificate holder(s) who were issued a certificate of insurance applicable to this policy's term.

Failure to provide such notice to the certificate holder(s) will not amend or extend the date the cancellation becomes effective, nor will it negate cancellation of the policy. Failure to send notice shall impose no liability of any kind upon the Company or its agents or representatives.

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)  
Or Organization(s):

Location(s) Of Covered Operations

ANY PERSON OR ORGANIZATION WHOM YOU HAVE,  
THROUGH WRITTEN CONTRACT, AGREED TO PROVIDE  
INSURANCE PROTECTION FOR LIABILITY CAUSED BY  
YOUR ONGOING OPERATIONS (AS PER ISO FORM CG  
20 10 07 04 OR ITS EQUIVALENT).

ANY LOCATION THAT IS COVERED BY, OR SUBJECT TO A  
WRITTEN CONTRACT UNDER WHICH OTIS ELEVATOR  
COMPANY HAS AGREED TO PROVIDE THIS INSURANCE

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.**

**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 a part of the same project.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED - OWNERS, LESSEES OR  
CONTRACTORS - COMPLETED OPERATIONS**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

**SCHEDULE**

Name Of Additional Insured Person(s) Or Organization(s):	Location And Description Of Completed Operations
ANY PERSON OR ORGANIZATION WHOM OTIS ELEVATOR COMPANY HAS THROUGH WRITTEN CONTRACT AGREED TO PROVIDE INSURANCE PROTECTION FOR LIABILITY CAUSED BY YOUR COMPLETED OPERATIONS (AS PER ISO FORM CG 20 37 07 04 OR ITS EQUIVALENT)	ALL LOCATIONS THAT ARE LISTED IN WRITTEN CONTRACTS OR AGREEMENTS

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

**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" or "property damage" caused, in whole or in part, by "your work" at the location designated and described in the schedule of this endorsement performed for that additional insured and included in the "products-completed operations hazard".

State of  Louisiana

State Licensing Board for Contractors

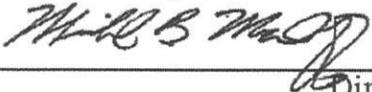
This is to Certify that: OTIS ELEVATOR COMPANY  
Attn: Legal Dept., 1 Farm Springs Rd.  
Farmington, CT 06032

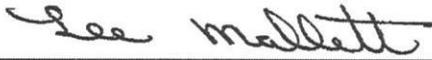
is duly licensed and entitled to practice the following classifications

SPECIALTY: ELEVATORS, DUMBWAITERS AND ESCALATORS



Witness our hand and seal of the Board dated,  
Baton Rouge, LA 30th day of March 2019

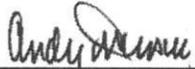
  
Director

  
Chairman

Expiration Date: March 29, 2022

License No: 299

This License Is Not Transferrable

  
Treasurer

**Louisiana State Fire Marshal**  
**Life Safety and Property Protection Licensing & Registration Division**  
**Certificate of Firm Registration**

*The below named firm is hereby certified by and registered with the Office of State Fire Marshal pursuant to L.R.S. 40:1664 ET SEQ. of Life Safety & Property Protection systems:*

**License Number:** CF4

**Endorsements:** CONVEYANCE DEVICE MECHANICS

**Firm Name:** OTIS ELEVATOR COMPANY

**Doing Business As:**

**Mailing Address:** 2000 AIRLINE DRIVE  
METAIRIE, LA 70001

**Physical Location:** 2000 AIRLINE DRIVE  
METAIRIE, LA 70001

*This license is not transferable and may be revoked or suspended with cause.*

**This License was issued on 10/27/2020 and will expire on 10/1/2021**





ATTN:  
Marlene Aucoin  
Louisiana Office of State Fire Marshal  
Special Services  
8181 Independence Blvd.  
Baton Rouge, LA 70806  
225-925-3814(Office)  
225-925-3699(Fax)

Subject: Otis Elevator Address Change

Marlene,

Effective 8/1/2021, Otis Elevator has moved from 2000 Airline Drive to 1013 Harimaw Court West, Suite B, Metairie, LA 70001.  
Please contact me with any questions.

Thank you,

**Emily Seach**  
Senior General Manager, New Orleans

**M:** 317.409.2901  
**F:** 860.353.1657  
**OtisLine:** 1.800.233.6847

**Bond Number: SLA21488624**

**Contractor Information**

**Principal:** Otis Elevator Company

**Address:** One Carrier Place Farmington Connecticut 06032 United States

**Owner/Obligee Information**

**Bond Form:** Bid Bond in accordance with Contract Specifications

**Owner/Obligee:** Jefferson Parish

**Address:** 200 Derbigny Street Gretna Louisiana 70053 United States

**Bond Information**

**Surety:** Fidelity and Deposit Company of Maryland

**Bid Date:** 9/9/2021

**Estimated Contract Price:** \$539,775.00

**Time For Completion:** 3 Years

**Liquidated Damages:**

**Estimated Work On Hand:**

**Amount of Bid Security:** Five Percent of Amount Bid

**Contract # or IFB #:** 50-00135498

**Description of Job:** THREE (3) YEAR LABOR ONLY CONTRACT TO PERFORM ELEVATOR MAINTENANCE, REPAIRS, AND EMERGENCY COMMUNICATION DEVICE MONITORING

**Job Breakdown:**

**Electronic Bidding Information**

**Bid Security Percentage:** 5

**Bid Security Maximum:**

**Owner Assigned Contractor Number:** OTISBIDS

**Primary Agency:**

Aon Risk Services

Power of Attorney Limited to: unlimited

**Executed**

**Entered By:** Nancy Schnee - 9/7/2021 12:27:37 PM ET

**Approved & Executed By:**

*Nancy Schnee*

Nancy Schnee (Signed: 07-Sep-2021 02:03 PM EDT (UTC-04:00))

Signature Information

Know all men by these presents that Fidelity and Deposit Company of Maryland, a Corporation duly organized under the laws of the State of Illinois, are held and firmly bound unto the above owner/obligee by this transmission. The surety agrees to waive the Statute of Fraud defense and further agrees that the owner/obligee is a third party beneficiary of the waiver for the purposes of enforcing this bid bond.





**CENTRALBIDDING**  
FROM CENTRAL AUCTION HOUSE

**5000135498 - THREE (3) YEAR LABOR ONLY CONTRACT TO PERFORM  
ELEVATOR MAINTENANCE, REPAIRS, AND EMERGENCY  
COMMUNICATION DEVICE MONITORING**  
Jefferson Parish Government

Project documents obtained from [www.CentralBidding.com](http://www.CentralBidding.com)  
27-Sep-2021 10:20:33 AM



# JEFFERSON PARISH

DEPARTMENT OF PURCHASING

CYNTHIA LEE SHENG  
PARISH PRESIDENT

RENNY SIMNO  
DIRECTOR

September 8, 2021

**ADDENDUM # 1**

Bid Number: 50-00135489

Bid Opening Date: September 9, 2021  
Bid Opening Date Postponed to: September 28, 2021

Description of Bid: Three (3) Year Elevator Maintenance Contract at Various Locations for the Jefferson Parish Department of General Services

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**Postponed Bid Opening Date:**

Due to Hurricane Ida the bid opening date has been postponed to **September 28, 2021.**

Sincerely,

A handwritten signature in blue ink that reads "Misty A. Camardelle".

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Misty A. Camardelle  
Assistant Purchasing Director

**Bidders must acknowledge all addenda on the bid form. Bidder acknowledges receipt of this addendum on the bid form by indicating the addendum number listed above. Failure to list each addenda number on the bid form will result in bid rejection.**

This addendum is a part of the contract documents and modifies the original bidding documents and specifications. The contents of this addendum shall be included in the contract documents. Changes made by this addendum shall take precedence over the documents of earlier date.

JOSEPH S. YENNI BUILDING - 1221 ELMWOOD PARK BLVD - SUITE 404 - JEFFERSON, LA 70123 - PO BOX 10242 JEFFERSON, LA 70181-0242  
OFFICE 504.364-2678

GENERAL GOVERNMENT BUILDING - 200 DERBIGNY ST - SUITE 4400 - GRETNA, LA 70053 - PO BOX 9 - GRETNA - LA 70054  
OFFICE 504.364.678

EMAIL: [PURCHASING@JEFFPARISH.NET](mailto:PURCHASING@JEFFPARISH.NET)

WEBSITE: [WWW.JEFFPARISH.NET](http://WWW.JEFFPARISH.NET)