



**CENTRALBIDDING**  
FROM CENTRAL AUCTION HOUSE

**5000112290 - THREE (3) YEAR CONTRACT for ELEVATOR  
MAINTENANCE at the Juvenile Justice Complex**  
Jefferson Parish Government

Project documents obtained from [www.CentralBidding.com](http://www.CentralBidding.com)  
09-Feb-2015 02:58:54 PM



# JEFFERSON PARISH

## DEPARTMENT OF PURCHASING

WWW.JEFFPARISH.NET

JOHN F. YOUNG, JR.  
PARISH PRESIDENT

BRENDA J. CAMPOS  
DIRECTOR

February 03, 2015

### ADDENDUM NO.1

Bid No.: 50-00112290

Bid Opening Date: February 05, 2015  
Bid Extension Date: February 10, 2015

**For: Three (3) Year Contract for Elevator Maintenance**

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#### Clarification of Specifications:

- The forms **ELESPC91-1, ELESPC91-3, and a Contractor's Reference List** are available on our e-procurement on-line website [www.jeffparishbids.net](http://www.jeffparishbids.net), and attached to this addendum. These documents can also be found within Elevator Maintenance Specifications on pages 6, 7, and 15.
- Form **ELESPC91-2** has been removed, and replaced with the **Contractor's Reference List**.
- The Unit of Measure has been changed from Three (3) years, to read Thirty-Six (36) months for billing purposes.
- **Section 3.0 – Quantities / Inspections:** Bidders are required to submit a list and cost of repairs and adjustments necessary to place the equipment in first class operating condition. The Parish shall reserve the option of selecting all, part, or none of the items listed for repair. This list shall be submitted within ten (10) days after the bid opening date.
- **Section 14.0 – Qualification of Bidder:** Bidders shall provide 'Proof of ownership or Proof of Leasing' all recognized test equipment necessary to service and maintain the specified hydraulic elevator and shall have current experience with this particular type of equipment. The apparent low bidder must provide this to the Department of Purchasing within 10 days after the opening.



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- **Section 14.0 – Qualification of Bidder (Cont.):** All bidders shall be required to provide references as proof of work specified for this proposal, due to the critical nature of the work involved. Bidders must submit the references within ten (10) days after the bid opening date.
- **Section 14.0 – Qualification of Bidder (Cont.):** This paragraph has been removed: The apparent low bidder must submit all proof required and financial reports required to a representative of the Department of Juvenile Services within seven (7) days of the bid opening date or your bid will be disqualified.

Sincerely,

A handwritten signature in cursive script, reading "Laniel L. Francis", is written over a horizontal line.

Laniel L. Francis, Buyer II  
Jefferson Parish Purchasing Department

**Bidders must acknowledge all addenda on the bid form. Bidder acknowledges receipt of this addendum on the bid form as indicated. Failure to do so 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.**



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DATE: 2/03/2015

INVITATION TO BID  
THIS IS NOT AN ORDER

Page: 1

BID NO.: 50-00112290

**JEFFERSON PARISH**

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

VENDOR:

BUYER: LFRANCIS

Bids will be received until 11:00 AM, 2/10/2015 via fax: 504-364-2693 or via online at [www.jeffparish.net](http://www.jeffparish.net)

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 compliance with the Jefferson Parish Code of Ordinances, Louisiana Code of Ethics, applicable Jefferson Parish ethical standards and Jefferson Parish Resolution No. 113646 and/or Resolution No. 113647. A copy of these resolutions may be obtained from the Office of the Parish Clerk, Suite 6700, Jefferson Parish General Government Building, 200 Derbigny Street, Gretna, LA 70053. You may also obtain a copy by visiting the Purchasing Department webpage at [www.purchasing.jeffparish.net](http://www.purchasing.jeffparish.net) and clicking on On-line forms.

As per LSA-RS 47:301 et seq., all governmental bodies are excluded from payment of sales taxes to any Louisiana taxing body. Quotations shall be based on F.O.B. Agency warehouse or jobsite, anywhere within the Parish as designated by the Purchasing Department. JEFFERSON PARISH WILL ACCEPT ONE BID ONLY FROM EACH VENDOR. Items bid must meet specifications. JEFFERSON PARISH will accept one price for each item unless otherwise indicated. Two or more prices for one item will result in bid rejection. Bidders are required to complete, sign and return the bid form and/or complete and return the associated line item pricing forms as indicated. The price quoted for work shall be stated in figures. In the event there is a difference in unit prices and totals, the unit prices shall prevail.

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

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

JEFFERSON PARISH requires all products to be new (current) and all work must be performed according to standard practices for the project. Unless otherwise specified, no aftermarket parts will be accepted. Unless otherwise specified, all workmanship and materials must have at least one (1) year guaranty, in writing, from the date of delivery and/or acceptance of the project. Any deviations or alterations from the specifications must be indicated and/or supporting documentation supplied with bid submission.

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

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

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

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

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

## INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

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

This Electronic Procurement System allows vendors the convenience of reviewing and submitting bids online. This is a secure site and authorized personnel have limited read access only.

Please visit the Purchasing Department webpage at <http://purchasing.jeffparish.net> to register and review Jefferson Parish solicitations.

## ADDITIONAL REQUIREMENTS FOR THIS BID

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

2,3,4,5,6,10,12,13

PRE-BID CONFERENCE TO BE HELD AT: 1546-B GRETN BLVD HARVEY LA 70058  
10:00AM  
ON 1/29/2015

1. All bidders must attend the pre-bid conference in relation to this bid; attendance is mandatory. Failure to attend will prohibit a company from submitting a bid. Vendors are hereby noticed that any vendor arriving after the mandatory pre-bid conference begins will not be allowed to sign in as evidence of attendance.
2. Attendance to this pre-bid conference is optional. However, failure to attend the pre-bid conference shall not relieve the bidder of responsibility for information discussed at the conference. Furthermore, failure to attend the pre-bid conference and inspection does not relieve the successful bidder from the necessity of furnishing materials or performing any work that may be required to complete the work in accordance with the specification with no additional cost to the owner.
3. Contractor must hold current applicable JEFFERSON PARISH licenses with the Department of Inspection and Code Enforcement. Contractor shall obtain any and all permits required by the JEFFERSON PARISH Department of Inspection and Code Enforcement. The contractor shall be responsible for the payment of these permits. All permits must be obtained prior to the start of the project. Contractor must also hold any and all applicable Federal and State licenses. Contractor shall be responsible for the payment of these permits and shall obtain them prior to the start of the project.
4. A LA State Contractor's License will be required in accordance with LSA R.S. 37-2150 et. seq. and such license number will be shown on the outside of the bid envelope. Failure to comply will cause the bid to be rejected. Additionally if submitting the bid electronically, then the license number must be entered in the appropriate field in the Electronic Procurement system. Failure to comply will cause the bid to be rejected.
5. It is the bidder's responsibility to visit the job site and evaluate the job before submitting a bid.
6. Job site must be clean and free of all litter and debris daily and upon completion of the contract. Passageways must be kept clean and free of material, equipment, and debris at all times. Flammable material must be removed from the job site daily because storage will not be permitted on the premises. Precautions must be exercised at all times to safeguard the welfare of JEFFERSON PARISH and the general public.

**INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS**

7. **PUBLIC WORKS BIDS:** All awards for public works in excess of \$5,000.00 will be reduced to a formal contract which shall be recorded at the contractor's expense with the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. A price list of recordation costs may be obtained from the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. All awards in excess of \$25,000.00 will require both a performance and a payment bond. Unless otherwise stated in the bid specifications, the performance bond requirements shall be 100% of the contract price. Unless otherwise state in the bid specifications, the payment bond requirements shall be 100% of the contract price. Both bonds shall be supplied at the signing of the contract.
8. **NON-PUBLIC WORKS BIDS:** A performance bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The performance bond shall be supplied at the signing of the contract.
9. **NON-PUBLIC WORKS BIDS:** A payment bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The payment bond shall be supplied at the signing of the contract.
10. Unless otherwise stated in the bid specifications, the successful bidder will be required to procure standard insurance policies evidencing Parish-mandated insurance requirements as indicted on the attached sheet. The current certificate of insurance must be submitted by low bidder within 10 days after bid opening to the Purchasing Department. Failure to comply will cause bid to be rejected. JEFFERSON PARISH reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
11. A bid bond will be required with bid submission in the amount of 5% of the total bid submitted, unless otherwise stated in the bid specifications. Acceptable forms shall be limited to cashier's check, certified check, money order, or surety bid bond. If submitting bid online, vendors must submit bond through respective online clearinghouse bond management system as indicated in the Electronic Procurement System.
12. This is a requirements contract to be provided on an as needed basis. JEFFERSON PARISH makes no representations or 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 (in Original Format) required;** Non-Conviction Affidavit, Non-Collusion Affidavit, Campaign Contribution Affidavit and E-Verify Affidavit must be completed, signed, notarized and submitted by low bidder within 10 days after bid opening to the Purchasing Department on all solicitations for construction, alteration or demolition of public building or project, including but not limited to requirements found in LSA-RS 38:2212.9; LSA-RS 38:2212.10; LSA-RS 38:2224; Code of Ordinances, Jefferson Parish, Louisiana, Sec 2-923.1. Failure to comply will cause bid to be rejected; the Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event. 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 for the bid to be considered responsive.
15. **NON PUBLIC WORK BIDS - Completed, Signed and Properly Notarized Affidavits (in Original Format) required;** Non-Collusion Affidavit, and Campaign Contribution Affidavit must be completed, signed, notarized and submitted by low bidder with bid submission or within 10 days after bid opening to the Purchasing Department. See LSA-RS 38:2212.10; LSA-RS 38:2224; Code of Ordinances, Jefferson Parish, Louisiana, Sec 2-923.1 Failure to comply will cause bid to be rejected; the Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event. 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 for the bid to be considered responsive.

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

## **INSURANCE REQUIREMENTS - BIDS**

All insurance requirements shall conform to Jefferson Parish Resolution No. 113646 or No. 113647. The contractor shall not commence work under this contract until he has obtained all insurance and complied with the requirements of the specifications and said Parish Resolutions. Except as otherwise provided by law, the Parish Attorney's Office with the concurrence of the Director of Risk Management is authorized to omit in whole or part the insurance requirements of this section in connection with contracts. Vendors inquiring about this shall submit his written request to the Purchasing Department prior to the due date of the bid. Contractor must deliver and maintain such insurances as provided; failure to do so shall be grounds for suspension, discontinuation or termination of the contract.

*Successful bidder will be required to procure standard insurance policies evidencing Parish mandated insurance requirements indicated below. The current certificate of insurance must be submitted by low bidder within 10 days after bid opening to the Purchasing Department. Failure to comply will cause bid to be rejected.*

### **1. 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.

### **2. 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.

### **3. 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.

## **DEDUCTIBLES**

No insurance required shall include a deductible not greater than \$10,000.00. The cost of the deductible shall be borne by the contractor.

NOTE: If the vendor requires a change in deductibles, the request must be submitted in writing to the Purchasing Department prior to the due date of the bid. Such request shall be reviewed by the Parish Attorney's Office.

## **UMBRELLA LIABILITY COVERAGE**

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



**CONSTRUCTION AND RENOVATION PROJECTS:**

Unless otherwise specified in the bid, these additional insurance is required. 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.

**NOTE for CERTIFICATE HOLDER:**

All insurance certificates shall list the certificate holder as follows:

"The Parish of Jefferson, its Districts, Departments and Agencies under the direction of the Parish President and the Parish Council." Additionally, the address on the Certificates should reflect the department which is letting the bid and reference the respective bid number.

Revised 2.10.2014

DATE: 2/03/2015

INVITATION TO BID  
THIS IS NOT AN ORDER

Page: 4

BID NO.: 50-00112290

**JEFFERSON PARISH**

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

VENDOR:

BUYER: LFRANCIS

Bids will be received until 11:00 AM, 2/10/2015 via fax: 504-364-2693 or via online at [www.jeffparish.net](http://www.jeffparish.net)

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

JEFFERSON PARISH is expecting all products to be new and all work is to be done in a workman-like manner, according to standard practices. Any deviations or alterations from the specifications must be indicated and backup documentation supplied with your quotation.

**DELIVERY: FOB JEFFERSON PARISH**

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES

As Needed

INDICATE STARTING TIME (IN DAYS) FOR CONSTRUCTION WORK

As Needed

INDICATE COMPLETION TIME (IN DAYS) FOR CONSTRUCTION WORK

As Needed

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

Acknowledge Receipt of Addenda: NUMBER: #1

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

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

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

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

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

FIRM NAME:

EMR Services, LLC

SIGNATURE:

(Must be signed here)

[Signature]

TITLE:

Owner and General Manager

PRINT OR TYPE NAME:

Rene Marques

ADDRESS:

9605 Jefferson Hwy Box 207

CITY, STATE:

Harahan, LA

ZIP:

70123

TELEPHONE:

(504) 724-2909

FAX:

(504) 724-2919

EMAIL ADDRESS:

rmarques.emr@att.net

TOTAL PRICE OF ALL BID ITEMS: \$ 4,932.<sup>00</sup>

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00112290

SEALED BID

| ITEM<br>NUMBER | QUANTITY | U/M | DESCRIPTION OF ARTICLES  | UNIT PRICE<br>QUOTED | TOTALS                 |
|----------------|----------|-----|--|----------------------|------------------------|
| 1              | 36.00    | MO  | <p>THREE YEAR ELEVATOR MAINTENANCE CONTRACT</p> <p>0001 Three (3) Year contract for elevator maintenance and service for Thyssen Krupp elevator located at the Juvenile Justice Center, located at 1546-B Gretna Boulevard, Harvey, LA</p> <p>SEE ATTACHED SPECS:<br/>The vendor shall provide full maintenance, service and repairs for one (1) Thyssen Krupp Hydraulic Power Unit Elevator, 3600 lb capacity<br/>Model No. TACH 20<br/>Serial No. EP1976</p> <p>PRE-BID MEETING:<br/>LOCATION: JUVENILE JUSTICE COMPLEX<br/>1546-B GRETN BLVD<br/>HARVEY, LA 70058<br/>DATE: JANUARY 29, 2015<br/>TIME: 10:00 AM</p> | \$137. <sup>00</sup> | \$4,932. <sup>00</sup> |



**CENTRALBIDDING**  
FROM CENTRAL AUCTION HOUSE

**5000112290 - THREE (3) YEAR CONTRACT for ELEVATOR  
MAINTENANCE at the Juvenile Justice Complex  
Jefferson Parish Government**

Project documents obtained from [www.CentralBidding.com](http://www.CentralBidding.com)  
09-Feb-2015 02:59:42 PM

## **Department of Juvenile Services Elevator Maintenance Specifications**

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

A Pre-Bid Conference and inspection of the site shall be held on January 29, 2015, for 10:00am at the Jefferson Parish Juvenile Justice Complex Center located at 1546-B Gretna Boulevard, Harvey LA, 70058

All bidders are required to attend the Pre-Bid Conference. Failure to attend the Pre-Bid Conference shall not relieve the bidder of responsibility for information discussed at the conference. This conference is held to allow questions to be answered and to inspect the site with the owner's representative, etc.

The Pre-Bid Conference and inspection does not relieve the successful bidder from necessity of furnishing materials or performing any work that may be required to complete the work in accordance with the specifications without cost to the owner.

### **Section 2.0 - Scope:**

We extend this proposal to provide all labor, materials, and equipment necessary to provide a three (3) year contract, for full maintenance, services, and repairs for one (1) Thyssen Krupp, Hydraulic Power Unit, 3,500 pound capacity, Serial #EP1976, TACH 20, located at the Juvenile Justice Center, 1546-B Gretna Blvd., Harvey, Louisiana, for the Department of Juvenile Services.

### **Section 3.0 – Quantities / Inspections:**

Bidders shall visit the installations to be covered on the proposed agreement, for the purpose of fully informing themselves prior to the submission of bids, of the general operating conditions, number of floors served, type of power units, working conditions, available service manuals, drawings, etc., which might affect the cost and performance of maintenance and repair work.

Bidders are required to submit a list and cost of repairs and adjustments necessary to place the equipment in first class operating condition. The Parish shall reserve the option of selecting all, part, or none of the items listed for repair. This list shall be submitted within ten (10) days after the bid opening date.

Contact Luis Campos, Assistant Property Manager, at 364-3750 ext. 243 for appointments between the hours of 8:00 a.m. and 3:00 p.m., Monday through Friday.

### **Section 4.0 - Bid Specifications:**

It is the responsibility of the contractor to maintain the specified elevator in good repair and in accordance with the provisions of the American National Standards Institute (ANSI) latest edition, as set forth in Standard A17.1, manufacture's recommendations with the practice of first class repair and preventive maintenance procedures performed

## **Department of Juvenile Services Elevator Maintenance Specifications**

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on a regular routine schedule, and to minimize wear and tear on the equipment, all with the primary intent to prevent intent to prevent elevator downtime.

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

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

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

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

## **Department of Juvenile Services Elevator Maintenance Specifications**

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sheaves and beams, car tops, bottom of platforms and remove dirt, oil residue, and accumulated rubbish from pits and machine room floors.

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

### **Section 4.0 - Exclusions:**

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

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

## **Department of Juvenile Services Elevator Maintenance Specifications**

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### **5. Underground piping**

### **Section 5.0 – Minimum Required Periodic Services Check:**

#### **1. Weekly**

- A. Ride each car
- B. Check operation, leveling, door operation, etc.
- C. Correct problems found, including replacement of lamps, bells, and gongs
- D. Remove dust and dirt from the door guide channels
- E. Remove dust and dirt from interior and exterior door floor tracks
- F. Push alarm button – test operation
- G. Check operation of exhaust fan
- H. Check operation of emergency lights, where applicable
- I. Examine machine room equipment – Check oil level and oil leaks, where applicable.
- J. Examine machine room equipment – Check oil level

#### **2. Bi-Weekly**

- A. Observe operation of controls, selectors, machines, brakes, motors, MG sets and clean and adjust as needed.
- B. Check lubrication of machines, motors, MG sets, and overhead sheaves
- C. Check filters on generators to control carbon dust – change as necessary

#### **3. Monthly**

- A. Check lubrication of door operators
- B. Check lubrication of selectors
- C. Clean pit – pit must be free of all trash and debris, water, and oil. Notify owner if pit contains water
- D. Maintain oil in tank at proper levels (Check oil sump heater
- E. Check contacts of controller
- F. Check jack assembly for leakage, etc.
- G. Check photo cell, infrared safety edge and retraction of car door
- H. Check guides and guide shoes for lubrication, wear and condition; fill in oilers as required
- I. Check roller guides for wear; replace as required
- J. Clean and sweep elevator equipment rooms
- K. Perform a fire fighter service check

#### **4. Quarterly**

- A. Check waiting times on corridor calls
- B. Test and record rectifier voltages of control supply
- C. Check car doors, door operation adjustments, and hoistway doors at upper and lower levels (departure and arrive ramps)
- D. Check all cables – lubricate and adjust as required
- E. Lubricate selector tapes – clean as needed
- F. Check main line fuses for heating
- G. Check for oil leaks



## **Department of Juvenile Services Elevator Maintenance Specifications**

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- H. Check for excessive leaks around pump and valves
- I. Check alarm bell system
  
- 5. Semi-Annually
  - A. Clean controllers with blower, check alignment of switches, lubricate hinge pins
  - B. Check all resistance tubes and grids
  - C. Clean and examine safe-t-edge, door guides and fastenings, if applicable
  
- 6. Annually
  - A. Lubricate car fan or blower
  - B. Lubricate motor bearings – as per manufacturer's instructions
  - C. Clean fuses and holders – check all electrical connections and retighten as necessary.
  - D. Check junction box cable and traveling cable for wear and insulation
  - E. Clean, oil, and adjust all hoistway doors

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

### **Section 6.0 – Inspection, Tests, and Reports**

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

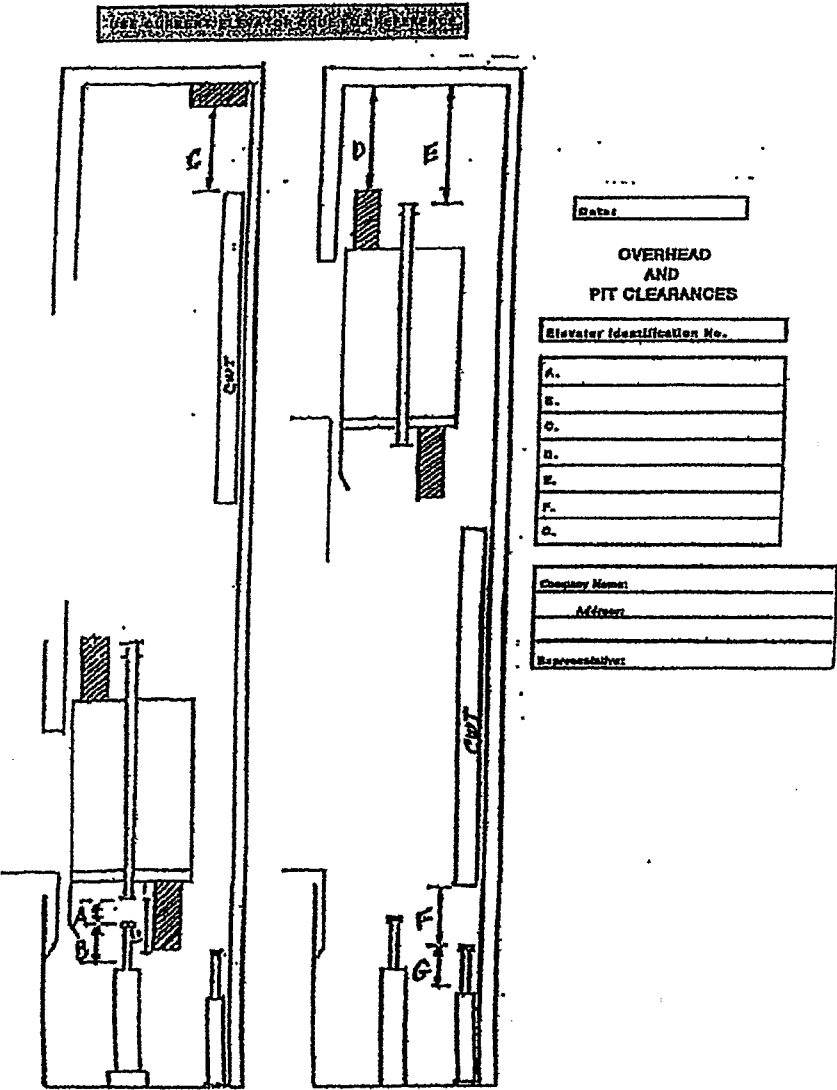
It will be incumbent upon the contractor to submit a report to the Department of Juvenile Services stating the results of these tests and to make the necessary repairs to place this equipment into condition that at least meets or exceeds the current safety requirements as proposed by ANSI and those of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

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

Form **ELESPC91-3** must be completed by the successful contractor in accordance with this Section 6.0 of these specifications after completing these tests.

Overhead and pit clearance test results should be listed on for **ELESPC91-1**. These tests should comply with National Elevator Safety Codes (ANSI A17.1-1984), including revisions.

| TESTS: ACCEPTANCE AND PERIODIC                 |  |                |  |
|--|--|----------------|--|
| Building:                                      |  | Address:       |  |
|  |  |                |  |
| Elevator Manufacturer:                         |  |                |  |
| Installation Date:                             |  |                |  |
| Type:  |  | Capacity:      |  |
| PASS:  |  | Number:        |  |
| FRT:   |  | Speed:         |  |
| <b>USE CURRENT ELEVATOR CODE FOR REFERENCE</b> |  |                |  |
| <b>GOVERNOR DATA</b>                           |  |                |  |
| Type:  |  | Slow Rope:     |  |
| Gov. Jaw:                                      |  |                |  |
| Jaw Pull Through:                              |  | Rt.            |  |
| Actual Tripping Speed:                         |  | PPM            |  |
| Governor SW Trips:                             |  | PPM            |  |
| Seal Number:                                   |  |                |  |
| Tagged and Dated:                              |  |                |  |
| <b>CAR SAFETY</b>                              |  |                |  |
| Type:  |  | Rope Pull Out: |  |
| Release Pull Out:                              |  | Rt.            |  |
| Marks (R) Rail:                                |  | Inches         |  |
| Marks (L) Rail:                                |  | Inches         |  |
| Tighten Rope on Drum Before Test:              |  |                |  |
| Tighten Rope on Drum After Test:               |  |                |  |
| Platform Level:                                |  |                |  |
| Tagged and Dated:                              |  |                |  |
| <b>BUFFERS</b>                                 |  |                |  |
| Car Type:                                      |  | GWT Type:      |  |
| Weight on Buffer:                              |  | Return Time:   |  |
| Seal Number:                                   |  | Pounds Load:   |  |
| Tagged and Dated:                              |  |                |  |
| Elevator Contractor:                           |  |                |  |
| Signature:                                     |  |                |  |
| Date:  |  |                |  |
| Witness:                                       |  |                |  |



ELESPC91-1 Refer to drawing 2

## **Department of Juvenile Services Elevator Maintenance Specifications**

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

### **Section 7.0 Special Instructions:**

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

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

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

The maintenance contractor shall have available upon request:

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

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

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

**Department of Juvenile Services Elevator Maintenance Specifications**

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

**Department of Juvenile Services Elevator Maintenance Specifications**

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

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

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

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

**Section 8.0 – Working Hours:**

All maintenance and scheduled repairs are to be performed during regular working hours (8:00 a.m. – 4:00 p.m., Monday through Friday) except holidays, unless other specific arrangements are made with, and agreed upon by the Parish of Jefferson.

Normal response time shall be no more than two (2) hours; however, in the event that someone is trapped in an elevator, the contractor shall provide an estimated time of arrival (ETA), and make every effort to arrive at the site as soon as possible.

Trouble calls should 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.

**Nuisance Calls----**

A nuisance call shall be defined as a call where the elevator shut-down was caused by a known or unknown source, and is outside of the scope of the contract, but the call is answered by the elevator personnel not knowing the cause. If time at the building is one (1) hour or less (to be documented by a person at the building), the cost is to be absorbed

## **Department of Juvenile Services Elevator Maintenance Specifications**

by the contractor. Any fraudulent documentation shall be cause for cancellation of the contract.

### **Section 9.0 – Communications Monitoring:**

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

The owner shall provide phones and a dedicated (non-PBX), touch-tone, business telephone line, terminated in the machine room. If the phone line is provided for remote elevator monitoring (REM), this same phone line can be shared with the elevator phones, in which preference is given to the elevator phones.

### **Section 10.0 – Liquidated Damages:**

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

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

### **Section 11.0– Guaranty:**

The contractor shall guaranty for a period of one (1) year from the date of installation or performance, all materials and/or labor provided. The contractor shall also guaranty that

he will hold the Parish harmless from any damage arising from faulty workmanship or materials performed and/or installed within the duration of this contract.

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

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

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

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

#### **Section 12.0 – Accident Prevention:**

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

#### **Section 13.0– Cleaning and Safety:**

Job sites must be clean and free of all litter and debris daily and upon completion of the contract. Passageways must be kept clean and free of material, equipment, and debris at all times. Inflammable materials must be removed from the jobs site daily, because storage will not be permitted on the premises. Precautions must be exercised at all times



## **Department of Juvenile Services Elevator Maintenance Specifications**

to safeguard the welfare and safety of the general public, employees of Jefferson Parish, and other Parish Officials.

### **Section 14.0 – Qualifications of Bidders:**

The bidder must supply a list of elevators currently under contract duplicating in type (duplicate controller designation), complexity, manufacturer, control, and technology as those called for under these specifications.

Bidders shall provide 'Proof of ownership or Proof of Leasing' all recognized test equipment necessary to service and maintain the specified hydraulic elevator and shall have current experience with this particular type of equipment. The apparent low bidder must provide this to the Department of Purchasing within 10 days after the opening.

All bidders must complete form **Contractor's Reference List**, in accordance with is Section 14.0, Qualifications of the Bidder, of these specifications.

All bidders shall be required to provide references as proof of work specified for this proposal, due to the critical nature of the work involved. Bidders must submit the references within ten (10) days after the bid opening date.

### **Section 15.0 – Records:**

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

### **Section 16.0 – End of Contract Check List:**

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

All incomplete work will also be noted on a check list and submitted to the Department of Juvenile Services. All incomplete work listed on this check list, and any other repairs or maintenance deemed incomplete by the Department of Juvenile Services, must be

**Department of Juvenile Services Elevator Maintenance Specifications**

performed and accomplished within a maximum of three (3) weeks after the duration of the contract period.

It is mutually agreed by the Parish and the successful bidder that he will complete the work noted by the Department of Juvenile Services, but related only to the contract period specified in this bid.

## CONTRACTOR'S REFERENCE LIST

|   |                                     |
|---|-------------------------------------|
| Company Name: Louisiana State University  | Size of Area Served: 174 units      |
| Address: Baton Rouge, LA  |                                     |
| City/State/Zip: Baton Rouge, LA 70803   | Current or Past Client: Current     |
| Contact Person: Charlie Gauthier  | Title: Manager of Facility Services |
| Telephone/Fax: 225-202-8152   | E-Mail: cgauthier@lsu.edu           |
|   |                                     |
| Company Name: State of Louisiana Office of State Buildings                                  | Size of Area Served: 85 units       |
| Address: PO Box 44001 - CAPITOL New Orleans, Baton Rouge, Lafayette, Alexandria, Shreveport |                                     |
| City/State/Zip: Baton Rouge   | Current or Past Client: Current     |
| Contact Person: Calvin Mayeux   | Title: Operations Division Manager  |
| Telephone/Fax: 225-219-4796/225-219-4910  | E-Mail: calvin.mayeux@la.gov        |
|   |                                     |
| Company Name: Latter + Blum   | Size of Area Served: 22 units       |
| Address: 10455 Jefferson Hwy Suite 100 Baton Rouge, LA                                      |                                     |
| City/State/Zip: Baton Rouge, LA 70809   | Current or Past Client: Current     |
| Contact Person: Debbie Harvill  | Title: Executive Vice President     |
| Telephone/Fax: 225-297-7888   | E-Mail: dharvill@latterblumpr.com   |
|   |                                     |
| Company Name: Jefferson Parish  | Size of Area Served: 36 units       |
| Address: JP Government Bldg - 200 Derbigny St. Suite 3300 Metairie, Jefferson, Gretna       |                                     |
| City/State/Zip: Gretna, LA 70053  | Current or Past Client: Current     |
| Contact Person: Chris Frazier   | Title: Chief Engineer               |
| Telephone/Fax: 504-364-3461   | E-Mail: cfrazier@jettparish.net     |
|   |                                     |
| Company Name: Delgado Community College   | Size of Area Served: 16 units       |
| Address: 615 City Park Ave.   |                                     |
| City/State/Zip: New Orleans, LA 70119   | Current or Past Client: Current     |
| Contact Person: Gary Dominigue  | Title: Manager of Facility Services |
| Telephone/Fax: 504-915-6956   | E-Mail: gdomin@dcc.edu              |