



CENTRALBIDDING
FROM CENTRAL AUCTION HOUSE

**5000129372 A TWELVE (12) MONTH CONTRACT FOR ELEVATOR
MAINTENANCE AND INSPECTION AT EAST BANK CONSOLIDATED FIRE
DEPARTMENT HEADQUARTERS**
Jefferson Parish Government

Project documents obtained from www.CentralBidding.com

12-Feb-2020 03:03:48 PM



JEFFERSON PARISH

DEPARTMENT OF PURCHASING

CYNTHIA LEE SHENG
PARISH PRESIDENT

RENNY SIMNO
DIRECTOR

January 2020

Changes to Jefferson Parish Bidding Information

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

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

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

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

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

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



Bid Number 50 - 00129372

A twelve (12) month contract for Elevator Maintenance and Inspection
at East Bank Consolidated Fire Department Headquarters

March 3, 2020 at 11:00 am

ATTENTION VENDORS!!!

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

**Jefferson Parish Purchasing Department
200 Derbigny Street
General Government Building, Suite 4400
Gretna, LA 70053
Buyer Name: Doris Abraham, Buyer I
Buyer Email: dabraham@jeffparish.net
Buyer Phone: 504-364-2690**

DATE: 2/10/2020

INVITATION TO BID
THIS IS NOT AN ORDER

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BID NO.: 50-00129372

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

VENDOR: *EMR Services, LLC*

BUYER: DABRAHAM@jeffparish.net

Bids will be received until 11:00 AM, 3/03/2020 via online at www.jeffparishbids.net or by hand delivery, USPS mail or other courier service to Purchasing Department, 200 Derbigny Street (General Government Building), Suite 4400, Gretna, LA 70053. For convenience, bidders may also submit bids in the East Bank Purchasing Department, Suite 404, Jefferson Parish Joseph S. Yenni Building, 1221 Elmwood Park Blvd., Jefferson LA 70123. However, if submitting bids on the day of bid opening, bidders must submit at the West Bank location only.

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

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

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

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

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

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

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

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

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

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

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

Bidders are not to exclude from participation in, deny the benefits of, or subject to discrimination under any program or activity, any person in the United States on the grounds of race, color, national origin, or sex; nor discriminate on the basis of age under the Age Discrimination Act of 1975, or with respect to an otherwise qualified handicapped individual as provided in Section 504 of the Rehabilitation Act of 1973, or on the basis of religion, except that any exemption from such prohibition against discrimination on the basis of religion as provided in the Civil Rights Act of 1964, or Title VI and VII of the Act of April 11, 1968, shall also apply. This assurance includes compliance with the administrative requirements of the Revenue Sharing final handicapped discrimination provisions contained in Section 51.55 (c), (d), (e), and (k)(5) of the Regulations. New construction or renovation projects must comply with Section 504 of the 1973 Rehabilitation Act, as amended, in accordance with the American National Standard Institute's specifications (ANSI A17.1-1961).

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

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

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

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

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

ADDITIONAL REQUIREMENTS FOR THIS BID

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

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

PRE-BID CONFERENCE TO BE HELD AT: EB Fire Dept., 834 S. Clearview Pkwy.
at 9:30 AM
ON 2/21/2020

1. All bidders must attend the MANDATORY pre-bid conference and will be required to sign in and out as evidence of attendance. In accordance with LSA R.S. 38:2212(I), all prospective bidders shall be present at the beginning of the MANDATORY pre-bid conference and shall remain in attendance for the duration of the conference. Any prospective bidder who fails to attend the conference or remain for the duration shall be prohibited from submitting a bid for the project.
2. Attendance to this pre-bid conference is optional. However, failure to attend the pre-bid conference shall not relieve the bidder of responsibility for information discussed at the conference. Furthermore, failure to attend the pre-bid conference and inspection does not relieve the successful bidder from the necessity of furnishing materials or performing any work that may be required to complete the work in accordance with the specification with no additional cost to the owner.
3. Contractor must hold current applicable JEFFERSON PARISH licenses with the Department of Inspection and Code Enforcement. Contractor shall obtain any and all permits required by the JEFFERSON PARISH Department of Inspection and Code Enforcement. The contractor shall be responsible for the payment of these permits. All permits must be obtained prior to the start of the project. Contractor must also hold any and all applicable Federal and State licenses. Contractor shall be responsible for the payment of these permits and shall obtain them prior to the start of the project.
4. A LA State Contractor's License will be required in accordance with LSA R.S. 37-2150 et. seq. and such license number will be shown on the outside of the bid envelope. Failure to comply will cause the bid to be rejected. Additionally if submitting the bid electronically, then the license number must be entered in the appropriate field in the Electronic Procurement system. Failure to comply will cause the bid to be rejected.
5. It is the bidder's responsibility to visit the job site and evaluate the job before submitting a bid.
6. Job site must be clean and free of all litter and debris daily and upon completion of the contract. Passageways must be kept clean and free of material, equipment, and debris at all times. Flammable material must be removed from the job site daily because storage will not be permitted on the premises. Precautions must be exercised at all times to safeguard the welfare of JEFFERSON PARISH and the general public.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

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

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

DATE: 2/10/2020

INVITATION TO BID
THIS IS NOT AN ORDER

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BID NO.: 50-00129372

JEFFERSON PARISH

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

VENDOR: EMR Services, LLC

BUYER: DABRAHAM

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

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

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

DELIVERY: FOB JEFFERSON PARISH

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES

As Needed

INDICATE STARTING TIME (IN DAYS) FOR CONSTRUCTION WORK

As Needed

INDICATE COMPLETION TIME (IN DAYS) FOR CONSTRUCTION WORK

As Needed

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

Acknowledge Receipt of Addenda: NUMBER: _____
NUMBER: _____
NUMBER: _____
NUMBER: _____

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

*** ALL BIDDERS MUST COMPLETE SECTION BELOW ***	
FIRM NAME: <u>EMR Services, LLC</u>	
SIGNATURE: (Must be signed here)	TITLE:
<u>[Signature]</u>	<u>Executive Vice President</u>
PRINT OR TYPE NAME: <u>Merlin J. Ohler, Jr.</u>	
ADDRESS: <u>668 Time Saver Ave.</u>	
CITY, STATE: <u>Harahan, LA</u>	ZIP: <u>70123</u>
TELEPHONE: <u>(504) 729-2909</u>	FAX: <u>(504) 729-2919</u>
EMAIL ADDRESS: <u>jake@enrlevators.com</u>	

TOTAL PRICE OF ALL BID ITEMS: \$ \$1,644.00

DATE: 2/10/2020

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INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00129372

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	12.00	MO	<p>A twelve (12) month contract for Elevator Maintenance and Inspection at EB Fire Department Headquarters</p> <p>0001 ELEVATOR MAINTENANCE & INSPECTION</p> <p>TWELVE (12) MONTH CONTRACT FOR ELEVATOR MAINTENANCE AND INSPECTION AT EAST BANK CONSOLIDATED FIRE DEPARTMENT HEADQUARTERS.</p> <p>CONTRACT START: 5-8-2020</p> <p>ELEVATOR EQUIPMENT: ONE (1) 2-STOP OTIS HYDRAULIC ELEVATOR</p> <p>ADDRESS: 834 S. CLEARVIEW PKWY. JEFFERSON, LA 70123</p> <p>NOTE: PRE-BID MEETING WILL BE HELD ON 2-21-20 AT 9:30 AM</p>	\$137.00	\$1,644.00

**Specifications for 1 Year Contract for
Elevator Maintenance and Inspection at East Bank
Consolidated Fire Department Headquarters,
834 S. Clearview Pkwy., Jefferson, LA 70123**

Section 1.0 – Scope:

We extend this proposal to provide a twelve (12) month contract for all labor, materials, emergency phone, servicing, and equipment necessary to provide for full maintenance, services, inspections, and repairs for one (1), two-story Otis hydraulic elevator located 834 S. Clearview Pkwy., Jefferson, LA 70123.

Section 2.0 – Pre-Bid Conference:

All prospective bidders are invited to attend this non-mandatory pre-bid conference which will be held at above address on 2-21-20 at 9:30 AM. 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.

Bidders should visit the site listed in these specifications, for the purpose of fully informing themselves prior to the submission of bids, of the general operating conditions, type of power units, working conditions, available service manuals, drawings, etc., which might affect the cost and performance of maintenance and repair work. Contact Steve Schmitt, Deputy Chief, at (504) 736-6213 between the hours of 8:00 a.m. and 3:00 p.m. for an appointment to inspect the sites and equipment listed in these specifications.

Section 3.0 – Responsibilities of the Successful Bidder:

The responsibility of the successful bidder is 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, manufacturer's recommendations, with the practice of first class repair and preventive maintenance procedures performed on a regular routine schedule, monitor and service emergency phone, and to minimize wear and tear on the equipment, all with the primary intent to prevent elevator downtime.

Elevator Companies shall have all tools, equipment, and testing instruments required to properly perform all work, repairs, services, testing, etc. as outlined in these specifications.

Section 4.0 – Licenses

A Louisiana State Contractor's License (Classification – Specialty: elevators, escalators, and dumbwaiters) will be required for this bid.

Section 5.0 – Working Hours:

All preventative maintenance and scheduled repairs are to be performed during normal working hours (8:00 a.m. – 4:30 p.m., Monday through Friday excluding holidays) unless other arrangements are made with the E.B.C.F.D. A list of holidays can be acquired from the E.B.C.F.D., located at 834 S. Clearview Pkwy., Jefferson, LA 70123.

Normal response time shall be no more than two (2) hours; however, in the event that someone is trapped in an elevator, the successful bidder shall arrive at the site within one (1) hour.

Trouble 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.

Nuisance Calls:

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 call is answered by the elevator personnel not knowing the cause. If time at the building is two (2) hour or less (to be documented by an employee of E.B.C.F.D.), the cost is to be absorbed by the successful bidder. No trip charge or travel time shall be billable for this contract. Any fraudulent documentation shall be cause for cancellation of the contract. NO work outside the guidelines of this contract shall be performed without a purchase order issued by the E.B.C.F.D. If work is performed by successful bidder without a purchase order being issued the successful bidder Will Not Be Paid for Work Performed.

Section 6.0 – Communications Monitoring:

The emergency phone shall dial the 911 Fire Communications Supervisor at (504) 227-1389.

Section 7.0 – Liquidated Damages:

If the successful bidder 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.

In the event someone is trapped in the elevator, the contractor must arrive within one (1) hour. If they fail to do so, the Parish may withhold as liquidated damages the sum of \$100.00 for the subsequent hour and \$50.00 per half hour thereafter from the succeeding month's billing.

If the technician does not sign in and out with the owners designee before and after each visit a \$100.00 (one hundred dollars) deduction per occurrence will be subtracted from that month's payment.

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 8.0 – Guaranty:

The successful bidder shall guaranty for a period of one (1) year from the date of installation or performance, all materials and/or labor provided. The successful bidder 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 successful bidder shall be genuine replacements made especially for the elevators specified in this bid, unless substitution is specifically approved by the E.B.C.F.D. All workmanship shall be in accordance with the National Electric and/or Safety Code for Elevators, The National Fire Protection Association (N.F.P.A.) Code, and all Local, State, and Federal guidelines.

All service, repairs, inspections shall meet or exceed all manufacturers guidelines.

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 successful bidder, and unless the proof is satisfactory to the E.B.C.F.D., the substitution will not be approved.

At the termination of this contract, the E.B.C.F.D. shall retain all blueprints, wiring diagrams, and any other pertinent data that may have been furnished by the Parish, the successful bidder, or the maintenance company.

All lubricants, cleaning materials, paint, cotton waste, hydraulic fluid, etc. shall be furnished by the successful bidder. All lubricants shall be of the proper type or grade for the use intended and meet all manufacturer guidelines. The use of dirty, contaminated, or deteriorated lubricants is prohibited. Waste lubricants shall be properly disposed of by the successful bidder at the end of each day and may not be placed in Parish trash receptacles. The successful bidder will store all lubricants, fluids, etc., in approved containers and a location designated by a representative of the E.B.C.F.D. No open containers will be allowed to be stored on the premises, and the successful bidder shall supply all containers.

Section 9.0 – 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 successful bidder shall also comply with applicable requirements of the Occupational Safety and Health Act of 1970 and the latest revisions thereto.

Section 10.0 – Cleaning and Safety:

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

Section 11.0 – Special Instructions:

It is the successful bidder's responsibility to have trained personnel at all times to perform major repair work, as well as routine maintenance on multiple pieces of equipment at the same time. The successful bidder shall include in the bid a list of all employees that will be working on the elevators listed in these specifications. The successful bidder shall also supply with their bid a list of qualifications and certifications of each employee that will be assigned to this contract. These trained personnel shall be directly employed and supervised by the successful bidder. The use of subcontractors will not be allowed for this contract.

The successful bidder 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 E.B.C.F.D. reserves the right to make periodic on-site checks of the successful bidder's maintenance warehouse in order to determine that a sufficient supply of emergency parts is actually stored there.

The successful bidder 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 successful bidder's warehouse ready for immediate delivery, and those parts that can be delivered within twenty-four (24) hours.
5. Complete copies of inspection reports performed during this contract.

The E.B.C.F.D. 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 successful bidder 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 owner approved equal to those furnished with the original installation. The successful bidder 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 same day delivery:

1. Coils - minimum of one (1) for each type relay contractor used
2. Contacts - minimum of three (3) for each type used
3. Conductor- a supply for each type used
4. Motor Brushes- minimum of one (1) set for each type used
5. Supply of Lubricants for each requirement
6. Supply of Fuses
7. Interlock Rollers and Contacts - minimum of two (2) each type
8. Car and Hoistway Door Hanger Rollers - minimum of two (2) each type
9. Car and Hoistway Door Gibs - minimum of one (1) set each type
10. Car and Hoistway Door Closer Parts (Springs and Spirators, etc.)
11. Door Operator Belts, Chains and Brushes - minimum of one (1) set each type
12. Door Operator Drive Block, Clutch Rollers, and Fingers - minimum of one (1) set each type
13. Photo Electric Tube - minimum of one (1) each type
14. Landing Switch Equipment of Magnetic Inductor - minimum of one (1) each type
15. Solid State Timers and Printed Circuit Regulator Boards - minimum of one (1) each type
16. Saf-T-Edge Pivot Arm Assembly and Switch - minimum of one (1) each type
17. Signal Fixture Lamps - minimum of five (5) each type
18. Selector Cams and Contact Assembly - minimum of one (1) each type
19. Brake Contact - Minimum of one (1) each type

20. Normal Renewal Parts particular to equipment covered by these specifications
21. Supply of Selector Tapes to handle highest rise
22. Roller Guides and Gibs for car and counterweight
23. Power Supplies and Pre-Amplified for electronic proximity device
24. Car and Hoistway Door Shields
25. Car Door Electric Eye Photo Cell Replacement Units
26. Complete Car Door Safety Edge (Mechanical)
27. Transformers and Rectifiers for all controller power supplies
28. Door Operator Motors for each type used
29. Door Operator Gear Reduction Units for each type used
30. Controller and Selector Coils for each type used
31. Component Parts, Including Contacts, for each type switch used
32. Car and Hall Buttons, including electronic, with contacts for each type used
33. Solid State Components and Solid State Cards of type specified by manufacturer
34. Hatch Switch Cams Supports to handle highest rise. Replacement Relay for each type used
35. Selector Drive Motor
36. Machine Brake Shoes and Lining Assembly; minimum of one (1) set for each type
37. Replacement Relay for each type used
38. Hydraulic Jack Packing, or Seals, Gasket, Wiper Ring – minimum of one (1) for each type used
39. Dash Pot and Thermal Overloads – minimum of one (1) each type
40. Hydraulic Valves, Pistons, Springs, Gasket/"O" Ring Kit, Solenoid Needle, Solenoid Coil
41. Bearings for each type used
42. Hydraulic Valve Parts, Gaskets, "O" Rings and Hoses – minimum of one (1) for each type used. Valve includes Relief, Pilot, Lowering, Up and Check Valve, or any or the parts thereof
43. Hydraulic Fluid (110 gallons) as per original manufacturer's lubrication specifications
44. Hall and interior cab call buttons.

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 successful bidder hereby agrees to allow the E.B.C.F.D., 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 12.0 – Records:

The successful bidder shall maintain a complete, orderly, and chronological file, including drawings, parts lists, specifications, and copies of all prepared reports and tests. A record of all callbacks and repairs must be kept by the successful bidder, indicating any difficulties experienced and the corrective measures taken to eliminate these difficulties. These records shall be turned over to the E.B.C.F.D. at the termination of this contract. A copy of all routine maintenance reports and trouble calls must be forwarded to the E.B.C.F.D. on a monthly basis. The reports, or trouble calls, must be verified and signed by an employee of E.B.C.F.D. The parish designee must be given, and will retain, a copy of these reports. All test reports, inspection reports, service tickets, etc. shall be e-mailed within forty-eight (48) hours of completion of the work performed. A list of recipients will be given to the successful bidder at the pre-construction meeting.

Section 13.0 – End of Contract Check List:

At the completion of the contract period, all repairs and maintenance to the elevator specified in this proposal must be completed in accordance with the terms set forth in these specifications, and a check list of all completed repairs and maintenance must be submitted to the E.B.C.F.D. 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 E.B.C.F.D. All incomplete work listed on this check list, and any other repairs or maintenance deemed incomplete by the E.B.C.F.D., must be performed and accomplished within a maximum of 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.

It is mutually agreed by the E.B.C.F.D. and the successful bidder that the successful bidder will complete all work noted by the E.B.C.F.D. related only to the contract period specified in this bid.

Section 14.0 – Specific Duties of the Contractor:

Each visit to the site must be documented and signed by the owner designated building representative. If the successful bidder technician does not sign in and out with the owners designee before and after each visit a \$100.00 (one hundred dollars) deduction per occurrence will be subtracted from that month's payment.

The successful bidder shall visit the owner representative upon each arrival and sign in and out on a parish provided log book. The successful bidder shall investigate and correct any complaints or requests within the scope of this contract. Upon departure the successful bidder shall leave a copy of the service ticket with the owner representative.

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

1. The successful bidder 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 successful bidder shall regularly and systematically examine, adjust, and lubricate the following equipment as required, if conditions warrant: power unit and controllers including motor windings, bearing rotating elements, sheaves, contacts, coils, resistance for any motor circuits, magnetic frames, leveling valves, packing, seals, wiper rings, gaskets, “O” rings, leveling devices and cams, all relays, resistors, condensers, transformers, leads, timing devices, rectifiers, complete automatic power door operation, motors, cams, switches, contacts, resistors, sheaves, shafts, v-belts, drive arms, auxiliary door closing devices, hoistway door interlocks, interlock pick up assemblies, car door contacts, door protective devices, call bells, guide rails, hoistway switches, all indicating and/or signal lamps and sockets, all solid state components, dashpots, computer devices, selectors, selector tapes, traveling cables, valve coils, body, adjusting stems and/or screws, all internal valve parts, and other mechanical or electrical parts. The successful bidder 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 successful bidder shall keep the guide rails clean and properly lubricated. Except when roller type guides are involved, no rail lubrication shall be used. The successful bidder shall regularly brush lint and dirt from the guide rails, overhead sheaves and beams, car tops, bottom of platforms and remove dirt, oil residue, and accumulated rubbish from pits and machine room floors.
4. The successful bidder 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 successful bidder shall renew conductor and traveling cable as often as it is deemed necessary.
6. When necessary, the successful bidder shall renew the guide shoes or rollers, as required, to ensure smooth and quiet operation.

7. Group Supervisor System –

The successful bidder 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 successful bidder shall paint all elevator equipment room floors as deemed necessary by Jefferson Parish (owner), within the first ninety (90) days of the contract. The successful bidder shall maintain these areas in a workmanlike manner for the duration of this agreement.
9. The successful bidder shall fabricate, install, and maintain filters to control carbon dust from the MG sets.
10. All a/c systems installed in elevator cars shall be checked and repaired on an as needed basis.
11. The successful bidder shall keep the exterior of the machinery and other parts properly painted and presentable at all times.
12. When necessary, the successful bidder shall periodically check the motor windings and controller coils and treat with proper insulating compound to prevent failure.
13. All control Cabinet doors shall be kept closed when not in use for service.
14. The successful bidder shall maintain/repair/replace battery lowering devices and its components if applicable.

Section 15.0 – Exclusions:

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

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

All other parts and equipment will be covered under this contract.

Section 16.0 – Vandalism:

The misuse by vandalism will not be accepted as extra cost to the Parish. Vandalism shall be defined as the willful or malicious destruction or defacement of public or private property.

Section 17.0 – Minimum required periodic Services Check:

1. Bi-Weekly

- A. Ride each car
- B. Check operation, leveling, door operation, etc.
- C. Correct problems found, including replacement of lamps, bells, and gongs
- D. Remove dust and dirt from the door guide channels
- E. Remove dust and dirt from interior and exterior door floor tracks
- F. Push alarm button – test operation
- G. Check operation of exhaust fan
- H. Check operation of emergency lights, where applicable
- I. Examine machine room equipment – Check oil level and oil leaks, where applicable.
- J. Observe operation of controls, selectors, machines, brakes, motors, MG sets and clean and adjust as needed.
- K. Check lubrication of machines, motors, MG sets, and overhead sheaves
- L. Check filters on generators to control carbon dust – change as necessary.
- M. Remove dust and dirt from interior and exterior door floor tracks
- N. Remove dust and dirt from the door guide channels

2. Monthly

- A. Ride each car
- B. Check operation, leveling, door operation, etc.
- C. Correct problems found, including replacement of lamps, bells, and gongs
- D. Remove dust and dirt from the door guide channels
- E. Remove dust and dirt from interior and exterior door floor tracks
- F. Push alarm button – test operation
- G. Check operation of exhaust fan
- H. Check operation of emergency lights, where applicable
- I. Examine machine room equipment – Check oil level and oil leaks, where applicable.
- J. Examine machine room equipment – Check oil level
- K. Observe operation of controls, selectors, machines, brakes, motors, MG sets and clean and adjust as needed.
- L. Check lubrication of machines, motors, MG sets, and overhead sheaves
- M. Check filters on generators to control carbon dust – change as necessary
- N. Check lubrication of door operators
- O. Check lubrication of selectors
- P. Clean pit – pit must be free of all trash and debris, water, and oil. Notify Owner if pit contains water.
- Q. Maintain oil in tank at proper levels (Check oil sump heaters)
- R. Check contacts of controller
- S. Check jack assembly for leakage, etc.
- T. Check photo cell, infrared safety edge and retraction of car door
- U. Check guides and guide shoes for lubrication, wear and condition – fill oilers are required

- V. Check roller guides for wear – replace as required
 - W. Clean and sweep elevator equipment rooms
 - X. Inspect a/c system for proper operation.
3. Quarterly
- A. Check waiting times on corridor calls
 - B. Test and record rectifier voltages of control supply
 - C. Check car doors, door operation adjustments, and hoistway doors at upper and lower levels (departure and arrive ramps)
 - D. Check all cables – lubricate and adjust as required
 - E. Lubricate selector tapes – clean as needed
 - F. Check main line fuses for heating
 - G. Check for oil leaks
 - H. Clean condenser and evaporator coils on a/c systems.
 - I. Check for excessive leaks around pump and valves
 - J. Check alarm bell system
4. Semi-Annually
- A. Clean controllers with blower, check alignment of switches, lubricate hinge pins.
 - B. Check all resistance tubes and grids.
 - C. Clean and examine saf-t-edge, door guides and fastenings, if applicable
5. Annually
- A. Lubricate car fan or blower.
 - B. Lubricate motor bearings – as per manufacturer's instructions
 - C. Clean fuses and holders – check all electrical connections and retighten as necessary.
 - D. Check junction box cable and traveling cable for wear and insulation
 - E. Clean, oil, and adjust all hoist way doors
 - F. Clean condenser and evaporator coils on a/c systems.
 - G. Inspect elevators for annual certification
 - H. Perform leak test of jack casing

Section 18.0 – Inspection, Tests, and Reports:

The successful bidder shall examine quarterly all safety devices and governors and complete the ELESPPC91-3 form provided with these specifications. All tests are to be in accordance with procedures stated in the last edition of the ANSI code book, Section A17.1. The latest addition shall be defined as the addition in effect as of our proposal date. 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. All tests, i.e. safety, pressure, governor, etc., shall be conducted within the first month of the contract period and every twelfth month thereafter, if applicable. Test shall be scheduled at time as not to inconvenience the owner.

The successful bidder shall perform an annual hydraulic packing and jack casing leak test on hydraulic elevators listed in these specifications.

It will be incumbent upon the contractor to submit a report to the E.B.C.F.D. 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 typed test reports must be submitted to the E.B.C.F.D. within two (2) weeks of the completion of each test. The successful bidder shall be responsible for any damages caused during the performance of any tests.

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

The successful bidder shall perform an annual safety inspection test as per Rule 1005.1 of ASNI a 17.1 Code for Elevators and Escalators. At the completion of each test a copy of the completed report shall be sent to Steve Schmitt at [SSchmitt@jeffparish.net](mailto:sschmitt@jeffparish.net)

The Test Acceptance and Periodic inspection form ELESPEC91-3 must be completed by the successful bidder and turned over to the E.B.C.F.D. at completion of inspection.

A full load safety test is required during this agreement. It shall be conducted in the first month of the contract or the same month of the expiration of the last conducted test. This work is to be scheduled after normal working hours or on weekends with the E.B.C.F.D. and completed by the successful bidder at no additional cost to Jefferson Parish. Contractor shall be responsible for any elevator equipment damages caused during the performance of any test.

Section 19.0 – Permits:

The successful bidder shall obtain any and all permits required by the Jefferson parish Department of Inspection and Code Enforcement and the City of Gretna (if applicable). The successful bidder shall also be responsible for payment of these permits. All permits must be obtained prior to the start of the project.

Certificate of Final Inspection must be submitted to the E.B.C.F.D. before final payment is rendered.

Section 20.0 – Cancellation Clause:

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

STANDARD INSURANCE REQUIREMENTS FOR BIDDING PURPOSES

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

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

JEFFERSON PARISH REQUIRED STANDARD INSURANCE

☐ **WORKER'S COMPENSATION INSURANCE**

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

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

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

☐ COMMERCIAL GENERAL LIABILITY

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

☐ COMPREHENSIVE AUTOMOBILE LIABILITY

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

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

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

UMBRELLA LIABILITY COVERAGE

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

FOR CONSTRUCTION AND RENOVATION PROJECTS:

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

1) OWNER'S PROTECTIVE LIABILITY

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

2) BUILDER'S RISK INSURANCE

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



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

09/09/2019

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

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

PRODUCER The Juban Insurance Group LLC 4319 Bluebonnet Blvd Baton Rouge LA 70809	CONTACT NAME: Marilyn Hagler PHONE (A/C, No, Ext): (225) 291-0405 FAX (A/C, No): (225) 291-0420 E-MAIL ADDRESS: marilyn@jubaninsurance.com
INSURED EMR Services, LLC 668 Time Saver Avenue Harahan LA 70123	INSURER(S) AFFORDING COVERAGE INSURER A: Great American Ins Co INSURER B: Berkshire Hathaway Guard Insurance Co INSURER C: National Union Fire Ins Co PA INSURER D: Louisiana Workers Compensation Corp INSURER E: CNA INSURER F:
	NAIC # 26832 19445 22350

COVERAGES

CERTIFICATE NUMBER: 19/20 - 1

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR VWD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> \$10,000,000 Annual Aggregate GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			GLP130314104	09/13/2019	09/13/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COM/OP AGG \$ 4,000,000 \$
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			EMAU046224	04/04/2019	04/04/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Uninsured motorist \$ 1,000,000
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			EBU038185831	09/13/2019	09/13/2020	Uninsured motorist \$ 1,000,000 EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ \$
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	148801	09/13/2019	09/13/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E L EACH ACCIDENT \$ 500,000 E L DISEASE - EA EMPLOYEE \$ 500,000 E L DISEASE - POLICY LIMIT \$ 500,000
E	Professional Liability Claims Made			5096724141	09/13/2018	09/13/2020	Each Claim \$1,000,000 Aggregate \$1,000,000 Deductible \$2,500

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

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

CERTIFICATE HOLDER

CANCELLATION

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

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Jon A. Gegenheimer
JEFFERSON PARISH CLERK OF COURT



Mortgage & Conveyance Office

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Gretna LA 70054-0010
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www.jpclerkofcourt.us

NOTICE OF RECORDATION

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

ADDITIONAL INFORMATION

PARTIES
EMR SERVICES LLC

TO RENE A JR MARQUES

PROPERTY

CONVEYANCE BOOK 3366 FOLIO 492

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


CLERK OF COURT

INQUIRIES? CALL:

General Information - (504) 364-2943 or 2944
Notice of Recordation - (504) 364-2952

11610049

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LLOYD J TABARY
8560 ANSELMO LANE
BATON ROUGE LA 70810

STATE OF LOUISIANA
PARISH OF JEFFERSON

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


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

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

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

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

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

FILED AND RECORDED, JEFFERSON PARISH, LOUISIANA
11510049 DATE 3/7/2016 9:58:43 AM
JOM A. GEGENHEIMER CLERK OF COURT & RECORDER
CERTIFIED TRUE COPY
BY 
DEPUTY CLERK & RECORDER
BOOK 1556 PAGE 492

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

WITNESSES:

Shawn Boudin
WITNESS

Sh PCh
WITNESS

EMR SERVICES, L.L.C.

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

Kevin J. Doiron
Kevin J. Doiron, Member

Lloyd J. Tabary II
LLOYD J. TABARY II - LSBA 18695
ATTORNEY AT LAW - NOTARY PUBLIC
8560 ANSELMO LANE
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