



**CENTRALBIDDING**  
FROM CENTRAL AUCTION HOUSE

**5000118593 - THREE (3) YEAR CONTRACT FOR ELEVATOR  
MAINTENANCE AND INSPECTION SERVICE AT THE JEFFERSON  
PARISH EAST BANK CONSOLIDATED FIRE DEPARTMENT  
HEADQUARTERS**  
Jefferson Parish Government

Project documents obtained from [www.CentralBidding.com](http://www.CentralBidding.com)  
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Bid Number 50-00118593

**THREE (3) YEAR CONTRACT FOR ELEVATOR MAINTENANCE AND  
INSPECTION SERVICE AT THE JEFFERSON PARISH EAST BANK  
CONSOLIDATED FIRE DEPARTMENT HEADQUARTERS**

**BID DUE: FEBRUARY 16, 2017 AT 2:00 PM**

**ATTENTION VENDORS!!!**

**Please review all pages and respond accordingly, complying with all provisions  
in the technical specifications and Jefferson Parish Instructions for Bidders and  
General Terms and Conditions. All bids must be received 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: Misty A. Camardelle  
Buyer Email: [mcamardelle@jeffparish.net](mailto:mcamardelle@jeffparish.net)  
Buyer Phone: 504-364-2683**



# JEFFERSON PARISH

## Department of Purchasing

Michael S. Yenni  
Parish President

Brenda J. Campos  
Director

### **CHANGES TO JEFFERSON PARISH BIDDING PROCEDURES**

The East bank Office of Purchasing is now open! We are located in the Joseph S. Yenni Building, 1221 Elmwood Park Blvd., Suite 404, Jefferson, LA 70123. Bidders may submit bid responses at this location, pending authorization in each bid package. **Bidders should carefully read and must respond accordingly per the requirements of the bid packages. NOTE: Bidders submitting bids on the day of bid opening, bidders must submit at the West Bank location only.**

#### **Other Changes Continued:**

- Effective June 1, 2017, bidders may no longer send bid responses via facsimile, as some bid solicitations may provide. Vendors responding to bid solicitations may only submit via USPS, courier service, hand delivery or via online by registering free of charge at [www.jeffparishbids.net](http://www.jeffparishbids.net). For more information, please contact the Purchasing Department or visit [.jeffparish.net](http://.jeffparish.net).
- Affidavits (Non-Public Works Affidavit or Public Works Affidavit) – as you are aware, bidders are required to submit affidavits pursuant to LA public bid law and Jefferson Parish Code of Ordinances. Bidders must read each bid package to ensure compliance. Effective August 1, 2016, **affidavits are required with bid submission**. While copies are acceptable to include with bid submission, original affidavits are required upon contract execution. Original affidavits are encouraged with bid submission.
- Current W9 Forms 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, a current W-9 form must be supplied upon contract execution, should you be awarded a contract and/or issued a purchase order.
- Upon contract execution, successful bidder must continue producing final insurance certificates per standard Jefferson Parish insurance requirements. Proof of insurance is required for bidding purposes. Bidders must read the insurance requirements attachment included in each bid package for specific instructions.

**Bidders should reference the “Additional Requirements” section of the bid instructions and/or the “Important Notice to Bidders” included in the bid package for specific requirements to respond accordingly.**

For more information, please call Jefferson Parish Purchasing at 504-364-2678.

**THREE (3) 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 three (3) year 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 **10:00 am** on **February 6, 2017** at **East Bank Consolidated Fire Department Headquarters, 834 S. Clearview Pkwy., Jefferson, LA 70123**. 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 Mike Defourmeaux, Property Manager, at (504) 756-1990, 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 – Bidder Requirements:**

Bidder must supply a list of references with bid submission or the bid will be deemed non-responsive and rejected.

**Section 4.0 – Licenses**

A Louisiana State Contractor's License (Classification – Specialty: elevators, escalators, and dumbwaiters) will be required for this bid. The Louisiana Contractor's License must be listed on the outside of the bid envelope.

**Section 5.0 – Performance Bond:**

A performance bond will be required for this contract. The successful bidder must provide a performance bond at the signing of the contract for 100% of the contract amount.

If the successful bidder does not provide a performance bond at the signing of the contract, the project may be awarded to the next or subsequent low bidder.

**Section 6.0 – 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 7.0 – 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 7.1 – Communications Monitoring:**

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

**Section 8.0 – 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 9.0 – 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 10.0 – 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 11.0 – 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 12.0 – 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. Bidder shall include in the bid a list of all employees that will be working on the elevators listed in these specifications. The 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 13.0 – 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 14.0 – 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 15.0 – 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 16.0 – 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 17.0 – 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 18.0 – 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 19.0 – Inspection, Tests, and Reports:**

The successful bidder shall examine quarterly all safety devices and governors and complete the ELESPC91-3 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 Mike Defourneaux at [MNDefourneaux@jeffparish.net](mailto:MNDefourneaux@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 20.0 – Permits:**

The successful bidder shall obtain any and all permits required by the Jefferson Parish Department of Inspection and Code Enforcement (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 21.0 – 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.

Attachment "B"

**Form ELESPEC91-3  
ACCEPTANCE AND PERIODIC TESTS:**

Building:	
Address:	

Elevator Manufacturer:	
Installation Date:	
Type:	Capacity:
PASS:	Number:
PRT:	Speed:

*USE CURRENT ELEVATOR CODE FOR REFERENCE*

**GOVERNOR DATA**

Type:	Size Rope:
Gov. Jaws:	
Jaw Pull Through:	lbs.
Actual Tripping Speed:	PPM
Governor SW Trips:	PPM
Seal Number:	
Tagged and Dated:	

**CAR SAFETY**

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

BUFFERS

Car Type:	CWT Type:
Weight on Buffer:	Return Time: <span style="float: right;">Sec.</span>
Seal Number:	Pounds Load:
Tagged and Dated:	

Elevator Contractor:
Signature:
Date:
Witnesses:

10/2/2017  
10/2/2017

DATE: 1/18/2017  
BID NO.: 50-00118593

INVITATION TO BID  
THIS IS NOT AN ORDER

Page: 1

**JEFFERSON PARISH**

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

BUYER: MCamardelle@jeffparish.net

**BIDS WILL BE RECEIVED IN THE WEST BANK PURCHASING DEPT, SUITE 4400, JEFFERSON PARISH GENERAL GOVERNMENT BUILDING, 200 DERBIGNY STREET, GRETNA, LA 70053 UNTIL 2:00 PM, 2/16/2017 AND PUBLICLY OPENED THEREAFTER.**

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 will be publicly opened at the West Bank location.

At no charge, bidders may also submit via Jefferson Parish's electronic procurement page by visiting [www.jeffparishbids.net](http://www.jeffparishbids.net) to register for this free site. Additional instructions are included in the text box highlighting electronic procurement.

**LATE BIDS WILL NOT BE ACCEPTED**

Unless submitting via online (see Page 3), each bid must be submitted in a sealed envelope bearing on the outside; the name of the Bidder, his address, and the name of the project for which the bid is submitted and the bid number.

**NOTE: ONLY BIDS WRITTEN IN INK OR TYPEWRITTEN, AND PROPERLY SIGNED BY A MEMBER OF THE FIRM OR AUTHORIZED REPRESENTATIVE, WILL BE ACCEPTED. PENCIL AND/OR PHOTOSTATIC FIGURES OR SIGNATURES SHALL RESULT IN BID REJECTION.**

**INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS**

**THE FOLLOWING INSTRUCTIONS APPLY TO ALL BIDS**

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

All vendors submitting bids should register as a Jefferson Parish vendor if not already yet registered. Registration forms may be downloaded from <http://purchasing.jeffparish.net> and by clicking on Vendor Information. Current W-9 forms with respective Tax Identification numbers and vendor applications may be submitted at any time; however, if your company is not registered and/or a current W-9 form is not on file, vendor registration is mandatory. Further, a current W-9 form and respective Tax Identification number must be supplied upon contract execution, should you be awarded a contract and/or issued purchase order. Failure to do so may result in delay of payment.

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

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

Bidders should submit all questions in writing and fax them to the Purchasing Department at (504) 364-2693 no later than FIVE (5) working days prior to bid opening. Bid numbers should be mentioned in all requests. Questions may also be emailed to the buyer for this bid at the email address listed above. If submitting online, vendors may send questions via the E-Procurement site no later than Five (5) working days prior to the bid opening.

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

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

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

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

JEFFERSON PARISH will accept one price for each item unless otherwise indicated. Two or more prices for one item will result in bid rejection. Bidders are required to complete, sign and return the bid form and/or complete and return the associated line item pricing forms as indicated. Vendors must not alter the bid forms. Doing so will cause the bid to be rejected.

If the bid exceeds \$30,000.00 and the company is duly authorized to do business in the state of Louisiana, a corporate resolution must be submitted with the bid or the person signing the bid documents must be listed on the Louisiana Secretary of State's website as an officer of the corporation, unless bidder has otherwise complied with LSA-R.S. 38:2212 (B)(5). If the bid is in excess of \$30,000 and bidder is registered out of the state of Louisiana, a corporate resolution must be submitted with the bid, unless bidder has otherwise complied with LSA-R.S. 38:2212 (B)(5). 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. Bids submitted by Owner or Sole Proprietorships must include certification that he or she owns the entity for which the bid is signed. This documentation must be submitted with the bid. Failure to do so will result in bid rejection.

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

### INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

A. AWARD OF CONTRACT: JEFFERSON PARISH reserves the right to award contracts or place orders on a lump sum or individual item basis, or such combination, as shall in its judgment be in the best interest of JEFFERSON PARISH. Every contract or order shall be awarded to the LOWEST RESPONSIVE and RESPONSIBLE BIDDER, taking into consideration the CONFORMITY WITH THE SPECIFICATIONS and the DELIVERY AND/OR COMPLETION DATE. SPLIT AWARDS MADE TO SEVERAL VENDORS WILL ONLY BE GRANTED TO THOSE DEEMED RESPONSIVE AND RESPONSIBLE.

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

Preference is hereby given to materials, supplies, and provisions produced, manufactured or grown in Louisiana, quality being equal to articles offered by competitors outside the state. "LSA-R.S.38:2251-2261"

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

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

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

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

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

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

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

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

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

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

The general specifications for construction projects and the purchase of materials, services and/or supplies are those adopted by the JEFFERSON PARISH Council by Resolution No. 113646 or 113647 dated 12/09/09. The general conditions adopted by this resolution shall be considered as much a part of this document as if they were written wholly herein. A copy may be obtained from the Office of the Parish Clerk, Suite 6700, Jefferson Parish General Government Building, 200 Derbigny Street, Gretna, LA 70053. You may also obtain a copy by visiting the Purchasing Department webpage at <http://purchasing.jeffparish.net> and clicking on Online Forms.

**ADDITIONAL REQUIREMENTS FOR THIS BID**

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

**2, 3, 4, 5, 6, 8, 10, 11, 12, 15**

**PRE-BID CONFERENCE TO BE HELD AT: 834 S. CLEARVIEW PKWY., JEFFERSON, LA  
70123 AT 10:00 AM  
ON 2/06/2017**

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

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.

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

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

Are you requesting an escalation provision?

YES \_\_\_\_\_ NO ✓

MAXIMUM ESCALATION PERCENTAGE REQUESTED 0 %

INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF Entire Contract

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

**DELIVERY: FOB JEFFERSON PARISH**

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES

As Needed

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

55749

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

FIRM NAME: EMR Services, LLC

ADDRESS: 9405 Jefferson Hwy, Box 207

CITY, STATE: River Ridge, LA ZIP: 70123

TELEPHONE: (504) 729-2909 FAX: (504) 729-2919

EMAIL ADDRESS: jake@emreleators.com

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

Acknowledge Receipt of Addenda: NUMBER: \_\_\_\_\_

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

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

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

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

AUTHORIZED SIGNATURE: Rene Margues

Rene Margues  
Printed Name

TITLE: General Mgr

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

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

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00118593

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	36.00	MO	<p>THREE (3) YEAR CONTRACT FOR ELEVATOR MAINTENANCE AND INSPECTION SERVICE AT THE JEFFERSON PARISH EAST BANK CONSOLIDATED FIRE DEPARTMENT HEADQUARTERS</p> <p>0001 ELEVATOR MAINTENANCE &amp; INSPECTION</p> <p>THIRTY-SIX (36) MONTH CONTRACT FOR ELEVATOR MAINTENANCE AND INSPECTION AT EAST BANK CONSOLIDATED FIRE DEPARTMENT HEADQUARTERS.</p> <p>ELEVATOR EQUIPMENT: ONE (1) 2-STOP OTIS HYDRAULIC ELEVATOR</p> <p>ADDRESS: 834 S. CLEARVIEW PKWY. JEFFERSON, LA 70123</p> <p>PROPERTY MANAGER: MIKE DEFOURNEAUX PHONE:(504) 756-1990 EMAIL: MNDEFORNEAUX@JEFFPARISH.NET</p>	<p>\$137.<sup>00</sup></p>	<p>\$4,932.<sup>00</sup></p>

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

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

*Instruction sheet may be omitted when submitting the affidavit*

**Non-Public Works Bid**

**AFFIDAVIT**

STATE OF Louisiana

PARISH/COUNTY OF Jefferson

BEFORE ME, the undersigned authority, personally came and appeared: René  
Marquis, (Affiant) who after being by me duly sworn, deposed and said that  
he/she is the fully authorized Co-Owner of EMR Services (Entity),  
the party who submitted a bid in response to Bid Number 5000118593 to the Parish of  
Jefferson.

Affiant further said:

Campaign Contribution Disclosures

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

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

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

Debt Disclosures

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

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

**Choice B** X \_\_\_\_\_ There are **NO** debts which would require disclosure under Choice A of this section.

Affiant further said:

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

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

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

*Rene Marques*  
Signature of Affiant

Rene Marques  
Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME

ON THE 15<sup>th</sup> DAY OF Feb, 2017

*[Signature]*

Notary Public



OFFICIAL SEAL  
JAMES F. EZELL  
NOTARY PUBLIC - LOUISIANA  
NOTARY #53735  
PARISH OF JEFFERSON  
My Commission Is For Life

Printed Name of Notary

Notary/Bar Roll Number

My commission expires Life.

Print

## Notary Search - Detail

**Name:** MR. JAMES F. EZELL  
**Address:** 5860 CITRUS BLVD SUITE D  
RIVER RIDGE, LA 70123  
**Phone:** (504) 733-9101  
**Notary ID Number:** 53735  
**Parish:** JEFFERSON with authority in the following parishes:  
ORLEANS, PLAQUEMINES, ST. BERNARD  
**Agency:** N/A  
**Notary Type:** Non Attorney  
**Status:** Active  
**Commission Date:** 07/18/2002  
**Oath Date:** 05/09/2007  
**Surety Expiration Date:** 11/12/2021  
**Annual Report Current:** Yes

## Notary Events

**Suspension** From: 11/14/2016 To: 11/21/2016  
**Suspension** From: 09/17/2012 To: 09/20/2012  
**Parish Change** Previous Parish: Previous Commission Date:  
EAST BATON ROUGE 11/26/1996

Deceased, Inactivated, Leave of Absence, Pre-Assessment Registration, Pre-Assessment Taken, Resigned, Retirement, and Revoked events are not available prior to February 11, 2012.

[Back to Search Results](#)[New Search](#)

**Tom Schedler**  
**Secretary of State**

**State of Louisiana**  
**Secretary of State**

**COMMERCIAL DIVISION**  
**225.925.4704**



Fax Numbers

225.932.5317 (Admin. Services)  
225.932.5314 (Corporations)  
225.932.5318 (UCC)

Name	Type	City	Status
EMR SERVICES L.L.C.	Limited Liability Company	HARAHAN	Active

**Previous Names**

**Business:** EMR SERVICES L.L.C.  
**Charter Number:** 40297964K  
**Registration Date:** 9/8/2010

**Domicile Address**

660 DISTRIBUTORS ROW  
SUITE G  
HARAHAN, LA 70123

**Mailing Address**

9605 JEFFERSON HWY  
BOX 207  
RIVER RIDGE, LA 70123

**Status**

**Status:** Active  
**Annual Report Status:** In Good Standing  
**File Date:** 9/8/2010  
**Last Report Filed:** 8/15/2016  
**Type:** Limited Liability Company

**Registered Agent(s)**

<b>Agent:</b>	RENE A. MARQUES JR.
<b>Address 1:</b>	660 DISTRIBUTORS ROW
<b>Address 2:</b>	SUITE G
<b>City, State, Zip:</b>	HARAHAN, LA 70123
<b>Appointment Date:</b>	7/15/2016

**Officer(s)**

**Additional Officers: No**

<b>Officer:</b>	KEVIN J. DOIRON
<b>Title:</b>	Member

<b>Address 1:</b>	16163 MAGNOLIA TRACE PKWY
<b>City, State, Zip:</b>	BATON ROUGE, LA 70817
<b>Officer:</b>	RENE A. MARQUES JR.
<b>Title:</b>	Manager
<b>Address 1:</b>	660 DISTRIBUTORS ROW
<b>Address 2:</b>	SUITE G
<b>City, State, Zip:</b>	HARAHAN, LA 70123

### Amendments on File (3)

Description	Date
Appointing, Change, or Resign of Officer	7/19/2011
Appointing, Change, or Resign of Officer	2/24/2016
Domestic LLC Agent/Domicile Change	7/15/2016

[Print](#)

**CORPORATE RESOLUTION**

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

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

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

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

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

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

**STANDARD INSURANCE REQUIREMENTS – PUBLICLY ADVERTISED BIDS**

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 advertised 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.**

BID NO.: 50-00118593

**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**

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 with the concurrence of the Director of Risk Management.

**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.

BID BOND  
FOR  
**BID BOND**  
FOR

Bid No. 50-00118593; Three (3) Year Contract for Elevator Maintenance and Inspection Service at the Jefferson Parish East Bank Consolidated Fire Department  
Headquarters

Date: 2/16/2017

KNOW ALL MEN BY THESE PRESENTS:

That EMR Services, LLC of River Ridge, Louisiana, as Principal,  
and SureTec Insurance Company, as Surety, are held and firmly bound  
unto the Jefferson Parish, Purchasing Department (Obligee), in the full and just sum of five (5%) percent of the total amount of this bid, including all alternates, lawful money of the United States, for payment  
of which sum, well and truly be made, we bind ourselves, our heirs, executors, administrators, successors and assigns,  
jointly and severally firmly by these presents.

Surety represents that it is listed on the current U. S. Department of the Treasury Financial Management Service list of approved bonding companies as approved for an amount equal to or greater that the amount for which it obligates itself in this instrument or that it is a Louisiana domiciled insurance company with at least an A - rating in the latest printing of the A. M. Best's Key Rating Guide. If surety qualifies by virtue of its Best's listing, the Bond amount may not exceed ten percent of policyholders' surplus as shown in the latest A. M. Best's Key Rating Guide.

Surety further represents that it is licensed to do business in the State of Louisiana and that this Bond is signed by surety's agent or attorney-in-fact. This Bid Bond is accompanied by appropriate power of attorney.

THE CONDITION OF THIS OBLIGATION IS SUCH that, whereas said Principal is herewith submitting its proposal to the Obligee on a Contract for:

Bid No. 50-00118593; Three (3) Year Contract for Elevator Maintenance and Inspection Service at the Jefferson Parish East Bank Consolidated Fire Department Headquarters

NOW, THEREFORE, if the said Contract be awarded to the Principal and the Principal shall, within such time as may be specified, enter into the Contract in writing and give a good and sufficient bond to secure the performance of the terms and conditions of the Contract with surety acceptable to the Obligee, then this obligation shall be void; otherwise this obligation shall become due and payable.

EMR Services, LLC  
PRINCIPAL (BIDDER)

SureTec Insurance Company  
SURETY

BY: [Signature]  
AUTHORIZED OFFICER-OWNER-PARTNER

BY: [Signature]  
AGENT OR ATTORNEY-IN-FACT (SEAL)

Meghann C. Turner, Attorney-in-Fact

# SureTec Insurance Company

## LIMITED POWER OF ATTORNEY

Know All Men by These Presents, That SURETEC INSURANCE COMPANY (the "Company"), a corporation duly organized and existing under the laws of the State of Texas, and having its principal office in Houston, Harris County, Texas, does by these presents make, constitute and appoint

Mary Catherine Turner, Meghann C. Turner, Garrett Turner

its true and lawful Attorney-in-fact, with full power and authority hereby conferred in its name, place and stead, to execute, acknowledge and deliver any and all bonds, recognizances, undertakings or other instruments or contracts of suretyship to include waivers to the conditions of contracts and consents of surety for:

Five Million Dollars and no/100 (\$5,000,000.00)

and to bind the Company thereby as fully and to the same extent as if such bond were signed by the President, sealed with the corporate seal of the Company and duly attested by its Secretary, hereby ratifying and confirming all that the said Attorney-in-Fact may do in the premises. Said appointment shall continue in force until 05/18/2017 and is made under and by authority of the following resolutions of the Board of Directors of the SureTec Insurance Company:

*Be it Resolved*, that the President, any Vice-President, any Assistant Vice-President, any Secretary or any Assistant Secretary shall be and is hereby vested with full power and authority to appoint any one or more suitable persons as Attorney(s)-in-Fact to represent and act for and on behalf of the Company subject to the following provisions:

*Attorney-in-Fact* may be given full power and authority for and in the name of and of behalf of the Company, to execute, acknowledge and deliver, any and all bonds, recognizances, contracts, agreements or indemnity and other conditional or obligatory undertakings and any and all notices and documents canceling or terminating the Company's liability thereunder, and any such instruments so executed by any such Attorney-in-Fact shall be binding upon the Company as if signed by the President and sealed and effected by the Corporate Secretary.

*Be it Resolved*, that the signature of any authorized officer and seal of the Company heretofore or hereafter affixed to any power of attorney or any certificate relating thereto by facsimile, and any power of attorney or certificate bearing facsimile signature or facsimile seal shall be valid and binding upon the Company with respect to any bond or undertaking to which it is attached. (Adopted at a meeting held on 20<sup>th</sup> of April, 1999.)

*In Witness Whereof*, SURETEC INSURANCE COMPANY has caused these presents to be signed by its President, and its corporate seal to be hereto affixed this 21st day of March, A.D. 2013.

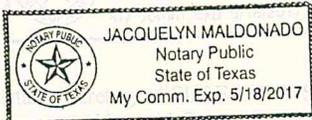
SURETEC INSURANCE COMPANY

By: [Signature]  
John Knox Jr., President



State of Texas ss:  
County of Harris

On this 21st day of March, A.D. 2013 before me personally came John Knox Jr., to me known, who, being by me duly sworn, did depose and say, that he resides in Houston, Texas, that he is President of SURETEC INSURANCE COMPANY, the company described in and which executed the above instrument; that he knows the seal of said Company; that the seal affixed to said instrument is such corporate seal; that it was so affixed by order of the Board of Directors of said Company; and that he signed his name thereto by like order.



[Signature]  
Jacquelyn Maldonado, Notary Public  
My commission expires May 18, 2017

I, M. Brent Beaty, Assistant Secretary of SURETEC INSURANCE COMPANY, do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney, executed by said Company, which is still in full force and effect; and furthermore, the resolutions of the Board of Directors, set out in the Power of Attorney are in full force and effect.

Given under my hand and the seal of said Company at Houston, Texas this 16th day of February, 2017, A.D.

[Signature]  
M. Brent Beaty, Assistant Secretary



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

2/14/2017

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 be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER		CONTACT NAME: Brenda Caruso	
The Juban Insurance Group LLC		PHONE (A/C, No, Ext): (225) 291-0405	FAX (A/C, No): (225) 291-0420
4319 Bluebonnet Blvd		E-MAIL ADDRESS: bcaruso@jubaninsurance.com	
Baton Rouge LA 70809		INSURER(S) AFFORDING COVERAGE	
INSURED		INSURER A: Great American Ins Co	
EMR Services, LLC &		INSURER B: National Union Fire Ins Co PA	
Vertical Transportation Education Center LLC		INSURER C: Louisiana Workers Compensation	
9605 Jefferson Hwy, Box 207		INSURER D: CNA	
River Ridge LA 70123		INSURER E:	
		INSURER F:	

**COVERAGES** CERTIFICATE NUMBER: 16-17/1 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 WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> \$10,000,000 Annual Agg GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER			GLP130314100	9/13/2016	9/13/2017	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 - COMP/OP AGG \$ 4,000,000 Employee Benefits \$ 1,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			GLP130314100	9/13/2016	9/13/2017	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			EBU015032543	9/13/2016	9/13/2017	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
C	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/A	148801	9/13/2016	9/13/2017	<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
D	Professional Liability Claims Made			BINDER # 596724141	9/13/2016	9/13/2018	Each Claim \$1,000,000 Aggregate \$1,000,000

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

RE: Bid # 50-00118593

When required by Written Contract-Certificate Holder applies to: General Liability & Auto under the Blanket Additional Insured & Blanket Waiver of Subrogation; 30 Day Notice of Cancellation except 10 Days for Non-Payment; Worker Compensation under the Blanket Waiver of Subrogation. Maximum Annual Aggregate.

**CERTIFICATE HOLDER****CANCELLATION**

Jefferson Parish its Districts Deptrmnts under the direction of the Parish President and the Parish Council Department of General Services 200 Derbigy Street Gretna, LA 70053

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

AUTHORIZED REPRESENTATIVE

Phillip Juban/BRENDA

## References

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This list of current EMR Services clients has elevators with the same make and model controller as is currently on the Jefferson Parish East Bank Consolidated Fire Department elevator.

<b>Louisiana Office of State Buildings:</b>	<b>96 Units</b>	<b>Calvin Mayeaux</b>	<b>(225) 219-4796</b>
<b>Louisiana State University:</b>	<b>172 Units</b>	<b>Charlie Gauthier</b>	<b>(225) 202-8152</b>
<b>Latter &amp; Blum Property Management:</b>	<b>28 Units</b>	<b>Debbie Harvill</b>	<b>(225) 297-7888</b>
<b>Delgado Community College:</b>	<b>19 Units</b>	<b>Gary Dominique</b>	<b>(504) 915-6956</b>
<b>Dillard's Department Stores</b>	<b>Varies</b>	<b>Ronnie Small</b>	<b>(850) 449-6271</b>

## Technicians

---

**Shaun “Petie” Childress** – Vertical Transportation Experience - 11 years

Details: Carson Elevators – 1 year; Kone Elevators – 6 years; EMR Services, - 4 years

Experience Includes: Maintenance, Repair, New Construction, and Modernization

Certifications: Qualified Elevator Mechanic – IUEC

**Kevin Nunez** – Vertical Transportation Experience – 9 years

Details: Stratos Elevators – 5 years; EMR Services – 4 years

Experience Includes – Maintenance, Repair, Modernization, Equipment Adjustment

**Tom Headrick** – Vertical Transportation Experience - 12 years

Details: Reliable Elevators – 1 year; Schindler – 3 years; Kone Elevators – 2 years; Otis Elevators – 1 year; EMR Services – 5 years

Experience Includes – Maintenance and Repair

Certifications: Qualified Mechanic - IUEC

**Tom Schedler**  
Secretary of State

State of  
Louisiana  
Secretary of  
State



**COMMERCIAL DIVISION**  
225.925.4704

Fax Numbers  
225.932.5317 (Admin. Services)  
225.932.5314 (Corporations)  
225.932.5318 (UCC)

Name	Type	City	Status
EMR SERVICES L.L.C.	Limited Liability Company	HARAHAN	Active

#### Previous Names

**Business:** EMR SERVICES L.L.C.  
**Charter Number:** 40297964K  
**Registration Date:** 9/8/2010

#### Domicile Address

660 DISTRIBUTORS ROW  
SUITE G  
HARAHAN, LA 70123

#### Mailing Address

9605 JEFFERSON HWY  
BOX 207  
RIVER RIDGE, LA 70123

#### Status

**Status:** Active  
**Annual Report Status:** In Good Standing  
**File Date:** 9/8/2010  
**Last Report Filed:** 8/15/2016  
**Type:** Limited Liability Company

#### Registered Agent(s)

<b>Agent:</b>	RENE A. MARQUES JR.
<b>Address 1:</b>	660 DISTRIBUTORS ROW
<b>Address 2:</b>	SUITE G
<b>City, State, Zip:</b>	HARAHAN, LA 70123
<b>Appointment Date:</b>	7/15/2016

#### Officer(s)

Additional Officers: No

<b>Officer:</b>	KEVIN J. DOIRON
<b>Title:</b>	Member
<b>Address 1:</b>	16163 MAGNOLIA TRACE PKWY

<b>City, State, Zip:</b>	BATON ROUGE, LA 70817
<b>Officer:</b>	RENE A. MARQUES JR.
<b>Title:</b>	Manager
<b>Address 1:</b>	660 DISTRIBUTORS ROW
<b>Address 2:</b>	SUITE G
<b>City, State, Zip:</b>	HARAHAN, LA 70123

**Amendments on File (3)**

Description	Date
Appointing, Change, or Resign of Officer	7/19/2011
Appointing, Change, or Resign of Officer	2/24/2016
Domestic LLC Agent/Domicile Change	7/15/2016

[Print](#)

**W-9**  
Form  
(Rev. October 2007)  
Department of the Treasury  
Internal Revenue Service

**Request for Taxpayer  
Identification Number and Certification**

Give form to the  
requester. Do not  
send to the IRS.

Name (as shown on your income tax return)  
**EMR Services LLC**

Business name, if different from above

Check appropriate box:  Individual/Sole proprietor  Corporation  Partnership  
 Limited liability company. Enter the tax classification (Disregarded entity, C-corporation, P-partnership) ▶ .....  Exempt payee  
 Other (see instructions) ▶

Address (number, street, and apt. or suite no.)  
**9605 Jefferson Hwy, Box 207**

City, state, and ZIP code  
**River Ridge LA 70123**

List account number(s) here (optional)  
**#257638**

Requester's name and address (optional)

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note: If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number  
or  
Employer identification number  
**27-3332886**

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest and dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here Signature of U.S. person ▶ *[Signature]* Date ▶ **7/12/11**

**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Purpose of Form**

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
- Certify that you are not subject to backup withholding.
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note: If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien.
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States.
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity.

USER NAME  PASSWORD    
[Forgot Username?](#) [Forgot Password?](#)

[Create an Account](#)

# Advanced Search - Entity

**Registration Status**  Active  Inactive  
**Registrations with an Active Exclusion(s)**  Yes  No  
**Registrations with Delinquent Federal Debt**  Yes  No

Within an accordion, search will be performed with an OR condition. Between accordions, search will be performed with an AND condition.

**Entity**

If you search by anything other than Business Name, the remaining fields on this page will be inaccessible.

Business Name 
 DUNS Number

CAGE Code

---

**Entity Type**

---

**Location**

---

**Socio-Economic Status**

---

**Products and Services**

**Note to all Users:** This is a Federal Government computer system. Use of this system constitutes consent to monitoring at all times.



USER NAME      PASSWORD

[Forgot Username?](#)      [Forgot Password?](#)

[Create an Account](#)

# Search Results

## Advanced Search Results

**Notice:** This printed document represents only the first page of your SAM search results. More results may be available. To print your complete search results, you can download the PDF and print it.

No records found for current search.

### Glossary

[Search](#)

[Results](#)

[Entity](#)

[Exclusion](#)

SAM | System for Award Management 1.0

IBM v1.P.60.20161222-1237

WWW6

**Note to all Users:** This is a Federal Government computer system. Use of this system constitutes consent to monitoring at all times.



2525 Quail Drive, Baton Rouge, 70808 (225) 765-2301



Louisiana State Licensing Board for Contractors



Contractor Information

Business Name EMR SERVICES L.L.C.
Mailing Address 9605 Jefferson Hwy. Box 207
River Ridge, LA 70123
Phone Number (504) 729-2909
Fax Number (504) 729-2919
Email Address rmarques.emr@att.net

Active Licenses

License Number 55749
Type Commercial License
Status LICENSED
Effective 07/22/2016
Expiration 07/21/2019
First Issued 07/21/2011

Classifications

Table with 3 columns: Class, Qualifying Party, Parishes. Rows include BUSINESS AND LAW and SPECIALTY: ELEVATORS, DUMBWAITERS AND ESCALATORS.

EMR SERVICES L.L.C. Details

3



9605 Jefferson Hwy~Box 207  
River Ridge, LA 70123

Bid Name: Three (3) Year Contract for Elevator Maintenance and  
Inspection Service at the Jefferson Parish East Bank Consolidated  
Fire Dept. Headquarters

Bid No: 5000118593

Bid Date: February 16, 2017

Bid Time: 2:00 PM

FEIN: 27-3333886

LA Contractor Lic #: 55749

Jefferson Parish Purchasing Department  
200 Derbigny Street  
General Government Building, Suite 4400  
Gretna, LA 70053  
Buyer Name: Misty A. Camardelle