



**CENTRALBIDDING**  
FROM CENTRAL AUCTION HOUSE

**5000133266 LABOR, MATERIAL, EQUIPMENT NECESSARY TO PROVIDE  
A THREE (3) YEAR CONTRACT FOR FULL MAINTENANCE, SERVICE  
AND REPAIRS OF ONE (1) ELEVATOR AT THE JUVENILE JUSTICE  
COMPLEX**

Jefferson Parish Government

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

22-Jan-2021 12:16:26 PM

DATE: 1/12/2021

INVITATION TO BID  
THIS IS NOT AN ORDER

Page: 5

BID NO.: 50-00133266

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

VENDOR: Thyssenkrupp Elevator

BUYER: DABRAHAM

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

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

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

<b>DELIVERY: FOB JEFFERSON PARISH</b>	
INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES	_____
INDICATE STARTING TIME (IN DAYS) FOR CONSTRUCTION WORK	_____
INDICATE COMPLETION TIME (IN DAYS) FOR CONSTRUCTION WORK	_____

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

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

LOUISIANA CONTRACTOR'S LICENSE NO.: (if applicable) 7475

<b>*** ALL BIDDERS MUST COMPLETE SECTION BELOW ***</b>	
FIRM NAME: <u>Thyssenkrupp Elevator</u>	
SIGNATURE: <u>[Signature]</u> (Must be signed here)	TITLE: <u>Acct Mgr</u>
PRINT OR TYPE NAME: <u>Ben Guy</u>	
ADDRESS: <u>1533 Sams Ave</u>	
CITY, STATE: <u>River Ridge, LA</u>	ZIP: <u>70123</u>
TELEPHONE: <u>504, 214-8342</u>	FAX: <u>866, 523-2360</u>
EMAIL ADDRESS: <u>Ben.Guy@tkelevator.com</u>	

TOTAL PRICE OF ALL BID ITEMS: \$ \$9,000

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00133266

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	36.00	MO	<p>Three (3) year contact to provide full maintenance, service and repairs for (1) elevator at the Juvenile Justice Complex</p> <p>0001 Three (3) yr contract for elevator maintenance and service for Thyssen Krupp elevator located at:</p> <p>3 YEAR CONTRACT TO START: 5-6-21</p> <p>JUVENILE JUSTICE COMPLEX 1546B GRETNA BLVD. HARVEY, LA 70058</p> <p>PER SUBMITTED SPECS</p> <p>The vendor shall provide all maintenance service and repairs for one (1) Thyssen Krupp Hydraulic Power unit Elevator, 3600 lb capacity Model No. TACH 20 Serial No. EP1976</p> <p>FOR A SITE VISIT, PLEASE CONTACT: DONALD SPELL - PROPERTY MANAGER BETWEEN THE HOURS OF 7:30 AM - 3:30 PM 504-364-3750 EXT. 87408</p>	<p>9,000</p>	<p>\$9,000</p>

# State of Louisiana



## State Licensing Board for Contractors

THYSSENKRUPP ELEVATOR CORPORATION  
114 TownPark Drive NW, Suite 300  
Kennesaw, GA 30144

This is to Certify that:

is duly licensed and entitled to practice the following classifications

SPECIALTY: ELEVATORS, DUMBWAITERS AND ESCALATORS



Witness our hand and seal of the Board dated,  
Baton Rouge, LA 19th day of February 2018

*W. B. Macoy*  
Director

*Lee Malott*  
Chairman

*Andy Penney*  
Secretary-Treasurer

Expiration Date: February 14, 2021

License No: 7475

This License Is Not Transferrable



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
10/01/2021

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**

Willis of Illinois, Inc.  
233 S. Wacker Drive, Suite 2000  
CHICAGO, IL 60606

CONTACT NAME: Willis of Illinois, Inc.

PHONE (A/C No.Ext): 312-288-7489

FAX (A/C No.Ext): 312-621-6866

E-MAIL ADDRESS: tke.certificates@willis.com

**INSURED**

THYSSENKRUPP ELEVATOR CORPORATION

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: HDI-Gerling America Insurance Company	41343
INSURER B: ACE American Insurance Company	22667
INSURER C: Indemnity Insurance Company of NA	43575
INSURER D: Agri General Insurance Company	42757
INSURER E: ACE Fire Underwriters Insurance Company	20702
INSURER F:	

**COVERAGES**

CERTIFICATE NUMBER: 963434

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.

NSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC			GLD12574-02	10/01/2015	10/01/2016	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS -COMP/OP AGG \$ 2,000,000
B	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS  <input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$			ISAH08859279	10/01/2015	10/01/2016	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) EACH OCCURRENCE AGGREGATE
B C D E	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WLRC48590007 (ACS) WLRC48589996 (CA,MA) WLRC48593306 (TN) SCFC48590019 (VI)	10/01/2015 10/01/2015 10/01/2015 10/01/2015	10/01/2016 10/01/2016 10/01/2016 10/01/2016	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE -EA EMPLOYEE \$ 1,000,000 E.L. DISEASE -POLICY LIMIT \$ 1,000,000

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)**

Division Number: 0001 - Named Insured Includes: ThyssenKrupp Elevator Corporation - Address: 114 Town Park Drive, Suite 300 KENNESAW, GA 30144  
Project Number: - Project Name: SPECIMEN

**CERTIFICATE HOLDER**

SPECIMEN  
AL  
United States

**CANCELLATION**

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

*[Signature]*

ACORD CORPORATION. All rights reserved.



STANDARD BID CLARIFICATIONS  
(Service & Repair)

These Standard Bid Clarifications shall be made a part of this bid and any subsequent Agreement issued pursuant to an award thereof, and in the event of conflict with other articles, terms, conditions or contract documents, these Standard Bid Clarifications shall prevail. Any clarifications presented by thyssenkrupp Elevator Corporation at the time of bid shall by this reference be incorporated herein and made a part hereof, and shall govern in the event of conflict with other documents.

These Standard Bid Clarifications are not all-inclusive, and thyssenkrupp Elevator Corporation submits these Standard Bid Clarifications with its bid with the understanding that the final Contract Documents, Terms, and Conditions are subject to review, further amendment, and approval by ThyssenKrupp Elevator Corporation Contracts Department and shall not be binding until mutually agreed upon in writing by both parties.

1. Any obligations of thyssenKrupp Elevator Corporation to indemnify, defend and hold any Indemnified Party or Parties harmless shall be limited to thyssenKrupp Elevator Corporation's own acts, omissions, or negligence, and shall in no way include for the acts, omissions, or negligence of an party Indemnified Party, or for bare allegations.
2. Any required parties shall be added to thyssenkrupp Elevator Corporation's general liability insurance policy as an additional insured, to be evidenced by thyssenkrupp Elevator Corporation's manuscript Additional Insured endorsement, subject to the limitations as hereafter set forth. Such additional insured coverage shall only apply to the extent any damages covered by the policy are determined to be caused by thyssenkrupp Elevator Corporation's acts, omissions or negligence, and shall not apply to the extent caused by the additional insured's own acts, omissions, or negligence, or for bare allegations. All aggregates shall apply on a per policy basis.
3. In no event shall thyssenkrupp Elevator Corporation be liable for any indirect, special, liquidated, incidental, exemplary or consequential damages, or for loss of use, loss of income, loss of opportunity, or other similar remote damages.

**SECTION 1.0 – SCOPE:**

We extend this proposal to provide all labor, materials, and equipment necessary to provide a three (3) year contract, for full maintenance, services, and repairs for one (1) Thyssen Krupp, Hydraulic Power Unit, 3,500 pound capacity, Serial #EP1976, TACH 20, located at the Juvenile Justice Center, 1546-B Gretna Blvd., Harvey, Louisiana, for the Department of Juvenile Services, **to begin on May 6, 2021.**

**SECTION 2.0 – QUANTITIES/INSPECTIONS:**

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

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

Contact Donald Spell, Property Manager, Department of Juvenile Services, between the hours of 7:30 a.m. and 3:30 p.m., Monday through Friday, at (504) 364-3750 ext. 87408 to schedule an inspection.

**SECTION 3.0 – LICENSE REQUIREMENTS:**

A Louisiana State Contractors License with a specialty certification in Elevators, Dumbwaiters and Escalators will be required. The License number must be shown on the outside of the envelope. Failure to comply will cause the bid to be rejected.

**SECTION 4.0 – BID SPECIFICATIONS:**

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

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

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

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

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

contractor shall regularly brush lint and dirt from the guide rails, overhead sheaves and beams, car tops, bottom of platforms and remove dirt, oil residue, and accumulated rubbish from pits and machine room floors.

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

**Section 4.1 - 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

**Section 4.2 – Minimum Required Periodic Services Check:**

1. 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 selectors
  - O. Clean pit – pit must be free of all trash and debris, water, and oil. Notify owner if pit contains water
  - P. Maintain oil in tank at proper levels (Check oil sump heater
  - Q. Check contacts of controller
  - R. Check jack assembly for leakage, etc.
  - S. Check photo cell, infrared safety edge and retraction of car door
  - T. Check guides and guide shoes for lubrication, wear and condition; fill in oilers as required
  - U. Check roller guides for wear; replace as required
  - V. Clean and sweep elevator equipment rooms
  - W. Perform a fire fighter service check
  - X. Check lubrication of door operators
2. 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 and lower levels (departure and arrive ramps)
  - D. Check all cables – lubricate and adjust as required

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

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

**Section 5.0 – Inspection, Tests, and Reports:**

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

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

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

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

**Section 6.0 Special Instructions:**

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

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

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

The maintenance contractor shall have available upon request:

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

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

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

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

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

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

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

**Section 7.0 – Hours of Work:**

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

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

Trouble calls should be responded to at any hour of the day or night, seven (7) days per week, with no additional charges to Jefferson Parish, to restore elevator services.

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

Contact Donald Spell, Property Manager, Department of Juvenile Services, between the hours of 7:30 a.m. and 3:30 p.m., Monday through Friday, at (504) 364-3750 ext. 87408 to schedule repairs/visits.

**Section 8.0 – Communications Monitoring:**

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

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

**Section 9.0 – Failure to Report:**

If the contractor fails to report with a qualified serviceman for a period in excess of two (2) hours from the time of the call of complaint, it is mutually agreed that the Parish may

withhold, 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, because of the impossibilities of determining the amount of actual damages the Parish may suffer as a result of the contractor's failure to comply with this provision.

If an elevator remains out of service for a period in excess of forty-eight (48) hours due to neglect or failure to comply with the provisions of these specifications, or should the contractor fail to report with a qualified serviceman within the stated time frame, it is mutually agreed that the Parish may withhold, for each twenty-four (24) hour period, including the initial period thereof, the sum of \$100.00 from the succeeding month's billing for each failure to report in a timely manner to a request for service. Further, it is mutually agreed that this sum is indicated, 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 10.0 – Guaranty:**

The contractor shall guaranty for a period of one (1) year from the date of installation or performance, all materials and/or labor provided. The contractor shall also guaranty that he will hold the Parish harmless from any damage arising from faulty workmanship or materials performed and/or installed within the duration of this contract.

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

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

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

All lubricants, cleaning materials, paint, cotton waste, hydraulic fluid, etc. shall be furnished by the contractor. All lubricants shall be of the proper type or grade for the use intended. The use of dirty, contaminated, or deteriorated lubricants is prohibited. Waste

lubricants shall be disposed of by the contractor within the work day. The contractor will store all lubricants, fluids, etc., in approved containers and in a manner and place as designated by a representative of the Parish and selected by the Department of Juvenile Services. No open containers will be allowed to be stored on the premises, and the contractor shall supply all containers.

**Section 11.0 – Existing Structure:**

Should any cutting, patching, alteration, addition, or repairs to existing structure, wall, floor, ceiling, or part of building be required of this project, the successful bidder shall restore the alteration to its original condition, with the same type materials, finish, and workmanship.

Precautions must be exercised at all times to safeguard and protect from damage all Parish, public, and private properties. Any such damages shall remain the sole responsibility of the successful bidder.

**Section 12.0 – Accident Prevention:**

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

**Section 13.0 – Cleaning Area 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 14.0 – Permits:**

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

**Section 15.0 – Records:**

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

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

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

All incomplete work will also be noted on a check list and submitted to the Department of Juvenile Services. All incomplete work listed on this check list, and any other repairs or maintenance deemed incomplete by the Department of Juvenile Services, must be performed and accomplished within a maximum of three (3) weeks after the duration of the contract period.

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

## STANDARD INSURANCE REQUIREMENTS FOR BIDDING PURPOSES

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

---

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

---

## **JEFFERSON PARISH REQUIRED STANDARD INSURANCE**

### **WORKER'S COMPENSATION INSURANCE**

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

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

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

**COMMERCIAL GENERAL LIABILITY**

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

**COMPREHENSIVE AUTOMOBILE LIABILITY**

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

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

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

**UMBRELLA LIABILITY COVERAGE**

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

**FOR CONSTRUCTION AND RENOVATION PROJECTS:**

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

**OWNER'S PROTECTIVE LIABILITY**

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

**BUILDER'S RISK INSURANCE**

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