



CENTRALBIDDING
FROM CENTRAL AUCTION HOUSE

**5000122096 TWO YEAR CONTRACT TO PROVIDE LABOR, MATERIALS
AND EQUIPMENT FOR FULL MAINTENANCE SERVICES AND REPAIRS
FOR JEFFERSON PARISH RECREATION DEPARTMENT ELEVATORS**
Jefferson Parish Government

Project documents obtained from www.CentralBidding.com

15-Feb-2018 09:06:31 AM

DATE: 2/08/2018

INVITATION TO BID
THIS IS NOT AN ORDER

Page: 1

BID NO.: 50-00122096

JEFFERSON PARISH

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

VENDOR: 27118 BLANK BID COPY VENDOR

BUYER: DMEVANS@jeffparish.net

Bids will be received until 11:00 AM, 2/15/2018 via online at www.jeffparishbids.net or by hand delivery, USPS mail or other courier service to Purchasing Department, 200 Derbigny Street (General Government Building), Suite 4400, Gretna, LA 70053. For convenience, bidders may also submit bids in the East Bank Purchasing Department, Suite 404, Jefferson Parish Joseph S. Yenni Building, 1221 Elmwood Park Blvd., Jefferson LA 70123. However, if submitting bids on the day of bid opening, bidders must submit at the West Bank location only.

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

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

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

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

PROTESTS: Only those vendors that submitted a bid in response to this solicitation may submit a protest in writing to the Director of the Purchasing within 48 hours of bid opening. The Purchasing Director will review it in connection with the Parish Attorney's Office as appropriate and a written response will be provided as soon as possible.

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

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

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

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

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

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

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

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

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

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

This electronic procurement system allows vendors the convenience of reviewing and submitting bids online.

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

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

ADDITIONAL REQUIREMENTS FOR THIS BID

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

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

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

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

7. PUBLIC WORKS BIDS: All awards for public works in excess of \$5,000.00 will be reduced to a formal contract which shall be recorded at the contractor's expense with the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. A price list of recordation costs may be obtained from the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. All awards in excess of \$25,000.00 will require both a performance and a payment bond. Unless otherwise stated in the bid specifications, the performance bond requirements shall be 100% of the contract price. Unless otherwise state in the bid specifications, the payment bond requirements shall be 100% of the contract price. Both bonds shall be supplied at the signing of the contract.
8. NON-PUBLIC WORKS BIDS: A performance bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The performance bond shall be supplied at the signing of the contract.
9. NON-PUBLIC WORKS BIDS: A payment bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The payment bond shall be supplied at the signing of the contract.
10. All bidders must comply with the requirements stated in the attached "Standard Insurance Requirements" sheet attached to this bid solicitation. Prior to contract executions/purchase order issuance, the successful bidder will be required to provide final insurance certificates which shall name Jefferson Parish as an additional insured in accordance with the instructions in the aforementioned "Standard Insurance Requirements" sheet.
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-Conviction Affidavit, Non-Collusion Affidavit, Campaign Contribution Affidavit, Debt Disclosures Affidavit and E-Verify Affidavit. For the convenience of vendors, all affidavits have been combined into one form entitled PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format, and without material alteration, in order to be compliant and for the bid to be considered responsive. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid, however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
15. NON PUBLIC WORK BIDS - Completed, Signed and Properly Notarized Affidavits Required in conformity with the provisions contained in LSA – RS 38:2224 and Sec 2-923.1 of the Jefferson Parish Code of Ordinances. For bidding purposes, all bidders must submit with bid submission COMPLETED, SIGNED and PROPERLY NOTARIZED Affidavits, including: Non-Collusion Affidavit, Debt Disclosures Affidavit and Campaign Contribution Affidavit. For the convenience of vendors, all affidavits have been combined into one form entitled NON PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format, and without material alteration, in order to be compliant and for the bid to be considered responsive. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid, however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
16. The ensuing contract for this bid solicitation may be eligible for FEMA reimbursement and/or Federal funding/reimbursement. As such, the referenced appendix will be applicable accordingly and shall be considered a part of the bid documents. All applicable certifications must be duly completed, signed and submitted with bid submission. Failure to submit applicable certifications with bid submission will result in bid rejection.

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

DATE: 2/08/2018

INVITATION TO BID
THIS IS NOT AN ORDER

Page: 4

BID NO.: 50-00122096

JEFFERSON PARISH

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

VENDOR: 27118 BLANK BID COPY VENDOR

BUYER: DMEVANS

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

DELIVERY: FOB JEFFERSON PARISH

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES

As Needed

INDICATE STARTING TIME (IN DAYS) FOR CONSTRUCTION WORK

As Needed

INDICATE COMPLETION TIME (IN DAYS) FOR CONSTRUCTION WORK

As Needed

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

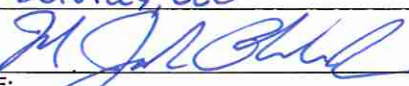
Acknowledge Receipt of Addenda: NUMBER: _____

NUMBER: _____

NUMBER: _____

NUMBER: _____

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

*** ALL BIDDERS MUST COMPLETE SECTION BELOW ***		
FIRM NAME: <u>EMR Services, LLC</u>		
SIGNATURE: (Must be signed here)		TITLE: <u>Executive Vice President</u>
PRINT OR TYPE NAME: <u>Martin Jacob Ohler, Jr.</u>		
ADDRESS: <u>9029 Jefferson Hwy Suite D Box 207</u>		
CITY, STATE: <u>River Ridge, LA</u>	ZIP: <u>70123</u>	
TELEPHONE: <u>(504) 729-2909</u>	FAX: <u>(504) 729-2919</u>	
EMAIL ADDRESS: <u>jake@emreleators.com</u>		

TOTAL PRICE OF ALL BID ITEMS: \$ 16,440.⁰⁰

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00122096

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	24.00	MO	<p>TWO YEAR CONTRACT TO PROVIDE LABOR, MATERIALS AND EQUIPMENT FOR FULL MAINTENANCE, SERVICES, AND REPAIRS FOR JEFFERSON PARISH RECREATION DEPARTMENT ELEVATORS</p> <p>0010 Elevator, Maintenance and Repairs</p> <p>To Provide all labor, materials, and equipment necessary to provide full maintenance, services, and repairs for five(5) Jefferson Parish Recreation Department elevators as described in the attached bid documents</p> <p>Eastbank Recreation (Main Office) 6921 Saints Drive Metairie, LA 70003</p>	\$137. ⁰⁰	\$3,288. ⁰⁰
2	24.00	MO	<p>0020 Elevator, Maintenance and Repairs</p> <p>Jefferson Playground Gym 4100 South Drive Jefferson, LA 70121</p>	\$137. ⁰⁰	\$3,288. ⁰⁰
3	24.00	MO	<p>0030 Elevator, Maintenance and Repairs</p> <p>Pontiff Playground Gym 1521 Palm Street Metairie, LA 70001</p>	\$137. ⁰⁰	\$3,288. ⁰⁰
4	24.00	MO	<p>0040 Elevator, Maintenance and Repairs</p> <p>Terrytown Playground Gym 641 Heritage Ave. Terrytown, LA 70056</p>	\$137. ⁰⁰	\$3,288. ⁰⁰
5	24.00	MO	<p>0050 Elevator, Maintenance and Repairs</p> <p>Kings Grant Gym 3805 15th Street Harvey, LA 70058</p>	\$137. ⁰⁰	\$3,288. ⁰⁰

SCOPE:

This proposal is to provide all labor, materials, and equipment necessary to provide a contract for full maintenance, services, and repairs for Jefferson Parish Recreation Department elevators located in various locations for a 2-year period. The elevators and locations are as follows:

0010 - Jefferson Parish Recreation Department Eastbank Main Office-6921 Saints Drive, Metairie, LA 70003

(CONTRACT SHALL COMMENCE ON 4/1/18 AND END ON 3/31/20)

- One (1) Dover Hydraulic Passenger Elevator - Serial Numbers: E-81246

0020 - Jefferson Playground - 4100 South Drive, Jefferson, LA 70121

(CONTRACT SHALL COMMENCE ON 4/1/18 AND END ON 3/31/20)

- One (1) OTIS Model LVML 2100 lbs. Hydraulic Passenger Elevator

0030 - Pontiff Gym - 1521 Palm Street, Metairie, LA 70001

(CONTRACT SHALL COMMENCE ON 4/1/18 AND END ON 3/31/20)

- One (1) Schindler 330A Hydraulic Passenger Elevators

0040 - Terrytown Gym - 641 Heritage Avenue, Terrytown, LA 70056

(CONTRACT SHALL COMMENCE ON 4/1/18 AND END ON 3/31/20)

- One (1) Schindler 330A Hydraulic Passenger Elevators - Serial Number: S748156-01

0050 - Kings Grant Gym - 3805 15TH Street, Harvey, LA 70058

(CONTRACT SHALL COMMENCE ON 4/1/18 AND END ON 3/31/20)

- One (1) OTIS Model LVML 2100 lbs. Hydraulic Passenger Elevator

The Parish reserves the right to cancel this contract by giving thirty (30) day written notice, should the contractor fail to fulfill his responsibility as set forth in the specifications. The Department of Parks and Recreation shall be the sole judge of the contract performance or non-performance.

RESPONSIBILITIES OF THE CONTRACTOR

The responsibility of the contractor is to maintain the specified elevator in good repair in accordance with the provisions of the American National Standards Institute (ANSI) as set forth in standard A17.1 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 elevator downtime.

Bidders may visit the Buildings 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. For the Eastbank locations, please contact Scott Muhoberac at 736-6999 and for the Westbank locations; please contact Chad Thommassie at 349-5000, between the hours of 7:00 a.m. and 3:00 p.m. for an appointment to inspect the installations to be covered in this proposal.

HOURS OF WORK:

All maintenance and scheduled repairs are to be performed during regular working hours 8 AM - 4:30 PM, Monday thru Friday except Holidays, unless specific arrangements are made with, and agreed upon by, the Parish. Trouble calls should be responded to at any hour of the day or night, seven days a week, to restore elevator service.

LIQUIDATED DAMAGES:

If the elevator remains out of service for a period in excess of forty-eight (48) hours due to neglect or failure to comply with the provisions of these specifications, or should the contractor fail to report with a qualified serviceman within the stated time frame, it is mutually agreed that the Parish may withhold as liquidated damage for each twenty-four (24) 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 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.

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 the 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 (NFPA) 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 Parks and Recreation 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.

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 workday. 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 Parks and Recreation. No open containers will be allowed to be stored on the premises, and the contractor shall supply all containers.

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 be 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.

SPECIAL REQUIREMENTS:

The contractor shall maintain an adequate number of trained personnel in the metropolitan area of Jefferson Parish 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 repair of this elevator in his maintenance warehouse. These supplies and parts must be available for immediate delivery and installation at all times.

QUALIFICATION AND LICENSE OF BIDDERS

All Bidders must possess LOUISIANA STATE CONTRACTOR'S LICENSE (CLASSIFICATION – SPECIALTY: ELEVATORS, ESCALATORS & DUMBWAITERS)

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 DO SO WILL CAUSE THE BID TO BE REJECTED.

Bidders shall be familiar and experienced with and regularly engaged in the maintenance, installation, repairs and servicing of elevators covered in this proposal.

The Successful Bidder shall obtain any and all permits required by Jefferson Parish Department of Inspection and Code Enforcement, the State of Louisiana, and/or Federal Jurisdictions. The Successful Bidder shall be responsible of the payment of these permits. The Successful Bidder shall conform to regulations of all public agencies, including the specific requirements of the City, Parish, State, and Federal Jurisdictions. All permits must be obtained prior to the start of the contractual service. The Successful Bidder shall obtain and keep current all licenses, and permits required by the Parish, State, and Federal Jurisdictions, including the Jefferson Parish Department of Inspection and Code.

RECORDS:

The contractor shall maintain a complete, orderly, and chronological 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 Parks and Recreation 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.

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 Parks and Recreation for approval.

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

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

SPECIFIC DUTIES OF THE CONTRACTOR:

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:
 - Accelerations
 - Retardation
 - Contract speed in feet per minute with or without a full load
 - Floor to floor time
 - Door opening and closing time
 - 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, pump motor, pump and controller including motor windings bearings, rotating element, sheaves contacts, coils, resistance for any motor circuits, magnetic frame, leveling, valve, packing, seals, wiper rings, gaskets, "O" rings, lifting pistons, hydraulic fluid, leveling devices and cams, all relays, resistors, condensers, transformers, leads, timing devices rectifiers, complete automatic power door operation, motor, cams, switches, contacts, resistors, sheaves, shafts, V-belts, drive arms, auxiliary door closing devices, hoistway door interlocks, interlock pick up assembly, car door contact, door protective devices, call bell, guide rails, hoistway switches, all indicating and/or signal lamps and sockets, all solid state components, dashpots, computer devices, selectors, selector tapes, traveling cable, 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 guides rails, overhead sheaves and beams, car tops, bottom of platforms and remove dirt 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 specification or equal.
5. The contractor shall renew conductor and traveling cable as often as it is deemed necessary.
6. Inspections, test and reports the contractor shall make a yearly hydraulic inspection and test of the pressure relief valve. The test is

to be according to the procedure in the latest edition of the ANSI code book, Section A17.1. Any repairs required after the test and resulting from the test, shall be the responsibility of the contractor - except blowing the hydraulic shaft casing. All test results shall be reported in writing to the Department of Parks and Recreation within sixty (60) days of the completion of said tests.

7. When necessary, the contractor shall renew the guide shoes or rollers, as required, to ensure smooth and quiet operation.

EXCLUSIONS:

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

- Elevator cabs
- Power switches and feeders to all controllers
- Shaftway enclosures
- Shaftway doors, frames, sills and cabdoors
- Underground piping

VANDALISM:

The misuse of vandalism will not be accepted as extra cost to the Parish. Vandalism shall be defined as the intent to destroy by use of an instrument designed for destruction.

MINIMUM REQUIRED PERIODIC SERVICE CHECKS

MONTHLY

- Ride each car
- Check operation
- Correct problems found
- Remove dust and dirt from door guide channels
- Check lubrication of door operators

QUARTERLY

- Check waiting times on corridor call
- Check car doors
- Door operator adjustment and hoistway doors at upper and lower levels (departure and arrival ramps)

The contractor is required to conduct a safety test on the elevator covered under this proposal, in order to place it into a condition which at least meets or exceeds the minimum safety requirements. It will be incumbent upon the contractor to submit a report to the Department of Parks and Recreation stating the results of these tests and to make the necessary

repairs to place this equipment into a 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. These tests must be conducted within the first month of the contract period and every

12th month thereafter. A report on the results of these tests and the work

required to bring them up to minimum safety standards, must be

submitted to the Department of Parks and Recreation within the first month of the contract period.

All invoices against this order shall be sent to the Recreation Department delivery. This Contract Number, the Department's Requisition Number, and the Bid Number must be shown on all invoices.

STANDARD INSURANCE REQUIREMENTS – BIDS UNDER \$30k

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 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. However, if a bidder has on file with the Purchasing Department a current (valid) insurance certificate that fulfills the requirements in this document, then this will be accepted as evidence of same. Otherwise, failure to submit a current (valid) insurance certificate with bid submission or if no current (valid) insurance certificate is on file, then the bid will be rejected. Final certificates shall name **the Jefferson Parish, its Districts Departments and Agencies under the direction of the Parish President and the Parish Council** as additional insureds regarding negligence by the contractor for the Commercial General Liability, Workmen's Compensation Insurance and the Comprehensive Automobile Liability policies. Additionally, said certificates should reflect the name of the Parish Department receiving goods and services and reference the respective Jefferson Parish bid number.

JEFFERSON PARISH REQUIRED STANDARD INSURANCE

☒ WORKER'S COMPENSATION INSURANCE

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

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

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

☒ **COMMERCIAL GENERAL LIABILITY**

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

☒ **COMPREHENSIVE AUTOMOBILE LIABILITY**

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

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

DEDUCTIBLES

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.



JEFFERSON PARISH

Department of Purchasing

Michael S. Yenni
Parish President

Brenda C. Patel
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:

- For all advertised sealed bids, written evidence of signature authority must be included 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 produce 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.