

DATE: 4/15/2015

INVITATION TO BID
THIS IS NOT AN ORDER

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BID NO.: 50-00112856

JEFFERSON PARISH

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

04 MAY '15 AM 10:56

VENDOR: EMR Services LLC

BUYER: DREAMEY

Bids will be received until 11:00 AM, 5/04/2015

via online at www.jeffparish.net

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

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

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

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

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

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

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

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

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

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

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INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

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

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

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

ADDITIONAL REQUIREMENTS FOR THIS BID

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

1,3,4,6,8,10,11,12,13,15

MANDATORY

PRE-BID CONFERENCE TO BE HELD AT: JEFF PARISH CORRECTIONAL CENTER 100 DOLHONDE ST GRETN A AT 10:00 AM ON 4/21/2015

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

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04 MAY '15 AM 10:36**INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS**

7. **PUBLIC WORKS BIDS:** All awards for public works in excess of \$5,000.00 will be reduced to a formal contract which shall be recorded at the contractor's expense with the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. A price list of recordation costs may be obtained from the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. All awards in excess of \$25,000.00 will require both a performance and a payment bond. Unless otherwise stated in the bid specifications, the performance bond requirements shall be 100% of the contract price. Unless otherwise state in the bid specifications, the payment bond requirements shall be 100% of the contract price. Both bonds shall be supplied at the signing of the contract.
8. **NON-PUBLIC WORKS BIDS:** A performance bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The performance bond shall be supplied at the signing of the contract.
9. **NON-PUBLIC WORKS BIDS:** A payment bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The payment bond shall be supplied at the signing of the contract.
10. Unless otherwise stated in the bid specifications, the successful bidder will be required to procure standard insurance policies evidencing Parish-mandated insurance requirements as indicted on the attached sheet. The current certificate of insurance must be submitted by low bidder within 10 days after bid opening to the Purchasing Department. Failure to comply will cause bid to be rejected. JEFFERSON PARISH reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
11. A bid bond will be required with bid submission in the amount of 5% of the total bid, unless otherwise stated in the bid specifications. Acceptable forms shall be limited to cashier's check, certified check, or surety bid bond. 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 or warranties with regard to minimum guaranteed quantities unless otherwise stated in the bid specifications.
13. Freight charges should be included in total cost when quoting. If not quoted FOB DELIVERED, freight must be quoted as a separate item. Bid may be rejected if not quoted FOB DELIVERED or if freight charges are not indicated on bid form.
14. **PUBLIC WORKS BIDS - Completed, Signed and Properly Notarized Affidavits (in Original Format) required;** Non-Conviction Affidavit, Non-Collusion Affidavit, Campaign Contribution Affidavit and E-Verify Affidavit must be completed, signed, notarized and submitted by low bidder within 10 days after bid opening to the Purchasing Department on all solicitations for construction, alteration or demolition of public building or project, including but not limited to requirements found in LSA-RS 38:2212.9; LSA-RS 38:2212.10; LSA-RS 38:2224; Code of Ordinances, Jefferson Parish, Louisiana, Sec 2-923.1. Failure to comply will cause bid to be rejected; the Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event. For the convenience of vendors, all affidavits have been combined into one form entitled PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format for the bid to be considered responsive.
15. **NON PUBLIC WORK BIDS - Completed, Signed and Properly Notarized Affidavits (in Original Format) required;** Non-Collusion Affidavit, and Campaign Contribution Affidavit must be completed, signed, notarized and submitted by low bidder with bid submission or within 10 days after bid opening to the Purchasing Department. See LSA-RS 38:2212.10; LSA-RS 38:2224; Code of Ordinances, Jefferson Parish, Louisiana, Sec 2-923.1 Failure to comply will cause bid to be rejected; the Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event. For the convenience of vendors, all affidavits have been combined into one form entitled NON PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format for the bid to be considered responsive.

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

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INVITATION TO BID
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BID NO.: 50-00112856

JEFFERSON PARISH
PURCHASING DEPARTMENT
P.O. BOX 9
GRETN, LA. 70054-0009
504-364-2678VENDOR: EMZ Services, LLC

BUYER: DREAMEY

Bids will be received until 11:00 AM, 5/04/2015

via online at www.jeffparish.net

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

DELIVERY: FOB JEFFERSON PARISH

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES

As Needed

INDICATE STARTING TIME (IN DAYS) FOR CONSTRUCTION WORK

As Needed

INDICATE COMPLETION TIME (IN DAYS) FOR CONSTRUCTION WORK

As Needed

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

Acknowledge Receipt of Addenda: NUMBER: #1

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NUMBER: _____

NUMBER: _____

NUMBER: _____

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

*** ALL BIDDERS MUST COMPLETE SECTION BELOW ***	
FIRM NAME: <u>EMZ Services, LLC</u>	
SIGNATURE: (Must be signed here) <u>M. Jacob Ohler</u>	TITLE: <u>VP of Sales, Marketing, and Administration</u>
PRINT OR TYPE NAME: <u>Martin Jacob Ohler, Jr.</u>	
ADDRESS: <u>9605 Jefferson Hwy 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>johler.enr@att.net</u>	

TOTAL PRICE OF ALL BID ITEMS: \$ 30,000.00

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	12.00	MO	<p>ONE YEAR CONTRACT FOR VENDOR :</p> <p>0001 TO PROVIDE ALL LABOR, MATERIALS AND EQUIPMENT NECESSARY TO PROVIDE CONTRACT FOR FULL MAINTENANCE, SERVICES AND REPAIRS FOR FIVE (5) HYDRAULIC PASSENGER ELEVATORS AND THREE (3) TRACTION PASSENGER ELEVATORS AT THE JEFFERSON PARISH CORRECTIONAL CENTER.</p> <p>SEE ATTACHED SPECS</p> <p>A REQUIREMENT OF THIS BID IS INSTRUCTION NUMBER 11-5% BID SURETY. THE 5% BID SURETY MUST BE IN THE ORIGINAL FORMAT OF A BID BOND, CASHIER'S CHECK OR A CERTIFIED CHECK WITH BID RESPONSE SUBMISSION. IF YOU ARE SUBMITTING VIA ELECTRONICALLY THROUGH OUR ON-LINE BIDDING SITE, CENTRAL BIDDING YOU WILL NEED TO FOLLOW THE DIRECTIONS WITHIN THE SITE AND SUBMIT THE BID BOND THROUGH ONE OF THE CLEARING HOUSES ASSOCIATED WITH CENTRAL BIDDING. NO SCANNED COPY OF A BID BOND NOR A CHECK WILL BE ACCEPTED. THE BID RESPONSE MUST BE RECEIVED EITHER MANUALLY, IN A SEALED ENVELOPE WITH THE ORIGINAL BID SURETY AND THE ORIGINAL SIGNED BID FORM OR ELECTRONICALLY (CENTRAL BIDDING) WITH VERIFIED BID SURETY TO JEFFERSON PARISH PURCHASING DEPARTMENT ON THE DATE AND TIME INDICATED ON THE BID FORM.</p>	<p>\$2,500.00</p> <p>04 MAY '15 10:57</p>	<p>\$30,000.00</p>

INSURANCE REQUIREMENTS - BIDS

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

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

1. WORKER'S COMPENSATION INSURANCE

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

2. COMMERCIAL GENERAL LIABILITY

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

3. COMPREHENSIVE AUTOMOBILE LIABILITY

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

DEDUCTIBLES

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

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

UMBRELLA LIABILITY COVERAGE

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

CONSTRUCTION AND RENOVATION PROJECTS:

Unless otherwise specified in the bid, these additional insurance is required. Such insurance is due upon contract execution.

OWNER'S PROTECTIVE LIABILITY

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

BUILDER'S RISK INSURANCE

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

NOTE for CERTIFICATE HOLDER:

All insurance certificates shall list the certificate holder as follows:

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

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Revised 2.10.2014

A requirement of this bid is instruction number 11 – 5% bid surety. The 5% bid surety must be in the original format of a bid bond, cashier's check or a certified check with bid response submission. If you are submitting via electronically through our on-line bidding site, Central Bidding you will need to follow the directions within the site and submit the bid bond through one of the clearing houses associated with Central Bidding. No scanned copy of a bid bond nor a check will be accepted. The bid response must be received either manually, in a sealed envelope with the original bid surety and the original signed bid form or electronically (Central Bidding) with verified bid surety to Jefferson Parish Purchasing Department on the date and time indicated on the bid form.

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Section 1.0 – Scope:

We extend this proposal to provide all labor, materials, and equipment necessary to provide contract for full maintenance, services, and repairs for five (5) Hydraulic passenger elevators and three (3) Traction passenger elevators, at the Jefferson Parish Correctional Center located at 100 Dolhonde Street, Gretna, LA. The contract shall be for a period of twelve (12) months (1 year), beginning on the first day of the month following the execution of the contract.

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Section 2.0 – Responsibilities of the Contractor:

The responsibility of the contractor is to maintain the specified elevators 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, and to minimize wear and tear on the equipment, all with the primary intent to prevent elevator downtime.

Section 3.0 – Pre-Bid Inspection:

All bidders must attend the pre-bid conference in relation to this bid; attendance is mandatory. Failure to attend will prohibit a company from submitting a bid. Vendors are hereby noticed that any vendor arriving after the mandatory pre-bid conference begins will not be allowed to sign in as evidence of attendance. The mandatory pre-bid conference will be held at: Jefferson Parish Correctional Center, 100 Dolhonde Street Gretna, Louisiana on April 21, 2015 at 10:00 AM.

Section 4.0 – Hours of Work:

All maintenance and scheduled repairs are to be performed during regular working hours (8:00 a.m. to 4:30 p.m., Monday through Friday), except Holidays, whenever possible. Due to the high security concerns of this building, some repairs and regularly scheduled maintenance will have to be performed after hours at a time when the elevators can be shut down without compromising security at no extra charge. Normal response time shall be no more than two (2) hours; however, in the event that someone is trapped in the elevator, the contractor shall provide an estimated time of arrival and make every effort to arrive at the site as soon as possible.

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Section 5.0 – Liquidated Damages:

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

If an elevator remains out of service for a period in excess of forty-eight (48) hours due to neglect or failure to comply with the provisions of these specifications, or should the contractor fail to report with a qualified serviceman within the stated time frame, it is mutually agreed that the Parish may withhold, as liquidated damage for each twenty-four (24) hour period, including the initial period thereof, the sum of \$100.00 from the succeeding month's billing. 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 6.0 – 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 new and 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 General 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 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 General Services. No open containers will be allowed to be stored on the premises, and the contractor shall supply all containers.

Section 7.0 – Accident Prevention:

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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 thereof.

Section 8.0 – 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 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 and safety of the general public, employees of Jefferson Parish, and other Parish officials.

Section 9.0 – Special Instructions:

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 (No Sub Contractors).

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 General Services or their designated representative. If parts are not available in type and number on 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.

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

The contractor shall maintain a sufficient supply of the emergency parts in his/her warehouse for repair of each elevator. These parts shall be available for immediately 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 contactor 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 peculiar 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 of 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 of the parts thereof
43. Hydraulic fluid (110 gallons) as per original manufacturer's lubrication specifications
44. Electronic controls PC boards etc.
45. Programming of any circuit boards and electronic devices.

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 of generator and motor used

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Where any of the parts listed are not required, these may be deleted. The contractor hereby agrees to allow the Jefferson Parish Department of General Services, or their authorized representatives, 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 10.0 – Qualifications of Bidders:

The bidder must supply a list of elevators currently under contract duplicating in type (duplicate controller designation), complexity, manufacturer, control, and technology as those called for under these specifications five (5) Hydraulic passenger elevators and three (3) Traction passenger elevators, at the Jefferson Parish Correctional Center located at 100 Dolhonde Street, Gretna, LA. The attached ELESPPC91-2 form must be submitted within ten (10) days after the bid opening.

Bidders shall presently have all recognized test equipment necessary to service and maintain the specified hydraulic and traction elevators. The apparent low bidder must provide proof of ownership or leasing (renting) information of test equipment to Purchasing within ten (10) days after the bid opening or your bid will be rejected.

Section 11.0 – Records:

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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 General 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 12.0 – 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 General 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 checklist and submitted to the Department of General Services. All incomplete work listed on this checklist, and any other repairs or maintenance deemed incomplete by the Department of General 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 General Services, but related only to the contract period specified in this bid.

No property shall be removed from the site (Sims cards, Programing tools, software, and equipment of any type) without written permission from Jefferson Parish.

Section 13.0 – Specific Duties of the Contractor:

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

The contractor shall visit the owner representative upon each arrival. Contractor will sign a log book stating time of arrival and departure. The contractor will then be allowed to investigate and correct any complaints or requests within the scope of this contract. The contractor shall not perform any work that is not covered under this contract without a purchase order number. If any work is performed that is not covered under this contract without proper purchase order number the Parish of Jefferson will not pay said bill. The contractor shall leave a copy of the service ticket listing time arrived, any deficiencies, work performed under contract, work requiring purchase order number and time of departure with the owner representative.

The contractor shall clean, adjust, and lubricate the elevator and its equipment 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 a 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 Supervisory 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.
13. Every six (6) months the contractor shall perform a "loss of Power" test to operate the battery operated lowering device. Provide a report of the test to the owner.

Section 14.0 – Exclusions:

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

- A. Elevator cabs
- B. Power switches and feeders to all controllers
- C. Shaftway enclosures
- D. Shaftway doors, frames, sills, and cab doors
- E. Underground piping

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Section 15.0 – Vandalism:

The misuse by 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 with the potential for destruction.

Section 16.0 – Minimum Required Periodic Service Checks:

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. Clean all door tracks

Monthly - -

- A. Check lubrication of door operators
- B. Check lubrication of selectors
- C. Clean pit - - pit must be free of all trash and debris, water, and oil. Notify owner if pit contains water.
- D. Maintain oil in tank at proper levels (Check oil sump heaters)

- E. Check contacts of controller
- F. Check jack assembly for leakage, etc.
- G. Check photo cell, infrared safety edge and retraction of car door
- H. Check guides and guide shoes for lubrication, wear and condition – fill oilers as required
- I. Check roller guides for wear – replace as required
- J. Clean and sweep elevator equipment rooms

Quarterly - -

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- A. Check waiting times on corridor calls
- B. Test and record rectifier voltages of control supply
- C. Check car doors, door operator 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. Check for excessive leaks around pump and valves
- I. Check alarm bell system

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
- D. Every six (6) months contractor shall a loss of power test to operate the battery operated lowering device. Provide a report to Jefferson Parish.

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

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

Section 17.0 – 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 codebook, Section A17.1. These tests shall include a yearly hydraulic inspection and tests of the pressure relief valves and/or a five (5) year full load test conducted in the first month of the contract or the same month of the expiration of the last conducted test. 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 General Services and Procurement 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 General Services and Procurement within one (1) month of the completion of each test. The contractors shall be responsible for any damages caused during the performance of any tests, unless otherwise specified in this agreement.

The TESTS – ACCEPTANCE & PERIODIC FORM attached to these specifications must be completed by the successful contractor in accordance with this Section 18.0 of these specifications after completing these tests.

Overhead and pit clearance test results should be listed on the OVERHEAD & PIT CLEARANCES FORM attached to these specifications. These tests should comply with National Elevator Safety Code (ANSI A17.1-1984), including revisions.

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

If a full load safety test is required during this agreement, it shall be scheduled with Jefferson Parish General Services and Procurement and completed by the successful contractor without additional cost to Jefferson Parish.

Section 18.0 – Permits:

The contractor shall obtain any and all permits required by the Jefferson Parish Department of Inspection and Code Enforcement. The contractor 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 Department of General Services and Procurement before final payment is rendered.

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Section 19.0 – Hold Harmless Clause:

The contractor agrees to hold harmless, defend, and indemnify the Parish of Jefferson, the Jefferson Parish Council, the Director, and all Jefferson Parish employees against any and all losses, claims, and demands, cause of action or suits of whatever type of nature, including attorneys' fees and court costs, arising from or connected with the negligence of the contractor, its agents or employees.

Section 20.0 – Surety Bond and Performance Bond:

A surety bond in the amount of 5% of the bid amount is due with the bid. A 100% performance bond will be required at signing of the contract.

If the successful bidder does not provide a performance bond, the project will be awarded to the next or subsequent successful bidder.

Section 21.0 – License Requirement

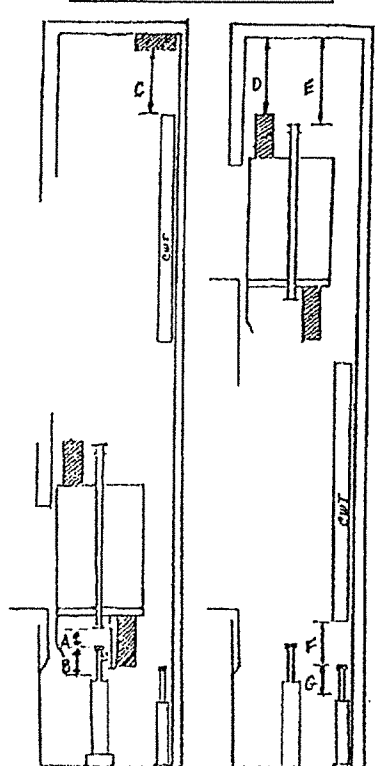
Contractor's Louisiana License shall be in the following category:

Current Louisiana Contractor's License in Elevators, Escalators, and
Dumbwaiters

Section 22.0 – Cancellation Clause:

The Parish of Jefferson reserves the right to cancel the equipment maintenance contract at any time and for any reason by issuing a thirty (30) day written notice to the contractor, should the contractor fail to fulfill his responsibility as set forth in these specifications. The Department of General Services shall be the sole judge of the contract performance or non-performance.

USE CURRENT ELEVATOR CODE FOR REFERENCE



Date: _____

OVERHEAD
AND
PIT CLEARANCES

Elevator Identification No. _____

A.
B.
C.
D.
E.
F.
G.

Overhead Space
Adjoining
Requirements

CL330P1-1 Elevator Shafting.pdf

04/15/2015 12:53

VERIFICATION OF QUALIFICATIONS

*In keeping with the specifications, we list the following **Electric Passenger Elevators** we now have under full maintenance contractual service:*

Building:	Building:
Address:	Address:
Building:	Building:
Address:	Address:
Building:	Building:
Address:	Address:

We also have the following tools designed specifically for programming and adjusting these elevators:

1.	11.
2.	12.
3.	13.
4.	14.
5.	15.
6.	16.
7.	17.
8.	18.

9.	19.
10.	20.

Signature:	Notarized By:
Title:	Date:
Date:	

ELESPC91-2

VerificationOfQualifications/Revised: 5/17/01

Section 10.0: Qualifications of Bidders

04 MAY '15 AM 10:59

TESTS: ACCEPTANCE AND PERIODIC

Building:

Address:

Elevator Manufacturer:

Installation Date:

Type:

Capacity:

PASS:

Number:

GOVERNOR DATA

04 MAY '15 AM 10:59

Type:

Size Rope:

Gov. Jaws:

Jaw Pull Through:

lbs.

CAR SAFETY

Seal Number:

Tagged and Dated:

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:

Car Type:	CWT Type:
Weight on Buffer:	Return Time: Sec.
Seal Number:	Pounds Load:
Tagged and Dated:	

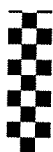
Elevator Contractor:
Signature:
Date:
Witnesses:

04 MAY '15 AM 10:59
ELESPC91-3

Tests-Acceptance&Periodic/Revised: 1/9/01

Section 18.0: Inspection, Tests, and Reports

BUFFERS



F A X

M E S S A G E



To:

EMR SERVICES

FAX: 97292919

04 MAY '15 AM 10:59

From: DONNA REAMEY

JEFFERSON PARISH PURCHASING

FAX: 5043642693

TEL: 5043642684





WWW.JEFFPARISH.NET

JEFFERSON PARISH DEPARTMENT OF PURCHASING

04 MAY '15 AM 10:59

JOHN F. YOUNG, JR.
PARISH PRESIDENT

BRENDA J. CAMPOS
DIRECTOR

April 30, 2015

ADDENDUM # 1

Bid No.: 50-00112856

Bid Opening Date: 05/04/2015
Extended Date:

For: One year contract for elevator maintenance.

1) There was a question regarding access to the equipment to perform maintenance. The bid does state that maintenance may have to be performed after hours. We have no problem with that statement. What our question is, however, is that can we have a dedicated day/time each month that is scheduled so that EMR would be able to perform proper maintenance? Because of our standard of quality, we pride ourselves on our maintenance service and cleanliness. If we will be consistently turned away saying that we can't perform maintenance during the month, this is not an opportunity we would be interested in pursuing.

Typically maintenance will be able to be conducted during normal business hours through scheduling with the Engineers assigned to the jail. Yes, we can schedule reoccurring days and times for maintenance. Technicians will not be turned away upon arrival to perform scheduled maintenance unless a major incident has occurred. Major incident can be defined as a catastrophic weather event, riot, escape, etc. that would place the jail on lockdown status – this is a very rare.

2) After viewing the equipment during the walkthrough, there appears to be existing issues with the equipment. Since there is also a gap of time between our walkthrough and the effective date of maintenance, these issues may be corrected or additional issues may arise. Because of this, we would like to take exception to equipment problems that are currently in existence, and if awarded the maintenance contract, would like to perform a thorough inspection and provide proposals to return the elevator equipment to good working condition. Would this be agreeable to Jefferson Parish?

The previous contractor must comply with our End of Contract Checklist which makes them responsible for any repairs. All incomplete work will be noted on a checklist and submitted to the Department of General Services. All incomplete work listed on this checklist, and any other repairs or maintenance deemed incomplete by the Department of General Services, must be performed and accomplished within a maximum of three (3) weeks after the duration of the contract period. The new contractor will not be responsible for repairs that should have been completed by the previous contractor. If the previous contractor is unable to complete the repairs then the performance bond will be utilized and the necessary repair work will be advertised through a public bid process which you would be allowed to bid on.



WWW.JEFFPARISH.NET

JEFFERSON PARISH DEPARTMENT OF PURCHASING

JOHN F. YOUNG, JR.
PARISH PRESIDENT

BRENDA J. CAMPOS
DIRECTOR

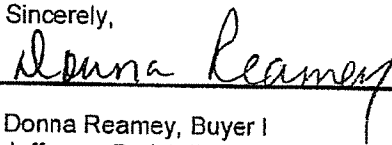
Page two: Bid# 50-00112856 Addendum # 1

3) Since EMR was the only company participating in the walkthrough and since we are currently the elevator maintenance provider for Jefferson Parish with a performance bond in effect, can we waive the bid bond requirement? If it stands, we will only be passing this cost on to you in our bid price.

A bid bond will be required. It is understood that cost will be passed on to JP; however, if we were to waive the bid bond for your company in the middle of the bid process, it would present an "unfair advantage". For example: **Company A decided not to bid because of the bid bond requirement.**

04 MAY '15 AM 10:59

Sincerely,


Donna Reamey, Buyer I
Jefferson Parish Purchasing Department

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

This addendum is a part of the contract documents and modifies the original bidding documents and specifications. The contents of this addendum shall be included in the contract documents. Changes made by this addendum shall take precedence over the documents of earlier date.



84-487
1111

CASHIER'S CHECK

9100880740

DATE 05/04/2015

ISSUING REGION 081

BRANCH Elmwood

BRANCH DID 41454

ONE THOUSAND FIVE HUNDRED DOLLARS AND 00 CENTS

PAY TO THE ORDER OF *Jefferson Parish Purchasing Department*

\$ 1,500.00

Drawer: Capital One, N.A.

RE: EMR Services LLC

AUTHORIZED SIGNATURE

Read the reverse side for important information on the reissuance of lost, destroyed, or stolen cashier's check.

THE BACK OF THIS DOCUMENT CONTAINS AN ARTIFICIAL WATERMARK - HOLD AT AN ANGLE TO VIEW

⑈9100880740⑈ ⑆111104879⑆ 76 2000001 6⑈



CASHIER'S CHECK

9100880740

DATE 05/04/2015 FEE \$10.00

ISSUING REGION 081

BRANCH Elmwood

BRANCH DID 41454

ONE THOUSAND FIVE HUNDRED DOLLARS AND 00 CENTS

PAY TO THE ORDER OF *Jefferson Parish Purchasing Department*

\$ 1,500.00

RE: EMR Services LLC

CUSTOMER COPY
NON-NEGOTIABLE

04 MAY '15 AM 10:59