



Bid Number 50 - 117904

Labor, materials & equipment necessary to provide a three (3) year contract for all maintenance & repairs for elevators located in various locations for Jefferson Parish General Services.

November 17, 2016 AT 2:00 PM

ATTENTION VENDORS!!!

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

**Jefferson Parish Purchasing Department
200 Derbigny Street
General Government Building, Suite 4400
Gretna, LA 70053
Donna Reamey
Dreamey@Jeffparish.net
504-364-2684**

DATE: 10/19/2016

INVITATION TO BID
THIS IS NOT AN ORDER

Page: 1

BID NO.: 50-00117904

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

BUYER: DREAMEY@jeffparish.net

BIDS WILL BE RECEIVED IN THE PURCHASING DEPARTMENT, SUITE 4400, JEFFERSON PARISH GENERAL GOVERNMENT BUILDING, 200 DERBIGNY STREET, GRETNA, LA 70053 UNTIL 2:00 PM, 11/17/2016 AND PUBLICLY OPENED THEREAFTER.

LATE BIDS WILL NOT BE ACCEPTED

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

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

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

THE FOLLOWING INSTRUCTIONS APPLY TO ALL BIDS

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

All vendors submitting bids should register as a Jefferson Parish vendor if not already yet registered. Registration forms may be downloaded from www.purchasing.jeffparish.net and by clicking on Vendor Information. While Jefferson Parish may have these on file, all bidders should furnish their current W-9 Form and respective Tax Identification Numbers with bid submission; records on file may be invalid or expired. The successful bidder must submit a W-9 Form and respective Tax Identification Number upon contract execution. Failure to do so may result in delay of payment.

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

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

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

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

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

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

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

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

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

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

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

ADDITIONAL REQUIREMENTS FOR THIS BID

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

1,3,4,5,6,8,10,11,12,13,15

MANDATORY

PRE-BID CONFERENCE TO BE HELD AT: 200 DERBIGNY ST. SUITE 4400, GENERAL GOVERNMENT BUILDING GRETNA, AT 10:00 AM ON 11/03/2016

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. Unless otherwise stated in the bid specifications, the successful bidder will be required to procure standard insurance policies evidencing Parish-mandated insurance requirements as indicated on the attached "insurance requirements" sheet. All bidders must comply with the instructions in this sheet. Failure to comply will cause bid to be rejected.
11. A bid bond will be required with bid submission in the amount of 5% of the total bid, unless otherwise stated in the bid specifications. Acceptable forms shall be limited to cashier's check, certified check, or surety bid bond. All sureties must be in original format (no copies) If submitting a bid online, vendors must submit an electronic bid bond through the respective online clearinghouse bond management system(s) as indicated in the electronic bid solicitation on Central Auction House. No scanned paper copies of any bid bond will be accepted as part of the electronic bid submission.
12. This is a requirements contract to be provided on an as needed basis. JEFFERSON PARISH makes no representations on warranties with regard to minimum guaranteed quantities unless otherwise stated in the bid specifications.
13. Freight charges should be included in total cost when quoting. If not quoted FOB DELIVERED, freight must be quoted as a separate item. Bid may be rejected if not quoted FOB DELIVERED or if freight charges are not indicated on bid form.
14. PUBLIC WORKS BIDS - Completed, Signed and Properly Notarized Affidavits Required; This applies to all solicitations for construction, alteration or demolition of public buildings or projects, in conformity with the provisions contained in LSA-RS 38:2212.9, LSA-RS 38:2212.10, LSA-RS 38:2224, and Sec 2-923.1 of the Jefferson Parish Code of Ordinances. For bidding purposes, all bidders must submit with bid submission COMPLETED, SIGNED and PROPERLY NOTARIZED Affidavits, including: Non-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.
17. For this project, the Contractor shall not pay any state or local sales or use taxes on materials and equipment which are affixed and made part of the immovable property of the project or which permanently incorporated in the project (hereinafter referred to as "applicable materials and equipment"). All purchases of applicable materials or equipment shall be made by the contractor on behalf of and as the agent of Jefferson Parish (Owner), a political subdivision of the State of Louisiana. No state and local sales and use taxes are owned on applicable materials and equipment under the provisions of Act 1029 of the 1991 Regular Session – Louisiana Revised Statute 47:301(8)(c). Owner will furnish contractor a certificate form which certifies that Owner is not required to pay such state or local sales and use taxes, and contractor shall furnish a copy of such certificate to all vendors or suppliers of the applicable materials and equipment

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

Three Year Contract to Perform Elevator Maintenance, Phone Monitoring, and Repairs at Various Buildings for the Department of General Services

Section 1.0 – Pre-Bid Conference:

A **MANDATORY** Pre-Bid Conference will be held:

Location: GENERAL GOVERNMENT BUILDING
200 DERBIGNY ST. SUITE 4400

Date: NOVEMBER 3, 2016

Time: 10:00 AM

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(l), 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.

Section 2.0 - Scope:

We extend this bid to provide labor, materials, equipment, tools, testing instruments, software, computer programs and all other incidentals necessary to provide a three (3) year contract to perform the following at various Jefferson Parish Buildings for the Department of General Services:

- Complete maintenance including
 - Inspections
 - Cleaning
 - Painting
 - Lubrication
 - Adjusting
- Repairs, Replacement, and testing of all worn and defective parts.
- Programing and Reprogramming
- Testing
- Phone monitoring

Section 3.0 – License:

The following licenses will be required for this bid:

- Louisiana State Commercial License
- Louisiana State Specialty License in elevators, escalators, and dumbwaiters

NOTE- Louisiana State Contractors License number shall be on the outside of the bid envelope. 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

Section 4.0 – Quantities/Inspection:

Bidders must visit the sites identified in section 8.0 to perform their own evaluation and inspection of the equipment listed.

Section 5.0 – Bonds:

A bid bond will be required with bid submission in the amount of 5% of the total bid, acceptable forms shall be limited to cashier's check, certified check, money order, or surety bid bond. If submitting bid online, vendors must submit bond through respective online clearinghouse bond management system as indicated in the Electronic Procurement system.

A Performance Bond in the amount of 100% of the total bid will be required. Performance bond shall be produced upon contract execution.

Section 6.0 – Standards:

All work must meet or exceed the following agencies standards and guidelines.

- Americans with Disability Act (ADA)
- National Elevator Industry (NEI)
- National Fire Protection Agency (NFPA)
- American Society of Mechanical Engineers (ASME) 17.1, 17.2, and QEI 1
- International Union of Elevator Constructors (IUEC)

Section 7.0 – Submittals:

With bid proposal all bidders shall provide the required submittals and other information listed below for owner review and approval. Failure to provide the requested information will result in the bid being deemed non-responsive.

- List of all technicians who will be working on the elevators.
- List of qualifications and certifications of each technician
- Five (5) references concerning projects of similar size, scope, and dollar value as described in these specifications. Include building names, addresses, telephone numbers, contact person(s), and dates of completion. Use the attached form titled **“Contractor’s Reference List”**. See Attachment **“A”**

Section 8.0 Locations:

1. Thomas F. Donelon - 200 Derbigny Street, Gretna, LA

- Elevator No. 1: Kone Traction Elevator
(Judge) Serial No. 20236057
- Elevator No. 2: Kone Traction Elevator
(Prisoner) Serial No. 20244085
- Elevator No. 3: Otis Traction Elevator
(Lobby) Serial No. D76935
- Elevator No. 4: Otis Traction Elevator
(Lobby) Serial No. D76936
- Elevator No. 5: Otis Traction Elevator
(Lobby) Serial No. D7693

2. District Attorney Office - 200 Derbigny Street, Gretna, LA

- Elevator No. 1: Schindler Traction Elevator
(Lobby) Serial No. S309-0969
- Elevator No. 2: Schindler Traction Elevator
(Lobby) Serial No. S309-0958
- Elevator No. 3: Schindler Traction Elevator
(Service) Serial No. S308-6308

3. General Government - 200 Derbigny Street, Gretna, LA

- Elevator No. 1: Otis Traction Elevator
(Lobby) Serial No. 519029
- Elevator No. 2: Otis Traction Elevator
(Lobby) Serial No. 519030
- Elevator No. 3: Otis Traction Elevator
(Lobby) Serial No. 519031

4. Joseph S. Yenni – 1221 Elmwood Park Blvd, Jefferson, LA

- Elevator No. 1: Schindler Traction Elevator
(Lobby) Serial No. 652933
- Elevator No. 2: Schindler Traction Elevator
(Lobby) Serial No. 652932
- Elevator No. 3: Schindler Traction Elevator
(Lobby) Serial No. 652931
- Elevator No. 4: Schindler Traction Elevator
(Lobby) Serial No. 652930

5. Metairie Senior Citizens Center – 265 N. Causeway Blvd., Metairie, LA

- Elevator No. 1: Dover Hydraulic Elevator
Serial No. E-71200
Battery Lowering Device

Section 8.0 Locations-continued:

6. Salvador A. Liberto - 802 2nd Street, Gretna, LA

- Elevator No. 1: Kone Hydraulic Elevator
Serial No. 20212276
Battery Lowering Device

7. Central Plant – 960 1st Street, Gretna, LA

- Elevator No. 1: Kone Hydraulic Elevator
Serial No. 8008436080
Battery Lowering Device

8. Jefferson Parish Parking Garage – 300 Derbigny St., Gretna, LA

- Elevator No. 1: Kone Traction Elevator
(East Side) Serial No. 20284826
- Elevator No. 2: Kone Traction Elevator
(East Side) Serial No. 20284827
- Elevator No. 3: Kone Traction Elevator
(West Side) Serial No. 20284828
- Elevator No. 4: Schindler Hydraulic Elevator Corp.
(East Side) Type – MPH – II – SS
Car No. 08342-01
Battery Lowering Device
- Elevator No. 5: Schindler Hydraulic Elevator Corp.
(West Side) Type – MPH – II – SS
Car No. 08343-01
Battery Lowering Device

9. 0090 – Second Parish Court – 100 Huey P. Long Avenue, Gretna, LA

- Elevator No. 1: Otis Hydraulic Elevator
(Lobby) Serial No. 494873
- Elevator No. 2: Otis Hydraulic Elevator
(Lobby) Serial No. 494874
- Elevator No. 3: Otis Hydraulic Elevator
(Lobby) Serial No. 494875
- Elevator No. 4: Otis Hydraulic Elevator
(Lobby) Serial No. 494876
- Elevator No. 5: Otis Hydraulic Elevator
(Prisoner) Serial No. 494878
- Elevator No. 6: Otis Hydraulic Elevator
(Judge) Serial No. 494877

Section 8.0 Locations: Continued

10. Local History Museum- Archives – 519 Huey P. Long Street, Gretna, LA

- Elevator No. 1: Schindler Hydraulic Elevator
Serial No. E1301/01
Battery Lowering Device

Note: All information provided above is for reference use only. It is the bidder's responsibility to verify accuracy of above information.

Section 9.0 Specifications:

Preventative Maintenance:

The successful bidder shall provide all labor, materials, equipment, testing instruments, software, computer programs and all other incidentals necessary to perform complete maintenance including examinations, cleaning, painting, lubrication, adjusting, parts replacement, repairs and testing on all parts of the elevator equipment including, but not limited to the following for the elevators listed in section 8.0 of these specifications.

- All maintenance shall be performed as per ASME 17.1
- Machines, including worms, gears, thrust bearings, drive sheaves, drive sheave shaft bearings, brake pulleys and all other components and parts of the machine and brake.
- Hoist motors, including motor windings, solid state power conversion drives, motor generators, rotating elements, including commutators, brushes, brush holders and bearings and all other related components and parts.
- Controllers, encoders, transducers, selectors and dispatching equipment, including all relays, solid-state components, resistors, capacitors, transformers, contacts, leads, timing devices, computer devices, steel tape (or cable) and mechanical and electrical driving equipment and all other related components and parts.
- Door operators, including door drive chains, sheaves, belts, car door hangers, rollers and upthrusts, car door contacts, door protective devices, bottom door guides and all other related components and parts.
- Load-weighing equipment, car frames, platforms, elevator car roller guides and all other components and parts.
- Alarm bells, emergency stop switches, emergency car lights and batteries and all other related components and parts.
- Car fans or exhaust blower, car and corridor signals and fixtures including lights, pushbuttons, contact assemblies, keyswitches, dials, voice annunciation systems, read-out indicators and audible signaling devices.
- Car, hoistway and machine room wiring including traveling cables.
- All operating features and functions, including firefighters service, emergency power operation and Independent Service, including the operating switches for those features and functions.

- Hoistway door interlocks, hoistway door hangers and rollers, bottom door gibs, door closing devices and all other related components and parts.
- Governors, governor sheave and shaft assemblies, bearings, contacts, governor jaws, car and counterweight safety mechanism, car and counterweight sheave assemblies, deflectors, or secondary sheaves including bearings, car and counterweight buffers, car and counterweight guide rails (excluding replacement), top and bottom limit switches, governor tension sheave assembly, compensating sheave assembly, counterweight guide shoes, rollers and liners, inductors, cams and tapes and all other related components and parts.
- Pump units, including motors belts, sheaves or pulleys, valves, seals, mufflers, heating elements, tank, tank oil, exposed pipes, shut-off valves and all other components of the pump unit.
- Bidder shall supply and install metal test tags in the machine room listing all tests.
- All supplies, materials, lubricants, cleaning materials, paint, parts, cotton waste, hydraulic fluid, etc. shall be furnished by the successful bidder to make repairs and service equipment listed.
- All air conditioning and heating systems installed in elevator cars shall be cleaned, services, repaired, parts provided, and replaced as needed.
- Supply and Replace conductors, communication, and travel cables as often as it is deemed necessary.
- Supply and install new guide shoes or rollers, as required, to ensure smooth and quiet operation.
- 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.
- Paint all elevator equipment room floors as deemed necessary by Jefferson Parish (owner). Paint shall be provided by successful bidder.
- All lubricants shall be of the proper type or grade for the use intended and shall meet all manufacturer guidelines.
- Keep the exterior of the machinery and other parts properly painted and presentable at all times.
- Inspect the motor windings and controller coils and treat with proper insulating compound to prevent failure.
- All control Cabinet doors shall be kept closed when not in use for service.
- Maintain, inspect, repair, and replace (if necessary) existing batteries for battery lowering devices.
- Supply and install new battery lowering devices as needed to replace existing defective battery lowering devices.
- Motor windings shall be treated as needed with proper insulating compound, which has been approved by the motor manufacturer.

Section 10.0 Testing and Test Intervals:

The following test shall be performed as per the most recent revisions of ANSI/ASME 17.1, 17.2, and QEI 1.

- Category 1 tests shall be performed within sixty days of execution of contract and every twelve months thereafter on all elevators listed in Section 8.0
- One (1) Category 5 test shall be performed within sixty days of execution of contract on all elevators listed in Section 8.0 (one per contract).

Section 11.0 Areas of Inspection:

The following is a list of items that includes but is not limited to areas requiring inspection as per ASME A17.2.1 (for electric elevators) and ASME A17.2.2 (for hydraulic elevators).

Services Monthly and as Per ASME A17.2.1 and A17.2.2:

- Inside car – door reopening device, stop switches, operating and control devices, car floor/landing sill, lighting, car emergency signal, car door, door closing force, power opening/closing of doors, vision panels, car enclosure, emergency exit, ventilation, signage, rated load, platform area, data plate, emergency power, restricted door opening, car ride, door monitoring, stopping accuracy
- Machine room –Machine enclosure space, housekeeping, ventilation, pipes, wiring, numbering/labeling, disconnecting means, controller wiring/fuses/ grounding, static control, machines and machine brakes, motor-generators, regenerated power, alternating current (AC) drives, sheaves, rope fastenings, terminal stopping devices, slack rope devices, governor, safeties, data plate
- Hydraulic elevators require inspection of their unique additional equipment and systems such as: heating, hydraulic power unit, relief valves, control valve, tanks, flexible hoses/fittings, supply line, shutoff valve, hydraulic cylinder, fluid loss record, pressure switch, data plate, recycling operation
- Top of car – stop switch, light, outlet, operating device, refuge space, counterweight clearance, sheaves, normal/final terminal stopping devices, broken rope/chain/tape switch, leveling devices, data plate, emergency exit, counterweight, counterweight buffer, counterweight safeties, floor numbering, pipes/wiring/ducts, traveling cables/junction boxes, door equipment, guide rails, guide rail alignment, guide rail fastenings, governor/traction/ compensation ropes, rope fastening devices
- Hydraulic elevators require inspection of their unique additional equipment and systems such as: terminal speed limiting devices, anti-creep limiting devices, speed test, suspension rope, governor rope releasing carrier, governor rope, wire rope fastening/hitch plate, slack rope device, traveling sheave, counterweight
- Outside the hoistway - platform guard, hoistway doors, vision panels, hoistway door locking devices, access, power closing of hoistway doors, sequence operation, enclosure, parking devices, emergency access, separate counterweight hoistway, standby power selection switch, emergency doors in blind hoistway.

- Pit - access, lighting, stop switch, condition, clearance, run by, buffers, normal/final terminal stopping devices, traveling cables, governor rope, governor rope tension, compensating chains/ropes/sheaves, car frame/platform, car safeties, car guides
- Hydraulic elevators require inspection of their unique additional equipment and systems such as their plunger and cylinder.
- Firefighters' emergency operation.
- Floor indicator bells and lights in all lobbies

Section 12.0 Services Bi-Monthly:

The following is a minimal list of items that shall be inspected Bi-Monthly. The list shall include but is not limited to the following items.

- Inspect and lubricate (as required) machinery, sheaves, worm, gear, motor, brake, selector, and controller.
- Ride each car to observe operation of doors, leveling, smoothness, and door reopening devices at each landing. Listen for unusual noises in the car and in the hoistway.
- Check all car operating controls, lamps, and gongs.
- Clean: Drip pans (check oil levels of associated equipment), Door reopening devices, photo eye components, Door tracks and sills, Lamps and sensors in the car top controller
- Car top
- Machine room
- Pit
- Brushes and commutator Controller
- Selector
- Relay connectors
- Contacts
- Check operation of the brake and adjust or repair if necessary
- Lubricate pivot points.
- Inspect governor operation and working parts. Clean and lubricate.

Section 12.1 Services Monthly, Quarterly, Semiannual, and Annual:

All monthly, quarterly, semiannual, and annual testing and inspections shall be performed as per ASME A17-1 and NFPA 13 and 72

Section 13.0 – Specific Duties of the Contractor:

- Each visit to the site must be documented and signed by the owner's designee.
- Maintenance schedules shall be permanently located in the equipment rooms for each elevator.
- Schedules shall be maintained by indicating the work performed, signature of the mechanic performing the work and dated the day the work was performed.
- The successful bidder shall visit the owner's representative upon each arrival and sign in and out on a parish provided log book.

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

Section 14.0 Safety:

The following practices shall be observed, at a minimum, during maintenance, inspection, or testing procedures:

- All safety devices must be in operational condition.
- Lockout/tagout procedures must be followed if maintenance procedures require that the equipment not be operated.
- Ensure that personnel performing maintenance, inspection, and testing tasks wear clothing that is not loose fitting and that they are provided with proper protective equipment, such as safety shoes, hard hats, eye protection, and hand protection.
- Provide barriers and signage, where applicable, especially at hoistway doors.
- Ensure the working area is clean and dry.

Section 15.0 – Exclusions:

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

1. Interior Elevator cabs
2. Power switches and feeders to all controllers
3. Shaft way enclosures
4. Shaft way doors, frames, sills, and cab doors
5. Underground piping
6. Underground jacks

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

Section 16.0 – Communications Monitoring:

The successful bidder shall provide twenty-four (24) hour live emergency communications monitoring services for the duration of the maintenance contract. No answering machines will be allowed for emergency monitoring. All calls must be answered by an answering service or by the successful bidder live person. These services shall monitor all elevator emergency phones covered by this agreement and forward such calls to the appropriate authority. It shall be the responsibility of the owner to provide a list of contact persons to be notified in the event of an emergency. The elevator service successful bidder shall respond to appropriate calls such as persons stuck in the elevator. Jefferson Parish shall be provided with a printed record of the time, date, and location of each call with the necessary response.

The owner shall provide a dedicated (non-PBX), touch-tone, business telephone line, terminated in the machine room. If the phone line is provided for remote elevator monitoring (REM), this same phone line can be shared with the elevator phones, in which preference is given to the elevator phones. If the existing emergency phones located in the elevators will not

communicate with the successful bidder's service it will be the responsibility of the successful bidder to supply, install, and program a new phone to provide emergency communication with said elevator(s).

Section 17.0 – Records:

A record of all callbacks, repairs, and services shall be electronically accessible by the owner thru an online real time website.

Section 18.0 Nuisance Calls:

All calls shall be defined as a call where the elevator shutdown was caused by a known or unknown source, and is outside of the scope of the contract, but the call is answered by the elevator personnel not knowing the cause. If time at the building is two (2) hour or less (to be documented by a Jefferson Parish employee), the cost is to be absorbed by the successful bidder. No trip charge or travel time shall be billable for this contract. Any fraudulent documentation shall be cause for cancellation of the contract. NO work outside the guidelines of this contract shall be performed without a purchase order issued by the requesting department. If work is performed by successful bidder without a purchase order being issued the successful bidder Will Not Be Paid for Work Performed.

Section 19.0 – Cleaning Area and Safety:

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. 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 20.0 – Permits:

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

Section 21.0 – Working Hours/Response Times:

All preventative maintenance and scheduled repairs are to be performed during normal working hours 7:00 a.m. – 5:00 p.m., Monday through Friday. The successful bidder may choose to work before or after normal building working hours to provide a safe work environment at no extra charge to Jefferson Parish.

Normal response time for trouble calls shall be no more than two (2) hours; however, in the event that someone is trapped in an elevator, the successful bidder shall provide an estimated time of arrival (ETA), and make every effort to arrive at the site within one (1) hour.

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

Section 22.0 – Invoicing:

The contractor shall submit an individual invoice for each location serviced under this contract to the requesting department:

Section 23.0 – Warranty:

All parts furnished and installed by the successful bidder shall be genuine replacements made especially for the elevators specified in this bid. All workmanship shall be in accordance with the Manufacturer of each elevator, National Electric and/or Safety Code for Elevators, The National Fire Protection Association (N.F.P.A.), and the American National Standards Institute (ANSI) A 17.1.

Section 24.0 – Liquidated Damages:

If the successful bidder fails to report with a qualified serviceman for a period in excess of two (2) hours from the time of the call of complaint, it is mutually agreed that the Parish may withhold, as liquidated damages for each one (1) hour period, including the initial period thereof, the sum of \$100.00 from the succeeding month's billing, for each failure to report in a timely manner to a request for service. Further, it is mutually agreed that this sum is indicated, 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 successful bidder fail to report with a qualified serviceman within the stated time frame, it is mutually agreed that the Parish may withhold, as liquidated damages for each twenty-four (24) hour period, including the initial period thereof, the sum of \$100.00 (one hundred dollars) from the succeeding month's billing for each failure to report in a timely manner to a request for service. Further, it is mutually agreed that this sum is indicated, or is selected as liquidated damages, because of the impossibilities of determining the amount of actual damages the Parish may suffer as a result of the contractor's failure to comply with this provision.

Section 25.0 Conclusion of contract:

At the completion of the contract all repairs and maintenance to the elevator specified in this bid shall 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.

All incomplete work shall be noted on a check list and submitted to the Department of General Services. All incomplete work listed on this check list, and any other repairs or maintenance deemed incomplete by the Department of General Services, must be performed and

accomplished within one (1) week after the duration of the contract period. If work is not completed all final payments will be held until all work is completed.

At the termination of this contract, the Department of General Services shall retain all blueprints, wiring diagrams, programs, jump drives, SD cards, software, and any other pertinent data furnished by the Parish, the successful bidder, manufacturer or the maintenance company.

Section 26.0 – Pre-Construction Conference and Notice to Proceed:

A Pre-Construction Conference shall be held between the successful bidder and the owner before any work commences.

No work shall be performed until the successful bidder receives a written “Notice to Proceed” to begin work, from the Department of General Services.

Attachment "A"

CONTRACTOR'S REFERENCE LIST

Building Name -	Square Footage -
Address -	
City & State -	ZIP -
Contact Person -	Title -
Telephone -	Fax -
Building Name -	Square Footage -
Address -	
City & State -	ZIP -
Contact Person -	Title -
Telephone -	Fax -
Building Name -	Square Footage -
Address -	
City & State -	ZIP -
Contact Person -	Title -
Telephone -	Fax -
Building Name -	Square Footage -
Address -	
City & State -	ZIP -
Contact Person -	Title -
Telephone -	Fax -
Building Name -	Square Footage -
Address -	
City & State -	ZIP -
Contact Person -	Title -
Telephone -	Fax -

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

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

Are you requesting an escalation provision?

YES _____ NO _____

MAXIMUM ESCALATION PERCENTAGE REQUESTED _____%

INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF _____.

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

DELIVERY: FOB JEFFERSON PARISH

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES _____

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

THIS SECTION MUST BE COMPLETED BY BIDDER:

FIRM NAME: _____

ADDRESS: _____

CITY, STATE: _____ ZIP: _____

TELEPHONE: () _____ FAX: () _____

EMAIL ADDRESS: _____

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

Acknowledge Receipt of Addenda: NUMBER: _____

NUMBER: _____

NUMBER: _____

NUMBER: _____

TOTAL PRICE OF ALL BID ITEMS: \$ _____

AUTHORIZED
SIGNATURE: _____

Printed Name

TITLE: _____

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

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

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00117904

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	36.00	MO	<p>LABOR, MATERIALS & EQUIPMENT NECESSARY TO PROVIDE A (3) YEAR CONTRACT FOR ALL MAINTENANCE & REPAIRS FOR ELEVATORS LOCATED IN VARIOUS LOCATIONS AS PER THE ATTACHED SPEC'S FOR GENERAL SERVICES.</p> <p>0010-JEFFERSON PARISH THOMAS F. DONELON BUILDING, 200 DERBIGNY STREET, GRETNA, LA</p> <p>(3) OTIS TRACTION PASSENGER ELEVATORS: ELEVATOR NO. 3 - SERIAL NO. D76935 (LOBBY)</p> <p>ELEVATOR NO. 4 - SERIAL NO. D76936 (LOBBY)</p> <p>ELEVATOR NO. 5 - SERIAL NO. D76937 (LOBBY)</p> <p>(2) KONE TRACTION PASSENGER ELEVATORS: ELEVATOR NO. 1 - SERIAL NO. 20236057 (JUDGE)</p> <p>ELEVATOR NO. 2 - SERIAL NO. 20244085 (PRISONER)</p>		
2	36.00	MO	<p>0020-JEFFERSON PARISH DISTRICT ATTORNEY BUILDING, 200 DERBIGNY STREET, GRETNA, LA</p> <p>(3) ELECTRIC PASSENGER ELEVATORS: ELEVATOR NO. 1 - SERIAL NO. S309-0969 (LOBBY)</p> <p>ELEVATOR NO. 2 - SERIAL NO. S309-0958 (LOBBY)</p> <p>ELEVATOR NO. 3 - SERIAL NO. S308-6308 (LOBBY)</p>		
3	36.00	MO	<p>0030-JEFFERSON PARISH GENERAL GOVERNMENT BUILDING, 200 DERBIGNY STREET, GRETNA, LA</p> <p>(3) ELECTRIC PASSENGER ELEVATORS: ELEVATOR NO. 1 - SERIAL NO. 519029 (LOBBY)</p> <p>ELEVATOR NO. 2 - SERIAL NO. 519030 (LOBBY)</p> <p>ELEVATOR NO. 3 - SERIAL NO. 519031 (LOBBY)</p>		
4	36.00	MO	<p>0040-JEFFERSON PARISH JOSEPH S. YENNI BUILDING, 1221 ELMWOOD PARK BLVD.,</p>		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00117904

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
5	36.00	MO	JEFFERSON, LA (4) ELECTRIC PASSENGER ELEVATORS: ELEVATOR NO. 1 - SERIAL NO. 652933 (LOBBY) ELEVATOR NO. 2 - SERIAL NO. 652932 (LOBBY) ELEVATOR NO. 3 - SERIAL NO. 652931 (LOBBY) ELEVATOR NO. 4 - SERIAL NO. 652930 (LOBBY) 0050-METAIRIE SENIOR CENTER, 265 N. CAUSEWAY BLVD., METAIRIE, LA		
6	36.00	MO	0060-SALVADOR A. LIBERTO BUILDING, 200 HUEY P. LONG AVENUE, GRETNA, LA ELEVATOR NO. 1 - DOVER HYDRAULIC ELEVATOR, SERIAL NO. E-71200 BATTERY LOWERING DEVICE		
7	36.00	MO	0070-CENTRAL PLANT BUILDING, 960 1ST STREET, GRETNA, LA KONE HYDRAULIC ELEVATOR: ELEVATOR NO. 1 - SERIAL NO. 8008436080 BATTERY LOWERING DEVICE		
8	36.00	MO	0080-PARKING GARAGE, 300 DERBIGNY STREET GRETNA, LA ELEVATOR NO. 1 - (EAST SIDE) KONE TRACTION ELEVATOR SERIAL NO. 20284826 ELEVATOR NO. 2 - (EAST SIDE) KONE TRACTION ELEVATOR SERIAL NO. 20284827 ELEVATOR NO. 3 - (WEST SIDE) KONE TRACTION ELEVATOR SERIAL NO. 20284828 ELEVATOR NO. 4 (EAST SIDE) SCHINDLER ELEVATOR, TYPE-MPH-II-SS, CAR NO. 08342-01		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00117904

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
9	36.00	MO	BATTERY LOWERING DEVICE ELEVATOR NO. 5 (WEST SIDE) SCHINDLER ELEVATOR, TYPE-MPH-II-SS, CAR NO. 08343-01 BATTERY LOWERING DEVICE 0090-SECOND PARISH COURT, 100 HUEY P. LONG AVENUE, GRETNA, LA		
10	36.00	MO	(6) HYDRAULIC PASSENGER ELEVATORS: ELEVATOR NO. 1 - SERIAL NO. 494873 (LOBBY) ELEVATOR NO. 2 - SERIAL NO. 494874 (LOBBY) ELEVATOR NO. 3 - SERIAL NO. 494875 (LOBBY) ELEVATOR NO. 4 - SERIAL NO. 494876 (LOBBY) ELEVATOR NO. 5 - SERIAL NO. 494877 (PRISONER) ELEVATOR NO. 6 - SERIAL NO. 494878 (JUDGE) 0100-LOCAL HISTORY MUSEUM, 519 HUEY P. LONG AVENUE, GRETNA, LA ELEVATOR NO. 1 - SCHINDLER HYDRAULIC ELEVATOR, SERIAL NO. E1301/01. BATTERY LOWERING DEVICE.		

CORPORATE RESOLUTION

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF

INCORPORATED.

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

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

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

SECRETARY-TREASURER

DATE

Non-Public Works Bid Affidavit Instructions

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

Instruction sheet may be omitted when submitting the affidavit

Non-Public Works Bid

AFFIDAVIT

STATE OF _____

PARISH/COUNTY OF _____

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

Affiant further said:

Campaign Contribution Disclosures

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

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

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

Debt Disclosures

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

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

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

Affiant further said:

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

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

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

Signature of Affiant

Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME

ON THE _____ DAY OF _____, 20__.

Notary Public

Printed Name of Notary

Notary/Bar Roll Number

My commission expires _____.

STANDARD INSURANCE REQUIREMENTS – PUBLICLY ADVERTISED BIDS

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

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