



# STATE OF LOUISIANA

Office of State Procurement  
REQUEST FOR PROPOSAL

RESPONSES WILL BE  
PUBLICLY OPENED AT THE  
PHYSICAL ADDRESS BELOW

10/08/2020

10:00 AM CST

Vendor No.: \_\_\_\_\_

Solicitation: 3000015633

Opening Date: 10/08/2020

Vendor Name and Address: (to be completed by Vendor)

**Ship To Address:**

ORM OFFICE OF RISK MANAGEMENT  
CLAIBORNE BUILDING  
Baton Rouge, LA 70802

**TO SUBMIT AN ELECTRONIC (ONLINE)  
RESPONSE CLICK THE LINK BELOW.**

**SUBMIT NON-ELECTRONIC RESPONSE**

**TO : Office of State Procurement  
P.O. Box 94095  
Baton Rouge LA 70804-9095**

**Physical Address:**

**1201 N. Third Street, Suite 2-160  
Baton Rouge, LA 70802**

**RFx Number:** 3000015633

**Version:** 2

**Buyer:** JARED ALEXIS

**Buyer Phone:** 225-342-8020

**E-Mail:** jared.alexis@la.gov

**Scheduled Begin Date:**

**ONLINE BID RESPONSE LINK**

[https://lagoverpvendor.doa.louisiana.gov/rfx?sapsrm\\_boid=269F7EAD44031EDAB8B05435A7A65720](https://lagoverpvendor.doa.louisiana.gov/rfx?sapsrm_boid=269F7EAD44031EDAB8B05435A7A65720)

QUESTIONS TO BE COMPLETED BY VENDOR	Required
1. _____ Have you reviewed all attachments to the bid invitation and answered all questions?	YES
2. _____ Have you entered pricing, or attached the pricing sheet (if applicable) to the bid response?	YES
3. _____ Have you attached / included all required files to the bid response?	YES
4. _____ Have you attached the signature page to the bid response?	YES

**Name of Solicitation:** RFP for ELEVATOR INSPECT & TEST WITNESS

**Notice to bidder:**

Addendum No.1 Revised Price Schedule, Questions and Answers, and Revised Schedule of Events  
Date Issued: 09/18/2020

Please print the attached document containing the addendum details.

Attachments include:

Addendum No. 1, 6 pages

**RFx text:**

VENDOR TELEPHONE NUMBER: FAX NUMBER:	TITLE	DATE
Signature of Authorized Bidder		Name of Bidder (Typed or printed)

Due to the COVID-19 emergency situation, the Office of State Procurement is temporarily suspending in-person attendance by proposers at public proposal openings for Request for Proposals published by our office.

Any proposer who would like to view the opening of this Request for Proposal can access the following link, at the date and time of this proposal opening:

<https://doa-ospla.zoom.us/j/2697438343>

This link will provide you with live audio and video access to this proposal opening. The link will be live at 9:55 AM (Central Time) on the date of proposal opening.

Only the name of the proposers submitting proposals shall be identified aloud.

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This is an online Request for Proposal opportunity. Proposers are invited to submit proposals online via the link on this Request for Proposal invitation. Online bidding instructions are attached to this Request for Proposal invitation.

Proposers must be registered in the LaGov vendor system in order to submit an online proposal and for their proposals to be tabulated.

To register as a vendor, access the following link to the LaGov vendor system. Do not register again if you are already registered. Please include a W-9 with your proposal if you are newly registered. You will need a LaGov vendor ID and password to submit an online proposal:

[https://lagoverpvendor.doa.louisiana.gov/irj/portal/anonymous?guest\\_user=self\\_reg](https://lagoverpvendor.doa.louisiana.gov/irj/portal/anonymous?guest_user=self_reg)

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This solicitation is for the Request for Proposals for Elevator Inspection And Test Witnessing Services For the Office of Risk Management.

Please print all attachments to ensure all documents related to this Request for Proposal are reviewed prior to submitting a proposal.

Request for Proposal Documents Include:

\_RFP Document - Pages 1 - 61

Attachment F: Online Submission Instructions - Pages 1 - 7

Attachment G: List of Elevators - Excel Workbook

LINE	Description	Quantity	Unit	Unit Price	Extended Amount
1	<b>Product Category:24101601</b> FY 21 Elev Inspec/Testing Srvc  Request for Proposals for Elevator Inspection And Test Witnessing Services For the Office of Risk Management  No prices to be provided on this page. Proposers are to complete the Price Schedule in accordance with Section 1.8.G; Section 2.5.1; Section 3.2; and Attachment A of the				

Request for proposal: 3000015633  
Open Date: 10/08/2020  
T-Number: ORM01

Bidder:

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LINE	Description	Quantity	Unit	Unit Price	Extended Amount
	RFP and submit with their proposal as directed in the Request for Proposal document.				