



## INVITATION TO BID

**BID #50018-210008**

### ELEVATOR MAINTENANCE & REPAIR SERVICES

**Bid Opening Date**

*October 20, 2020 @ 2:00 P.M.*

**Mandatory Pre-Bid Conference**  
**10:00 am, Tuesday, October 6, 2020**  
**Facilities Department Conference Room**  
**Facilities Stadium Drive**  
**Grambling, LA 71245**

**Point of Contacts:**

**MR. FRED CARR CELL: 318-243-8317 EMAIL [CARRF@GRAM.EDU](mailto:CARRF@GRAM.EDU) or**  
**MR. KETRICK OUTLEY CELL: 318-243-8634 EMAIL [OUTLEYK@GRAM.EDU](mailto:OUTLEYK@GRAM.EDU)**

**[PurchasingBids@gram.edu](mailto:PurchasingBids@gram.edu),**

Due to the COVID-19 Public Health Emergency declared by Governor John Bel Edwards in Proclamation Numbers 41, 33, 32, 30, 27, and 25 JBE 2020, everyone is required to wear a Mask and use Social Distancing Measures.

**Grambling State University**  
**Purchasing Office Conference Room**  
**403 Main Street**  
**Grambling, LA 71245**

# INSTRUCTIONS TO BIDDERS

## ARTICLE 1

### DEFINITIONS

- 1.1.1 The Bidding Documents include the following:
1. Advertisement for Bids.
  2. Instructions to Bidders.
  3. Bid Form
  4. General Conditions of the contract for Elevator Maintenance and Repair Services
  5. Supplementary (and amended General) Conditions.
  6. Divisions of the Technical Specifications.
  7. Addenda issued during bid period. (by Owner and acknowledged in bid form)
  8. Affidavit of Compliance with Act 38, 1965 Louisiana State Legislature.
- 1.2 Addenda are written or graphic instruments issued prior to the execution of the Contract which modify or interpret the bidding documents, including Drawings and Specifications, by additions, deletions, clarifications or corrections. Addenda will become part of the Contract Documents when the Contract is executed.

## ARTICLE 2

### BIDDER'S REPRESENTATION

- 2.1 Each bidder by submitting a bid represents that s/he has read and understands the bidding documents.
- 2.2 Each bidder by making a bid represents that s/he has visited the site and familiarized themselves with the local conditions under which the work is to be performed.
- 2.3 **Each bidder by submitting a bid understands they must be fully qualified under any state or local licensing law for Contractors in effect at the time and at the location of the project before submitting a bid.** In the State of Louisiana; only the bids of contractors and sub-contractors duly licensed under Louisiana Revised Statute 37:2150, et. seq. will be considered. The Contractor shall be responsible for ensuring all Sub-contractors or prospective Sub-contractors are duly licensed in accordance with the statute above.
- 2.4 Each bidder submitting a bid understands that GSU's Public Works Policy related to contractor licensure is that a contractor's license is required for any/all projects with an anticipated/bid cost greater than \$50,000.

## ARTICLE 3

### BIDDING PROCEDURES

- 3.1 Bids must be prepared on the forms provided by the Owner and submitted in accordance with the Instructions to Bidders.
- 3.2 A bid will be considered invalid if not faxed, emailed, hand delivered or USPS at the designated location prior to the time and date for receipt of bids.
- 3.3 Unless otherwise provided in any supplement to these Instructions to Bidders, no bidder shall modify, withdraw or cancel his bid or any part thereof for thirty days after the receipt of bids. However, written request (letter or telegram) for the withdrawal of a bid or any part thereof will be granted if the request is received prior to the specified time of opening.
- 3.4 **Due to the COVID-19 Public Health Emergency declared by Governor John Bel Edwards in Proclamation Numbers 41, 33, 32, 30, 27, and 25 JBE 2020, electronic bid delivery is being utilized for this ITB.**

All copies of each bid must be received by electronic copy to [PurchasingBids@gram.edu](mailto:PurchasingBids@gram.edu), on or before the date and time specified in the Advertisement for Bids:

Bid # \_\_\_\_\_ Bid Submission – [Bidders' Name]. If the file size of the email submission exceeds server requirements, the email submission may be broken into smaller emails with "Part 1 of \_\_\_\_" included at the end of each original Subject Line (e.g. ITB # \_\_\_\_\_ Bid Submission – [Bidders' Name] – Part 1 of 3).

E-mail submissions are the only acceptable method of delivery. Fax, mail, and courier delivery shall not be acceptable. Proposers e-mailing their proposals should allow sufficient time to ensure receipt of their proposal by the date and time specified. Grambling State University assumes no liability for assuring accurate/complete e-mail transmission and receipt. The responsibility solely lies with each Bidder to ensure their bid is received at the specified email address prior to the deadline for submission. Bids received after the deadline, corrupted files, and incomplete submissions will not be considered.

**Electronic Emailed Bids shall be opened and read on October 20, 2020, at 2:00 P.M., GSU  
Purchasing Teleconference: Number 1-917-900-1022, Conference ID: 5600581#**

**[PurchasingBids@gram.edu](mailto:PurchasingBids@gram.edu)**,

- 3.5 Prior to the receipt of bids, Addenda, if any, will be mailed or delivered (hard copy or email) to each person or firm recorded by the Owner as having received the bidding documents and will be available for inspection wherever the bidding documents are kept available for that purpose. Addenda issued after receipt of bids will be mailed or delivered only to the sealed bidder.
- 3.6 Bids for Public Works will not be considered or accepted unless the bid is accompanied by bid security in an amount of not less than five percent (5%) of the sum of the Base Bid and any Alternates. The bid security shall be in the form of a certified check drawn on a bank insured by the Federal Deposit Insurance Corporation, or a bid bond written by a surety company licensed to do business in Louisiana, accompanied by appropriate power of attorney and in favor of Grambling State University. **(NOT APPLICABLE)**

- 3.7 All Bids and Sureties must be signed by a duly authorized person of the firm or corporation and be accompanied by legal evidence authorizing the signature as valid.
- 3.8 Any interpretation, correction or change of the Bidding Documents will be made by Addendum. Interpretations, corrections or changes of the Bidding Documents made in any other manner will not be binding, and bidders shall not rely upon such interpretations, corrections and changes.
- 3.9 If bidding other than as specified, an indication must be made on the bid form, stating manufacturer's name and model number(s) being submitted for bid. Detailed specifications, drawings, pictures, brochures, diagrams or any other literature or information necessary to determine the equality of the bid response must be included with the bid form.
- 3.10 Prior to the issuance of a purchase order the successful bidder must submit the following items to the Purchasing Department:
  - a. Signed Contract
  - c. Insurance Certificate
  - d. Resolution, if incorporated.

#### ARTICLE 4

#### EXAMINATION OF BIDDING DOCUMENTS

- 4.1 Each bidder shall examine the bidding documents carefully and, not later than seven days prior to the date for receipt of bids, shall make written request to the Owner for interpretation or correction of any ambiguity, inconsistency or error therein which he may discover. Any interpretation or correction will be issued as an Addendum by the Owner. Only a written interpretation or correction by Addendum shall be binding. No bidder shall rely upon any interpretation or correction given by any other method.

#### ARTICLE 5

#### SUBSTITUTIONS

- 5.1 Each bidder represents that his bid is based upon the materials and equipment described in the bidding documents.

#### MANUFACTURER'S NUMBERS OR TRADE NAMES:

- 5.2 Where a manufacturer's product is named or specified, it is understood that "or equal" shall apply, whether stated or not. Such name and number is meant to establish the standard of quality desired and does not restrict bidders to the specific brand, make, manufacturer, or specification named; and are set forth and convey to prospective bidders the general style, type, character, and quality of product desired; and that equal products will be acceptable. Grambling State University shall be sole judge as to whether or not the material is equal to that specified.

## ARTICLE 6

### REJECTION OF BIDS

- 6.1 The bidder acknowledges the right of the Owner to reject any or all bids and to waive any informality or irregularity in any bid received. In addition, the bidder recognizes the right of the Owner to reject a bid if the bidder failed to furnish any required bid security, or to submit the data required by the bidding documents, or if the bid is in any way incomplete or irregular.

### TERMINATION FOR CAUSE

- 6.2 The state may terminate this contract for cause based upon the failure of the contractor to comply with the terms and/or conditions of the contract; provided that the state shall give the contractor written notice specifying the contractor's failure. If within fifteen (15) days after receipt of such notice, the contractor shall not have either corrected such failure and thereafter proceeded diligently to complete such correction, then the state may at its option, place the contractor in default and the contract shall terminate on the date specified in such notice. The contractor may exercise any rights available to it under Louisiana law to terminate for cause upon the failure of the state to comply with the terms and conditions of this contract; provided that the contractor shall give the state written notice specifying the University's failure.

### TERMINATION FOR CONVENIENCE

- 6.3 The University may terminate any contract entered into as a result of this bid at any time by giving thirty (30) days written notice to the contractor. The contractor shall be entitled to payment for deliverables in progress, to the extent work has been performed satisfactorily. The University reserves the right to cancel this contract with a thirty (30) day written notice.

## ARTICLE 7

### AWARDS

- 7.1 Awards may not be made to any person, firm, or company in default of any contract. Said person, firm, or company shall be considered non-responsible bidders and may be reinstated and awards made to them only after they have given evidence of good faith and have satisfactorily completed their obligations.

### PUBLICIZING AWARDS

- 7.2 Written notice of award shall be sent to the successful bidder. In procurement over \$25,000, each unsuccessful bidder shall be notified of the award provided that he/she submitted with his/her bid a self-addressed envelope requesting this information. Notice of award will be made a part of the procurement file.

### RIGHT TO PROTEST

- 7.3 Any person who is aggrieved in connection with the solicitation or award of a contract shall protest to the Director of Purchasing. Protests with respect to a solicitation shall be submitted in writing

at least two days prior to the opening of bids on all matters except housing of state agencies, their personnel, operations, equipment, or activities pursuant to R.S. 39:1643 for which such protest shall be submitted at least ten days prior to the opening of bids. Protests with respect to the award of a contract shall be submitted in writing within fourteen days after contract award.

#### AUTHORITY TO RESOLVE PROTESTS:

- 7.4 Prior to the commencement of an action in court concerning any controversy, the Director of Purchasing or his designee shall have the authority, to resolve the protest of any aggrieved person concerning the solicitation or award of a contract. This authority shall be exercised in accordance with regulations.

### ARTICLE 8

#### PERFORMANCE BOND AND LABOR AND MATERIAL PAYMENT BOND

- 8.1 Performance and Payment Bonds shall be required on Public Works projects with an expected cost greater than \$50,000. Performance and Payment Bonds, when required, shall be provided in an amount of 100% of the contract price. Performance and Payments Bonds shall be required by the successful bidder. Any surety bond required shall be written by a surety or insurance company currently on the U. S. Department of the Treasury Financial Management Service list of approved bonding companies which is published annually in the Federal Register. For any Public Works projects, no surety or insurance company shall write a bond which is in excess of the amount indicated as approved by the U. S. Department of the Treasury Financial Management Service list. The surety bond written for a Public Works project shall be written by a surety or insurance company that is currently licensed to do business in the State of Louisiana.
- 8.2 The bidder shall require the attorney in fact who executes the required bonds on behalf of the surety to affix thereto a certified and current copy of his power of attorney indicating the monetary limit of such power.

#### RECORDING OF BOND AND CONTRACT

- 8.3 The Contractor shall record the Contract and Performance Bond with the Clerk of Court in Lincoln Parish and provide the Purchasing Department with proof of filing.

### ARTICLE 9

#### PAYMENT

- 9.1 Payment will be made by Grambling State University.
- 9.2 The contractor will be required to provide a Clear Lien Certificate from the Lincoln Parish Clerk of Court, a process that may take an average 45 days for final payment.

## ARTICLE 10

### TAXES

10.1 Applicable taxes are to be included in lump sum bid.

## ARTICLE 11

### GUARANTEE

11.1 The materials and labor under this contract, as described in the specifications, shall be guaranteed by the Contractor for a period of five years from date of its acceptance against defects of materials or workmanship. Any defects which develop during this period shall be properly repaired or replaced without cost to the Owner as soon as possible.

### ACCEPTANCE

11.2 The guarantee covering materials and labor under this contract will begin the date a Notice of Acceptance is issued to the Contractor by Grambling State University.

## ARTICLE 12

### CHANGES IN THE WORK

12.1 A Change Order is a written order to the Contractor signed by the Owner, issued after execution of the Contract, authorizing a Change in the Work or an adjustment in the Contract Sum or the Contract Time. The Contract Sum and the Contract Time may be changed only by Change Order. A Change Order signed by the Contractor indicates his agreement therewith, including the adjustment in the Contract Sum or the Contract Time. Any Change Order not signed by the Owner will be considered null and void.

12.2 The Owner, without invalidating the Contract, may order changes in the Work within the general scope of the Contract consisting of additions, deletions or other revisions, the Contract Sum and the Contract Time being adjusted accordingly. All such changes in the Work shall be authorized by Change Order, and shall be performed under the applicable conditions of the Contract Documents.

12.3 Any change order in excess of the contract limit as defined herein shall be let out for public bid. The term contract limit as used herein shall be equal to the sum of \$10,000 per project. When the Change Order is negotiated it shall be fully documented and itemized as to cost, including material quantities, material costs, insurance, employee benefits, other related costs, profit and overhead. Where certain unit prices are contained in the initial contract no deviation shall be allowed in computing negotiated change order cost.

## SUPPLEMENTARY CONDITIONS

### ARTICLE 1

#### CONTRACTOR

##### CONTRACTOR'S LICENSE

- 1.1 The Contractor shall certify that s/he is licensed under Act 377 of the 1976 Louisiana Regular Legislative Session and show the contractor license number and the bid number on the Bid Form; except projects financed, partially or wholly, with Federal Funds, provided that any successful Bidder before signing Contract thereon, files application for a license and pays the fee as provided in this Act and complies with all terms and provisions of this Act and with the rules and regulations of the Licensing Board.

##### CONTRACTOR'S AFFIDAVIT

- 1.2 In accordance with the Louisiana R.S. 38:2190 - 2220, if the Contract is awarded to the successful Bidder, the bidder shall, at the time of the signing of the Contract, execute the AFFIDAVIT included in the Contract Documents.

##### INTEREST

- 1.3 There shall be no payment of interest on money owed.

### ARTICLE 2

#### PAYMENTS AND COMPLETION

##### SUBSTANTIAL COMPLETION

- 2.1 The Owner will issue a NOTICE OF ACCEPTANCE for the Contractor to record with the Clerk of Court in Lincoln Parish.

##### FINAL COMPLETION AND FINAL PAYMENT

- 2.2 The Contract is to provide that the contractor is not to be paid more than ninety percent (90%) of the amount of the contract upon completion of the work. The Contractor shall record the NOTICE OF ACCEPTANCE with the Lincoln Parish Clerk of Court and shall furnish a CLEAR LIEN CERTIFICATE from the Clerk of Court within forty-five days after recordation of NOTICE OF ACCEPTANCE. At that time, the remaining ten percent (10%) will be paid.

##### LIQUIDATED DAMAGES

- 2.3 The Owner will suffer financial loss if the Project is not substantially complete on the date set forth in the CONTRACT DOCUMENTS. The Contractor (and/or Surety) shall be liable for and shall pay to the Owner Liquidated Damages for each calendar day of delay until the work is Substantially Complete.

The Completion Time stated in Consecutive Calendar Days and the Liquidated Damages stated in Dollars Per Day are listed in the PROPOSAL FORM

### ARTICLE 3

#### INSURANCE

**INSURANCE: Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors. The cost of such insurance shall be included in the Contractor's bid.**

#### A. MINIMUM SCOPE OF INSURANCE

Coverage shall be at least as broad as:

1. Insurance Services Office form number GL 0002 (Ed. 1/73) covering Comprehensive General Liability and Insurance Services Office form number GL 0404 covering Broad Form Comprehensive General Liability; or Insurance Services Office Commercial General Liability coverage ("occurrence" form CG 0001). **"Claims Made" form is unacceptable. The "occurrence form" shall not have a "sunset clause."**
2. Insurance Services Office form number CA 0001 (Ed. 1/78) covering Automobile Liability and endorsement CA 0025 or CA 0001 12 90. The policy shall provide coverage for owned, hired, and non-owned coverage. If an automobile is to be utilized in the execution of this contract, and the vendor/contractor does not own a vehicle, then proof of hired and non-owned coverage is sufficient.
3. Workers' Compensation insurance as required by the Labor Code of the State of Louisiana, including Employers Liability insurance.

#### B. MINIMUM LIMITS OF INSURANCE

Contractor shall maintain limits no less than:

1. Commercial General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage.
2. Automobile Liability: \$1,000,000 combined single limit per accident, for bodily injury and property damage.
3. Workers Compensation and Employers Liability: \$1,000,000 Each Accident, \$1,000,000 Each employee, Workers' Compensation limits as required by the Labor Code of the State of Louisiana and Employers Liability coverage.

#### D. DEDUCTIBLES AND SELF-INSURED RETENTIONS

Any deductibles or self-insured retentions must be declared to and approved by the Agency. At the option of the Agency, either: the insurer shall reduce or eliminate such deductibles or self-insured

retentions as respects the Agency, its officers, officials, employees and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

E. OTHER INSURANCE PROVISIONS

The policies are to contain, or be endorsed to contain, the following provisions:

1. General Liability and Automobile Liability Coverage \$2,000,000 Each Occurrence

- a. The Agency, its officers, officials, employees, Boards and Commissions and volunteers are to be added as "additional insured" as respects liability arising out of activities performed by or on behalf of the Contractor; products and completed operations of the Contractor, premises owned, occupied or used by the Contractor. The coverage shall contain no special limitations on the scope of protection afforded to the Agency, its officers, officials, employees or volunteers. It is understood that the business auto policy under "Who is an insured" automatically provides liability coverage in favor of Grambling State University and the State of Louisiana.
- b. Any failure to comply with reporting provisions of the policy shall not affect coverage provided to the Agency, its officers, officials, and employees, Boards and Commissions or volunteers.
- c. The Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

2. Workers' Compensation and Employers Liability Coverage

The insurer shall agree to waive all rights of subrogation against the Agency, its officers, officials, employees and volunteers for losses arising from work performed by the Contractor for the Agency.

3. All Coverage

Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, or reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the Agency.

F. ACCEPTABILITY OF INSURERS

Insurance is to be placed with insurers with an A.M. Best's rating of **"A- VI or higher"**. This requirement will be waived for workers' compensation coverage only for those contractors whose workers' compensation coverage is placed with companies who participate in the State of Louisiana Workers' Compensation Assigned Risk Pool or the Louisiana Workers' Compensation Corporation.

G. VERIFICATION OF COVERAGE

Contractor shall furnish the Agency with certificates of insurance affecting coverage required by this clause. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates are to be received and approved by

Grambling State University before work commences. Grambling State University reserves the right to require complete, certified copies of all required insurance policies, at any time.

H. SUBCONTRACTORS

Contractor shall include all subcontractors as insured under its policies or shall furnish separate certificates for each subcontractor. All coverage for subcontractors shall be subject to all of the requirements stated herein.

ARTICLE 4

QUALITY

STANDARD OF QUALITY

- 1.1 Where catalog numbers and/or manufacturer's names are referred to in the specifications, they are used for the purpose of conveying to the prospective bidders the type and design of equipment, or supplies desired; but it shall be understood that bidders may submit on other makes in lieu of that mentioned, providing such other item is similar in design and equal in quality. It is not expected that the items of all manufacturers shall conform exactly to every detail and dimension mentioned in the specifications; but the essential features of the items mentioned shall be provided in the items to be furnished.

DIVISION 1 - GENERAL REQUIREMENTS

## A. SUMMARY OF THE WORK

1. Work under this Contract shall include, but is not necessarily limited to, the following as summarized in this bid: **Elevator Maintenance & Repair Services** (see bid specifications). This invitation solicits bids as described in this document. Any resulting contract issued shall be for one (1) year with the option to renew two (2) additional years under the same terms and conditions.
  - a. Contractor will report to the Grambling State University designated Project Supervisor the beginning of each work day on-site.
  - b. Contractor will provide a monthly status report which will include the following:
    1. HSE Incidents
      - a. All HSE must be reported immediately to the Grambling State University Project Supervisor.
    2. Schedule status (What was completed (percentage and hard number)
    4. Plans for visit
    5. All personnel will wear uniforms.
    6. Supervisor on-hand is responsible for the adherence of all safety practices.
    7. Personnel will be trained and licensed in the State of Louisiana
    8. Smoking in designated areas only.
  - c. Contractor will review and comply with the requirements of the GSU Contractor Safety Handbook.
  - d. Contractor Responsibilities
    1. General Contractor will demonstrate financial ability to manage project.
    2. All personnel will always conduct themselves in a professional manner.
    3. Contractor is responsible for the completion of inspection and/or maintenance repair on time as scheduled.
    4. Contractor is responsible for meeting all requirements of the bid package and/or contract.
    5. Contractor is responsible for the quality of work provided by any Sub-Contractors that may be used.
  - e. Health Safety and Environment – HSE Operations
    1. Contractor will strictly follow the requirements of this document. Deviations or changes will be approved by Grambling State University Director of Facilities Management, Mr. Fred Carr and the Director of Purchasing, Mr. Timothy Graham only, prior to making changes.
    2. When changes to the project are necessary, changes will be approved by Facilities Management – Point of Contact prior to making changes. Change orders will require cost estimated
    3. Loitering is prohibited at Grambling State University therefore personnel are required to remain in their assigned work area. Inter-Action with students is not allowed.
    5. If contractors are required to work beyond normal scheduled hours, it shall be communicated to and approved by Facilities Management.
    6. Additional information **MUST BE SUBMITTED** with your bid on a separate page.
      - a. Company Official Name
      - b. List of three (3) Commercial Construction Clients or Accounts with contact names, addresses and telephone numbers.
      - c. Number of years in business

B. LAWS, RULES AND REGULATIONS

1. Contractor shall comply with all applicable federal, state, local and University laws, ordinances, rules and regulations and shall: furnish and pay for all required permits, licenses and bonds; pay all charges and fees, and give all notices necessary and incidental to the due and lawful work required under this project.

C. ALTERNATES

1. Base Bid

D. SITE INSPECTIONS AND PROJECT MEETINGS

1. Pre-Bid Site Inspections

Prior to submitting a bid, each bidder MUST attend the pre-bid conference scheduled for **10:00 am, Tuesday, October 6, 2020 in the Facilities Department Conference Room, Facilities Stadium Drive, Grambling, LA 71245.** Each bidder by making a bid represents that s/he has visited the site and familiarized themselves with the local conditions under which the work is to be performed. **A pre-bid conference attendance form must be signed by a Facilities Management team member and must be included in the bid packet.**

2. Pre-Work Conference

Prior to the Contractor beginning any work on this project, the University will conduct a Pre-Work Conference to review and approve the Contractor's work schedule and inform the Contractor of any special conditions, controls and regulations that apply to the project.

E. TEMPORARY FACILITIES AND CONTROLS

1. Safety Conditions

The Contractor shall post adequate warning signs and maintain safety lights as required to warn persons of hazardous conditions.

2. Security

The Contractor shall be responsible for security of his equipment, materials, etc., at the project site for the duration of the contract.

F. MATERIAL AND EQUIPMENT

1. Transportation and Handling

The Contractor shall provide for all transportation and handling required for the work on this project.

2. Storage and Protection

The Contractor shall be responsible for storage and protection of equipment and materials. The Contractor shall Protect all property of the Owner, and shall repair same, if damaged.

**LOUISIANA UNIFORM PUBLIC WORK BID**

**TO:** Grambling State University  
403 Main Street  
Grambling, LA 71245  
(Owner to provide name and address of owner)

**BID FOR:** Elevator Maint. & Repair Services  
Facilities Drive  
Grambling, LA 71245  
(Owner to provide name of project and other identifying information)

The undersigned bidder hereby declares and represents that she/he; a) has carefully examined and understands the Bidding Documents, b) has not received, relied on, or based his bid on any verbal instructions contrary to the Bidding Documents or any addenda, c) has personally inspected and is familiar with the project site, and hereby proposes to provide all labor, materials, tools, appliances and facilities as required to perform, in a workmanlike manner, all work and services for the construction and completion of the referenced project, all in strict accordance with the Bidding Documents prepared by: Grambling State University and dated: **October 20, 2020.**

Bidders must acknowledge all addenda. The Bidder acknowledges receipt of the following **ADDENDA:** (Enter the number the Designer has assigned to each of the addenda that the Bidder is acknowledging)  
\_\_\_\_\_

**TOTAL BASE BID** Scope for **ELEVATOR MAINTENANCE and REPAIR SERVICES:** For all work required by the Bidding Documents (including any and all unit prices designated "Base Bid" \* but not alternates) the sum of:  
\_\_\_\_\_ Dollars (\$ \_\_\_\_\_)

**NAME OF BIDDER:** \_\_\_\_\_

**ADDRESS OF BIDDER:** \_\_\_\_\_

**LOUISIANA CONTRACTOR'S LICENSE NUMBER:** \_\_\_\_\_

**NAME OF AUTHORIZED SIGNATORY OF BIDDER:** \_\_\_\_\_

**TITLE OF AUTHORIZED SIGNATORY OF BIDDER:** \_\_\_\_\_

**SIGNATURE OF AUTHORIZED SIGNATORY OF BIDDER \*\*:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

\* The Unit Price Form shall be used if the contract includes unit prices. Otherwise it is not required and need not be included with the form. The number of unit prices that may be included is not limited and additional sheets may be included if needed \*\* If someone other than a corporate officer signs for the Bidder/Contractor, a copy of a corporate resolution or other signature authorization shall be required for submission of bid. Failure to include a copy of the appropriate signature authorization, if required, may result in the rejection of the bid unless bidder has complied with La. R.S. 38:2212(A)(1)(c) or RS 38:2212(O).

**BID SECURITY** in the form of a bid bond, certified check or cashier's check as prescribed by LA RS 38:2218.A is attached to and made a part of this bid.

## **Elevator Maintenance and Repair Services Bid Specifications**

The Contractor will be responsible for all costs (management, labor, materials, travel, etc.) associated with the preventive/scheduled maintenance (including but not limited to maintenance certifications, inspections, and compliance inspections, including all tests required by the current ANSI/ASME A17.1 Elevator Safety Code.) The Contractor shall develop and implement an effective, consistent and documented Preventive/Scheduled Maintenance (PM) program that targets system performance, life-cycle sustainability, efficient cost management and safety. This PM program will be submitted with proposals for Office of State Buildings approval and to allow the ability to audit the performance of the Contractor's PM program on a regular basis. All planned preventive maintenance work performed under these specifications shall be performed during regular working hours on regular working days, 7:30am to 5:00pm Monday thru Thursdays.

Through the duration of this contract, the University reserves the right to add or delete buildings or services stated in this BID as deemed necessary.

The Contractor shall furnish all labor, personnel, parts, materials, test equipment including proprietary test equipment, tools, mileage and services in conformance with the specifications within this BID. The Contractor must meet all requirements within this bid. Any bid response not meeting these requirements may be considered deficient.

### **1. General**

The required services include but are not limited to the following:

- The work to be performed by the Contractor under the specifications listed herein shall consist of furnishing all necessary supplies, materials, parts, tools, proprietary testing equipment labor and supervision to provide full preventative maintenance and repair services, including inspections, adjustments and test and replacement of parts as herein specified for all equipment covered under this solicitation, as listed. All parts and materials shall be of a good quality.
- Written approval is required from the University Facilities Division prior to installing any necessary equipment.

All existing items and/or equipment installed or attached to any part of the building elevator (including control devices) are the property of the University and any new and/or necessary equipment added to the existing elevator immediately become property of the University.

- These items are not to be removed by any contractor under any circumstance unless the University grants written approval. Any deletion of equipment without the University's approval will result in the contractor immediately reinstalling the equipment at their cost.
- The Contractor shall utilize only personnel directly employed, trained and supervised by the Contractor and who are properly licensed through the Office of State Fire Marshal in accordance with LA R.S. 40:1664.1 et seq. Maintenance and service personnel shall be qualified to make adjustments and provide necessary maintenance to the equipment. The University reserves the right to request the replacement of any personnel deemed by the University to be unsatisfactory.
- The Contractor shall ensure supervision of the maintenance and service personnel by providing a mandatory semi-annual inspection by the Contractor's supervisor staff. The supervisor is mandated to schedule these inspections with the University's representative.
- The Contractor shall be required to assist during Municipal and State Inspections, make corrections, and complete on-site certificates, and submit test reports to the University for their use in filing and obtaining operating certificates.

- The Contractor will be expected to perform repairs as may be necessary outside of the usual preventative maintenance duties. The Contractor will be responsible for all deficiencies repairs found during all inspections for the term of their contract. The Contractor will be responsible for repairing all of the deficiencies prior to the expiration of their contract with the University. Contractor will prepare an estimate for repairs that are not covered within this specification. No repairs will be performed until written permission is received from the University.
- The Contractor must comply with all local and State laws, rules and regulations, specifically including those related to elevator maintenance.
- The Contractor shall provide one (1) technician to perform the inspections monthly. It will be required that the technician perform a minimum of 32 hours per month for the elevator inspections required in the specification. The technician must report to the Facilities Management and provide a time of arrival and must report his/her departure time. Failure to do so may be cause for the University to reduce monthly payments.
- The Contractor shall provide one (1) Contract Manager dedicated to performing the tasks of the invitation to bid. The Contract Manager is required to document all preventative maintenance tasks, elevator deficiencies and repair work performed. The Contract Manager will provide a computer generated monthly report showing all activity that has occurred during the month including, but not limited to, names of employees that performed the work, exact locations including floor that repairs or maintenance took place, parts including cost and time to complete the task. The monthly report should also be in electronic format so they can be sent to the University via e-mail for the Monthly meeting. Failure to document required man-hours shall be grounds for cancellation of contract and or payment.
- The Contractor is mandated to contact and inform a University representative that work is being performed on all elevator equipment. Failure to comply will result in no access to facility or equipment. (This mandate does not apply to emergency service repair or entrapments).
- The Contractor is mandated to have all service and repair tickets signed by a University Facilities Management representative for all repairs and service. A copy of signed service and repair tickets is mandated to be provided to a University representative. Failure to have service tickets signed and a copy provided will result in non-payment of all work performed.

## **2. Basic Full Service Maintenance**

- Maintenance Service shall consist of constant, high quality service to properly protect all elevator equipment from deterioration and to provide constant peak performance of all elevators, resulting in a minimum down time for any portion of the system.
- The time of day that each elevator can be shut down for routine maintenance will be scheduled with the University to minimize the disruption caused by the elevators being out of service. If for any reason the elevator should be out of service for more than 60 minutes, the Contractor shall notify the University when the elevator was taken out of service, the reason why, and what time the elevator is expected to be put back into service for proper and safe operation. The Contractor shall be responsible for all signage, on all floors, to inform tenants of elevator outage.
- The Contractor shall systematically examine, adjust, lubricate, clean and when conditions warrant, repair and replace the necessary items and components thereof and all other mechanical and electrical equipment. All replacement parts shall be new and specifically designed for the elevators on which they are to be used. Submit a detailed description for your maintenance procedures including routine and methodical examinations and adjustments etc.
- All scheduled preventative maintenance calls will be performed during the normal working hours defined as Monday - Thursdays; 7:30 a.m. to 4:00 p.m. The selected firm must have the ability to respond to all service requests regardless of weather conditions (snow, ice, etc.).

- All emergency service calls shall be provided 24 hours a day to minimize downtime and inconvenience. All entrapments are mandated to have a 30-minute response time. If an emergency service call is requested and inspection does not reveal any defect in the systems and equipment the contractor will notify the University 24 Hours, 365 days. Emergency service shall be performed as part of the contract at the hourly rate stated on the bid form.
- The Contractor shall be responsible for notifying University representatives, in writing, of the existence or development of any defects in or repairs required to the elevator equipment which the Contractor does not consider to be their responsibility under the terms of the Invitation to Bid. The Contractor is mandated to furnish the University with a written estimate for the cost to correct any such defects; and the University shall make the final determination concerning the responsibility for such defects, corrections or repairs.
- The Contractor shall be responsible for giving immediate notice to the University of any conditions which it discovers that may present a hazard to either the equipment or passengers. Issue of the term vandalism will not be accepted as extra cost to the University. Vandalism shall be defined as the intent to destroy. Contractor shall immediately notify the University of any misuse, abuse or accidental damage and document incident before owner accepts as extra cost.

### **3. Equipment, Wiring and Circuit Changes**

- The Contractor shall not make any changes or alterations to the existing mechanical equipment, circuit wiring or sequencing, nor alter the original circuit or wiring design of the elevators unless changes are authorized, in writing, by the University. If changes are made, the Contractor is mandated to provide as-built drawing of the modifications.
- All wiring diagrams and prints are the property of the University. Any changes made to the diagrams will be duly noted signifying the type of change, the date the change was made, and the name of the person and firm making the change. Prints and diagrams will not be removed from the premises without the written permission of the University.
- When microprocessor control is utilized, the diagnostic tools shall be maintained on the job site. The tools shall be listed under verification of qualifications for the type equipment applicable to this requirement. Diagnostic tools will be the property of the University.

### **4. Repairs/Callback Services**

- The Contractor must make repair/callback services available on a twenty-four (24) hour a day, seven days a week basis. In the event of a failure of the equipment, or to operate properly, the University, at its option, will notify the Contractor and request immediate repair services. Repair/callback service shall be performed as part of the contract without additional charge.
- The Contractor shall provide emergency callback service for all elevators on a twenty-four (24) hour a day, seven days a week basis. This emergency callback service shall include but not be limited to minor adjustments or repairs to provide uninterrupted elevator service. Emergency service shall be performed as part of the contract at the hourly rate stated on the bid form.
- The Contractor is mandated to provide repair and callback records indicating the reason for the callback, repairs made and status. Dates and initials of service technicians and repair personnel are required for all work. Schedules and records will be made available to the University at all times.
- Provide a breakdown of replacement/completion timelines for major and minor repairs. Give examples of such repairs.

## **5. Special Conditions**

### **• Wiring Diagrams**

The Contractor shall maintain (the University can access at contractor's expense), for each unit serviced, updated wiring diagrams, lubrication charts, and parts ordering manuals in the machine rooms or service spaces. These will become the property of the University and shall remain on the job-site at all times.

### **• Elevator Reports**

The Contractor is mandated to maintain a complete written record of all maintenance inspections and deficiencies, testing results, overall conditions and emergency callback, replacement and repair work performed.

### **• Monthly Meetings**

The Contractor is mandated to meet with the University on a monthly basis, to discuss the maintenance program, deficiencies, repair schedules, call back reports and other issues. The monthly elevator reports will be sent to the University a minimum of one (1) week in advance of the monthly meeting for review and discussion of items of concern determined by the University.

## **6. Maintenance Responsibility**

- The Contractor shall keep the elevators maintained to operate at the original contract speed, keeping the original performance time, including acceleration and retardation as designed and installed by the manufacturer. The door operation shall be adjusted as required to maintain optimum door openings and door closing times, within legal limits.

- The Contractor shall provide a schedule of proposed maintenance visits (and what types of services will be performed at each visit) in its proposal. The schedule will conform to the manufacturer's requirements and will indicate the frequency of adjustments, maintenance and lubrication procedures.

- The University reserves the right to make inspections and test as and when deemed advisable. If it is found that the elevators and associated equipment are deficient either electrically or mechanically, the Contractor will be notified of these deficiencies in writing, and if no life threatening situation exists, it shall be the Contractor's responsibility to make the necessary corrections within sixty (60) days of receipt of such notice. In the event of a life-threatening situation, the Contractor must make the necessary repairs immediately. In the event that the deficiencies have not been corrected within sixty (60) days, or immediately as the case may be, the University may terminate the contract.

## **7. Safety Inspections and Testing**

All service and repair work shall be performed in compliance with the most current version of the elevator code, not to include any mandated changes to the existing equipment or operation American Society of Mechanical Engineers Code Elevators, Dumbwaiters, Escalators and Moving Walks, ASME A17.1 including supplemental adoptions will be required and shall be

subject to safety inspections by the University. Periodic inspection of the elevators as required by the ASME A17.1 Code should provide personnel who are familiar with the equipment to perform the test. The Contractor is mandated to examine and test all safety devices, and make formal safety tests and inspections as required and outlined in the ASME A17.1 Code.

5 year inspections, compliance tests and any other tests are mandated to be conducted in the presence of the elevator inspector designated by the University. Test and inspections shall be

performed at intervals specified in the ASME Code and when designated by the elevator inspector designated by the University. It will be the responsibility of the Contractor and the Elevator Inspector to schedule when these tests are due. Once inspection and test schedule is provided to the University, arrangements will be made for each facility to be inspected or tested per schedule. Any conflicts with schedule due to facility needs or other circumstances will be forwarded to Contractor for rescheduling. After completion of the required safety test, the Contractor must submit a document to the University indicating the following information. The document may be the Contractor's standard form or the ASME Standard form:

- Type of test
- Name of organization performing the test
- Address of Facility being tested
- Elevator identification number
- Car capacity
- Speed
- Type of elevator
- Type of machine
- Manufacturer of Safety
- Type of Safety
- Indication that governor has been checked for proper tripping speed and that the over speed switch is functional
- Type, size and condition of the governor rope before and after the test
- Load at which safety was tested
- Speed at which governor tripped
- Length of marks on each guide rail made by safety laws
- Number of turns remaining on Drum
- Did car or counterweight set level?
- Did governor set satisfactorily?
- Was governor calibrated? At what speed?
- Was safety test satisfactory?
- At what speed and load were buffers tested?
- Was oil level satisfactory after test?
- Indicated plunger compression return time
- Indicate date test was performed
- Signature of individual performing tests
- Any additional remarks which are applicable
- Name of the University elevator inspector/representative witnessing the test
- Copy of results are to be submitted at Quarterly Meeting After tests have been performed, all safety devices shall be checked and adjusted as required to meet the manufacturer's recommendations. cars shall not be placed in service until all tests, checks and adjustments are completed and elevators are in proper working condition. The Contractor shall not be held responsible for any damage to the building and equipment caused by these tests, unless such damage is a result of the Contractor's negligence. Failure to follow correct procedures to prevent damage and failure to perform pretest examinations shall be considered negligence by the Contractor.

## **8. Firemen's Recall Service**

The following ASME Code A-17.1-93 Rule 1206.7 test is mandated to be performed monthly and is the responsibility for the Contractor to perform without additional charge:  
EMERGENCY PHONE OPERATION Emergency phones on all elevators must be checked on a monthly basis and after each and every power failure that affects the buildings. The contractor

shall remove phone receiver from phone, or press the call button, and wait for response from a University Police Representative. Once a response is received, the contractor shall inform the University Police representative with elevator number and facility name and that an emergency phone operation test is being conducted. Repeat for next elevator. All elevator emergency phones must ring to the Grambling State University Police Department on the campus telephone network at extension 2222.

## **9. GENERAL MAINTENANCE SPECIFICATIONS**

Examine periodically all safety devices and governors and conduct a no-load test annually. Every five (5) years perform a full-load, full-speed test of safety mechanisms, overhead speed governors, car and counterweight buffer. If the tests are due, such tests will be performed at the inception of this contract and thereafter within one week of these dates. Contractor shall be responsible for any elevator equipment damages caused during the performance of any tests. The car balance will be checked and the governor tested and, if required, the governor will be adjusted for proper tripping speed and sealed. Reports shall be submitted to the Office of State Buildings within thirty (30) days for the date the test was made. The report shall include: machine number, manufacturer, type governor, condition, tripping speed, type safety, safety rope pull out, car slide, pull through force of governor, then the governor setting shall be sealed and tagged with date of test and name of the mechanic performing test. All tests will be performed in accordance with the current ASME A17. All 5+- year full load test must be witnessed by the state elevator inspection service contractor. Each visit to the building must be documented and signed (with printed name and signature), by THE UNIVERSITY representative.

- Maintain in each building, at all times for immediate delivery and installation, a sufficient supply of emergency parts for repair of each elevator.
- Equal parts shall be measured as identical replacement of part or component installed by the manufacturer or a part or component proven superior. In no case shall a part or component with smaller parts or horsepower be considered equal or will a part that requires any modification to existing equipment be acceptable unless the part is a modification recommended by the engineering department of the original manufacturer.
- It is understood that parts required to be maintained on the premises remain the property and responsibility of the contractor.
- It is absolutely necessary to lubricate, adjust and check operation of all units of vertical transportation at regular intervals and anything less will place the contractor in default. A route sheet shall be furnished for Office of State Buildings and owner's record and follow-ups. All inspections, cleaning and tests will be made at intervals as specified in the maintenance procedures. Inspections shall be made within two (2) days of schedule.

## **10. Special Events**

The following are a list of special events that elevator service will be utilized by the general public. The University requires that the contractor's service tech be on standby (on-site) for immediate service should the need arise.

- The University requires technical assistance the day of each home football game at Robinson Football Stadium. A technician must be on call from 8 a.m. the day of the game until two hours prior to game start and on-site two hours prior to game start and remain on-site for approximately one hour after the end of the game. There are four to six home games per year. A schedule with dates and times (subject to change) is available from the GRAMBLING STATE UNIVERSITY Athletic Director's Office. Due to the Covid-19 Pandemic, four (4) home games have been rescheduled for the Spring semester beginning in February of 2021 .

- Graduation and Basketball home games for Fall and Spring semester, service tech on Standby at the Fredrick Hobdy Assembly Center. A technician must be on call from 8 a.m. the day of the game until two hours prior to graduation or game start and on-site two hours prior to game start and remain on-site for approximately one hour after the end of the graduation or game.

## **11. Elevators locations**

- Brown Hall (1)
- Student Union (2)
- Grambling Hall (1)
- Long Jones Hall (1)
- Washington Johnson Complex (1)
- Woodson Hall (1)- offline
- Charles P. Adams (2)
- Jacob T. Stewart (3)
- Nursing Building (1)
- Robinson Stadium, (1)
- Assembly Center (2)
- Eddie Robinson Museum (1)
- Natatorium (1)
- Facilities Barn (1 equipment lift)
- Carver Hall (1)
- Stadium Support Facility (1)
- The Performing Arts Center (1)
- Alma J. Brown School (1)

**MANDATORY REQUIREMENT**

Prior to submitting a bid, each bidder MUST attend the pre-bid conference scheduled for:

***Mandatory Pre-Bid Conference***  
**10:00 am, Tuesday, October 6, 2020**  
**Facilities Department Conference Room**  
**Facilities Stadium Drive**  
**Grambling, LA 71245**

Point of Contact:

Fred Carr, Director of Facilities  
Cell: 318-243-8317  
Email: [carrf@gram.edu](mailto:carrf@gram.edu)

Ketrick Outley, Interim Electrician Supervisor  
Cell: 318-243-8634  
Email: [outleyk@gram.edu](mailto:outleyk@gram.edu)

This signed statement certifies that the Contractor named below has visited the job site and is familiar with all conditions surrounding fulfillment of the specifications for this project.

\_\_\_\_\_  
Contractor's Company Name

\_\_\_\_\_  
GSU Project Name

\_\_\_\_\_  
GSU Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vendor's Signature

\_\_\_\_\_  
Date

**Present this form to Project Manager and return this signed form with your bid response.**