



Bid Number 50-00145907

**Three (3) Year Contract to Provide Elevator
Maintenance Services for the Jefferson Parish Department of
General Services**

BID DUE: September 19, 2024 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 on the Purchasing Department's eProcurement site, www.jeffparishbids.net, by the bid due date and time. Late bids will not be accepted.

**Jefferson Parish Purchasing Department
200 Derbigny Street
General Government Building, Suite 4400
Gretna, LA 70053
Purchasing Specialist: Ruby Tran
Email: ruby.tran@jeffparish.gov
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BID # 50-00145907 - SPECIFICATIONS

THREE (3) YEAR CONTRACT TO PROVIDE ELEVATOR MAINTENANCE SERVICES FOR THE JEFFERSON PARISH DEPARTMENT OF GENERAL SERVICES

Section 1.0 – Site Visits:

All prospective bidders can schedule a site visit through Tim Hoskins with the Department of General Services between 8:00 a.m. and 3:00 p.m., Monday through Friday. Mr. Hoskins can be reached at 504-364-2675.

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:

- Elevator and dumbwaiter maintenance
- Elevator and dumbwaiter safety Category 1 testing
- 24-hour emergency communication device monitoring
- Elevator and dumbwaiter repair major and minor
- Labor- only rate for troubleshooting, repairing, and replacement of elevator and dumbwaiter equipment not included under maintenance contract

Section 3.0 – License:

It is of utmost importance that a copy of the front and, if applicable, the back of all licenses listed below shall be submitted with the bid submission. Failure to submit this information with bid submission will deem the bid non-responsive.

3.1 License(s) issued by the Louisiana State Licensing Board for Contractors: Limited Specialty Services

And

3.2 License(s) issued by the Louisiana State Fire Marshal's Office: Conveyance Device Mechanics License

Section 4.0 – Quantities/Inspection:

Bidders play a crucial role in the inspection process. It is imperative that they thoroughly inspect all sites listed in Attachment "A" and perform their measurements to accurately determine the proper quantities of labor hours, equipment, supplies, materials, etc. required for this bid.

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Section 5.0 Specifications:

- Services shall include all labor, transportation, trip charges, supplies, materials, parts, tools, scaffolding, machinery, hoists, safety equipment, equipment, lubricants, supervision, and all other work and materials expressly required under this agreement or reasonably inferred, whether or not explicitly stated herein.
- Initiate, maintain, and supervise all safety precautions and programs related to services and comply with all applicable safety laws.
- Successful bidder shall accept full responsibility for the equipment as it exists on the effective date of this agreement.
- Any fraudulent documentation shall cause cancellation of the contract.
- Attendance and assistance to facilitate repair or testing of equipment related to the elevators and operation of the elevator systems in the elevator hoistway (elevator cab air condition, smoke or heat detector testing, etc.).
- Attendance and assistance to facilitate Fire Service testing.
- All elevators shall be inspected, tested, and repaired according to (ASME) American Society of Mechanical Engineers sections 17.1 and 17.2 and any applicable elevator codes.
- If the original manufacturer has updated the quality of parts for current production, parts supplied under this contract shall equal or exceed the updated quality.
- Provide a detailed maintenance ticket of work performed on-site.

Section 5.1 Specifications: Performance Requirements

Maintain the following minimum performance requirements for the gearless, geared, gearless machine-room-less (MRL), and hydraulic elevators listed per the manufacturer of each elevator, the National Electric and Safety Code for Elevators, The National Fire Protection Association (N.F.P.A.), and the American National Standards Institute (ANSI) American Society of Mechanical Engineers sections 17.1 and 17.2

- Door opening and closing shall be smooth and quiet, with smooth checking at the extremes of travel.
- Car and hoistway doors shall open flush with entrance jambs and each other.
- Acceleration and deceleration shall be smooth, with no noticeable "steps" or bumps to increase or reduce speed and no objectionable vibrations.
- Elevator cars shall travel smoothly and quietly through the hoistway.
- Performance requirements indicated are minimum standards and are not the sole criteria for this contract.

Section 5.2 Service and Repairs:

The services shall include all labor and materials expressly required under this contract or reasonably inferred, whether or not explicitly stated herein, including, but not limited to, the following:

- Hoist machines, including worms, gears, thrust bearings, drive sheaves, drive sheave shafts and shaft bearings, tachometers, brake assemblies and pulleys, and all other components and parts of the machine and brake.
- Hoist motors and power conversion devices, including motor windings, field coils, rotating elements (including armatures and commutators), brushes, brush holders, motor bearings, and all other related components and parts.
- Controllers, selectors, and dispatching equipment, including all microprocessor and solid-state components, relays, resistors, capacitors, condensers, transformers, contacts, leads, dashpots, timing devices, computer devices, encoders, tach generators, steel selector tapes (or cables), mechanical and electrical driving equipment, and all other related components and parts;
- Governors, including governor sheave shaft assemblies, bearings, contacts, governors' jaws, and all other related components or parts.
- Rope brake devices and secondary braking devices.
- Car and counterweight safeties, including actuating mechanisms, jaws, and all other related components and parts.
- Hoistway equipment, including deflector or secondary sheaves and sheave bearings, car and counterweight guide rails (excluding replacement), top and bottom limit switches, counterweights and counterweight guide shoes, including rollers or sliding gibs, inductors, cams, tapes, and all other related components and parts.
- Hoist-way entrance equipment, including hoist-way door interlocks, hangers, hanger covers and tracks, hoist-way door drive assemblies including vanes, drive blocks, clutches, pick-up assemblies and bearings, bottom door guides, auxiliary door closing devices (including cables, sheaves, and arms), door restrictor devices, and all other related components and parts
- Car and hoistway door gibs, including attachments to the door panels.
- Car equipment, including car guide assemblies, guide rollers or sliding car guides, car door restrictors, car top exhaust fan or blowers, car top 2:1 sheave, load weighing or sensing switches, car top inspection stations, car top and bottom lights, car frames, car platforms, and all other related components and parts
- Car door operators, including door drive chains, sheaves or belts, car door hangers, hanger covers and rollers, car door contacts, all door protective devices (including screen type detectors, proximity edges, mechanical safe edges, and light rays), and all other related components and parts.

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Section 5.2 Service and Repairs: Continued

- Pit equipment, including car and counterweight buffers, tape sheave assemblies, governor rope pit tension sheave assemblies, compensating rope sheave assemblies or other pit mounted compensation guides, pit lights, and light fixtures, including re-lamping (bulbs furnished by Owner), and all other related components and parts.
- Alarm bells, emergency stop switches, car lights, and batteries.
- Car operating panels and their attachments to return panels, hall call pushbutton stations, car and corridor signals and fixtures (including lighted surrounds or buttons), visual and audible signaling devices, remote status panels and switches, and all other related components and parts.
- Hoist, compensating, governor ropes, chains or belts and their fastening means, and all other similar or related components and parts.
- Hydraulic: Elevator pump, motor, motor windings, roped hydraulic cables, governors, plunger single or multi-stage, all plunger packings, V-belts, filters, valves, mufflers, hydraulic fittings, seals, pit oil return units, emergency return unit, oil coolers, emergency return unit, and battery.
- Treat all motor windings, as needed, with a proper insulating compound approved by the motor manufacturers. Replace any cracked or badly worn field coil windings.
- Keep all car tops, pits, and hoist ways clean and free from dirt, oil, lint, debris, and stored items, and maintain each machine room clean and neat.
- Renew all wire ropes or hoisting belts as often as necessary to maintain an adequate safety factor. Maintain equal tension on all hoisting ropes or belts, and, where appropriate, shorten any hoisting device as required to provide continued safe operation and maintain normal traction.
- Keep all wire ropes, hoisting belts, and guide rails clean and free from dirt, lint, rust, or accumulated grease, and adequately paint rail shanks.
- Repair or replace conductor cables and hoistway and machine room elevator wiring to prevent shutdowns and provide uninterrupted elevator signal operation.
- Disassemble machine brakes annually unless otherwise agreed in writing. Check for and replace worn parts, clean all retained parts, reassemble, lubricate, and adjust for proper operation.
- Affix by stencil painting and maintain the appropriate elevator numbers on the car crossheads and all equipment components in the machine rooms and pits, including hoist machines, motor generators, governors, control cabinets, buffers, and compensation sheave assemblies. These numbers shall be a minimum of 1½" high except on the governor or compensation sheave assembly, which may be less if a suitable flat surface of 1½" is unavailable.
- Repair damage to the finish of the car and hoistway doors caused by improper adjustment or maintenance of associated door equipment.

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Section 5.2 Service and Repairs: Continued

- Replace burned-out light tubes or bulbs in elevator pits.
- Maintain the emergency telephone, telephone buttons, button contacts, speakers, and wiring from the machine room junction box fully operational. Also, maintain the wiring for the car telephones from the cars to the machine room junction boxes.
- 24/7 monitoring of the emergency communication devices per code requirements.
- Maintain, in fully operational condition, the complete Elevator Status or Monitoring Panels in the main lobby Security Desk and the complete elevator panel in the Fire Command Center, including all lenses, lights, switches, and all associated wiring from the panels to the machine room junction boxes.
- Maintain, in fully operational condition, Elite-type elevator position indicators.
- Any panel that includes integral elevator information within the display.
- Maintain the emergency telephone buttons, button contacts, speakers, and wiring to the machine room junction box fully operational. Maintenance is also needed for the wiring of the car telephones from the cars to the machine room junction boxes.
- Maintain, in fully operational condition, the complete Elevator Status or Monitoring Panels in the main lobby Security Desk and the complete elevator panel in the Fire Command Center, including all lenses, lights, switches, and all associated wiring from the panels to the machine room junction boxes.
- Vandalism and misuse must be verified by Jefferson Parish and the Successful Bidder

Section 5.3 Cleaning:

- Clean elevator equipment, machine rooms, and pit floors at regular intervals sufficient in frequency to maintain a professional appearance, prevent tracking of dirt, oil, grease, or carbon dust from car tops, pits, or machine rooms onto carpeted areas, and preserve the life of the equipment.
- Elevator pits shall be pressure washed after any accumulation of hydraulic fluid is removed, at no expense to Jefferson Parish.
- Successful Bidder shall not be responsible for cleaning any equipment made necessary by events beyond its reasonable control or due to improper janitorial or building maintenance functions. Unusual conditions, such as ongoing construction or “build-out” in the building, may be reviewed with the Owner to determine responsibility for cleaning.

Section 5.4 Painting:

- Paint all elevator machine rooms, hoistway, pit equipment, and car tops at intervals frequent enough to maintain a professional appearance, prevent rusting, and preserve the equipment. Car tops and floors in machine rooms, machinery spaces, and pits shall be maintained and painted with low-VOC paint, including the color additive “Deck Gray” or another suitable color if approved by the Owner.
- All paint shall be high-quality and suitable for the intended purpose. The paint application shall, in all circumstances, comply with current ASME, OSHA, and applicable local codes. The successful bidder shall schedule all painting with the Owner.

Section 5.5 Lubrication:

- Lubricate the equipment at intervals recommended by the manufacturer or as dictated by its use. All lubricants shall be suitable for the intended purpose and meet or exceed the minimum requirements specified by the equipment manufacturer to which they are applied.
- Lubricants, cleaning fluids, and all combustible liquids shall be stored in metal cabinets in the machine room and disposed of per OSHA and EPA guidelines. MSDS data sheets shall be posted as required.

Section 5.6 Adjustment:

- Adjust elevator equipment per specifications found in this agreement.
- When necessary to prevent or eliminate Tenant Sensitive items from becoming adversely noticeable to the building’s tenants.
- Check and adjust the elevator dispatching systems and make necessary tests at such intervals as required to ensure all systems operate correctly. If required to complete such system checks, this work shall be completed during overtime at no additional cost to the Owner.

Section 5.7 Repairs and Replacements:

- Repair and replace all worn, damaged, or broken parts or components.
- Parts or components requiring repair shall be rebuilt to “as new” condition. Parts or components shall be replaced:
 - When worn beyond normal adjustment limits.
 - When necessary to ensure continued regular operation.
 - When necessary, extend the useful life of the elevators or any of their components.
 - When necessary, to continue safe, dependable operation per ASME A17.1 and A17.2 Code.
 - When necessary, continue the performance of the equipment per its original design.

Section 5.7 Repairs and Replacements: Continued

- When necessary to maintain the performance, standards specified in this Agreement, including the elevator performance, smoothness, and quietness of operation.
- When more than one elevator requires repair, the Owner shall establish priorities of accomplishment upon consultation with the Contractor.
- In performing the services, the successful bidder agrees to use lubricants obtained from and recommended by the equipment manufacturer. Equivalent lubricants may be used if the owner approves them in writing.

Section 5.8 Adequate Parts and Parts Storage:

- Maintain an adequate inventory of spare parts and components to permit timely replacement and repairs without delay.
- All parts, materials, lubricants, rags, cleaning fluids, combustible liquids, and other materials and supplies shall be kept and stored in U.L.-rated metal cabinets provided by the Successful bidder, adequately secured, in each machine room, unless code-required clearances would be violated by the presence of such cabinets
- All materials and supplies in these cabinets shall be neatly arranged, and cabinet doors shall be left fully closed after each visit.
- Cabinets shall be sufficient in number and size to store all parts, materials, and supplies out of sight. No parts, materials, or supplies shall be stored on top of cabinets, on the floors, or in any other place where they are visible.

Section 5.9 Corrective Action:

As a result of an examination, a need for corrective action is apparent, and the corrective action is within the scope of the successful bidder's responsibility. The successful bidder shall proceed immediately to make such replacements, repairs, and corrections. If the successful bidder reasonably believes the corrective action is not within the scope of the Successful bidder's responsibility and no safety or potential safety problem exists, the Successful bidder shall deliver a written report to the Owner within seven days of the examination. If a safety or potential safety problem exists, the Successful bidder shall immediately notify the owner and receive a purchase order before taking any corrective action and make a prompt written report to the owner.

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Section 6.0 Code-Mandated Tests:

Successful Bidder shall schedule, coordinate, and complete statutory Category 1, 3, and 5 tests and other equipment tests per the more stringent requirements of ASME A17.1 of the AHJ, including but not limited to the following:

- Annual no-load slow speed test of cars, governors, and buffers.
- Five-year, full load, full speed test of car, governors, and buffers.
- Annual pressure relief tests on hydraulic elevators.
- Schedule, coordinate, and complete all statutory tests no less than 30 days before the date shown on the previous test tag. Failure to comply with this requirement will incur a \$200 penalty to the Contractor.
- Schedule said tests in the presence of local enforcing authority and persons designated by the owner. Scheduling difficulties shall not exempt the successful bidder from performing tests in compliance with applicable Code or regulatory requirements.
- Perform " periodic inspections and Tests" per the more stringent requirements of ASME A17.1 or the AHJ.
- Provide not fewer than five business days prior notification to the Owner of its intention to perform Category 5 rated speed, rated load tests such that a representative of the Owner may witness the tests. Written reports of all "Periodic" tests shall be submitted to the owner. The Agreement Price shall include all such required tests during regular hours.
- Category 1 and Category 3 tests shall be performed during regular hours as long as the tests do not interfere with the regular operation of the building. Category 5 tests shall also be scheduled during regular working hours as long as the tests do not interfere with the regular operation of the building.
- Affix metal tags for all Category 1, 3, and 5 tests per ASME A17.1-2004 or later, adopted by the AHJ.
- Complete and submit all documentation required of the elevator service provider by AHJ.
- Responsible for ensuring all equipment included under the Agreement is free and clear of all violations, whether those violations result from AHJ-required testing or other inspections.
- Successful bidder's failure to execute statutory tests mandated by national Codes or local jurisdictions or regulations within thirty calendar days of the required time constraint shall make the Successful bidder responsible for any fines assessed by the AHJ.
- The owner shall pay no additional costs if the AHJ places the elevator out of service or levies a fine because of missed statutory tests.
- The successful bidder shall schedule required testing on time with the building management to prevent missed opportunities.

Section 6.0 Code-Mandated Tests: Continued

- Take all reasonable steps to verify that the equipment is in a safe condition for testing, check appropriate clearances, check the essential operation of safety devices, and adhere to best practices in making the tests, including all safety procedures in general use by the Successful bidder or published by the Successful bidder or manufacturer of the equipment.
- Responsible for damages to elevator components due to any AHJ/code-required test if the damage would have been prevented through proper maintenance of equipment or safety devices. This includes, but is not limited to, machines, buffers, sheaves, ropes, and safety devices.

Section 7.0 – Emergency Communication Monitoring:

- If the existing communication device in the elevators will not communicate with the successful bidder's service, it will be the successful bidder's responsibility to supply, install, and program a new device to provide emergency communication with said elevator(s).
- Provide twenty-four (24) hour emergency communications monitoring services for the duration of the maintenance contract.
 - No answering machines will be allowed for emergency monitoring; a live person must answer all calls.
- Shall monitor all elevator communication devices covered by this agreement and forward calls to the owner's representative.
 - The owner shall provide a list of contact persons to be notified in an emergency to the successful bidder at the "Start of Work Conference."

Section 8.0 Nuisance Calls:

Nuisance calls shall be included in this contract.

- A nuisance call shall be defined as a call where a known or unknown source caused the elevator shutdown and is outside the contract's scope, but the elevator personnel, not knowing the cause, answers the call.
- If the responding technician spends two (2) hours or less (to be documented by a Jefferson Parish employee) at any location, the successful bidder will absorb the cost.

Section 9.0 – Existing Structure:

If the successful bidder damages or destroys any part of a building, etc., the successful bidder shall be required to replace and restore said item(s) to its original condition with the same type of material, finish, and workmanship at no additional cost to the owner.

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Section 10.0 – Contract Terms:

The terms of this contract shall be for three years, expiring at midnight on the day immediately preceding the third anniversary thereof. Jefferson Parish reserves the right to remove any location at anytime during the duration of this contract.

Section 11.0 – Permits:

The bidder shall obtain any permits required by the Jefferson Parish Department of Inspection and Code Enforcement and any municipality where work is being performed, if applicable.

The bidder is responsible for paying for these permits, which must be obtained prior to the start of any project requiring them.

Section 12.0 – Working Hours/Response Times:

All preventative maintenance and scheduled repairs will be performed during regular working hours, 7:00 a.m. – 5:00 p.m., Monday through Friday. The successful bidder may choose to work before or after regular 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. If someone is trapped in an elevator, the successful bidder shall provide an estimated arrival time (ETA) and make every effort to arrive at the site within one (1) hour.

Service calls or emergency 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 13.0 – Warranty:

All parts furnished and installed by the successful bidder shall be genuine replacement parts, especially for the elevators specified in this bid. All workmanship shall be per the manufacturer of each elevator, the National Electric and Safety Code for Elevators, The National Fire Protection Association (N.F.P.A.), and the American National Standards Institute (ANSI) A 17.1 and 17.2

Section 14.0 – Liquidated Damages:

If the successful bidder fails to report to the job site with a qualified service technician 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 promptly to a request for service. Further, it is mutually agreed that this sum is indicated or is selected as liquidated damage because of the impossibility of determining the amount of actual damages Jefferson Parish may suffer due to 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 service member 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 promptly to a request for service. Further, it is mutually agreed that this sum is indicated or is selected as liquidated damages because of the impossibility of determining the amount of actual damages the Parish may suffer due to the contractor's failure to comply with this provision.

Section 15.0 Labor only for the troubleshooting, repairing, and replacement of elevator and dumbwaiter equipment:

- Labor, transportation, supervision, and equipment necessary for a three (3) year labor-only contract to troubleshoot, repair, and replace existing elevator and dumbwaiter equipment.
- Troubleshooting, replacement, and repairing equipment shall only be performed by a lead technician. An "Assistant "or another Technician will only be allowed upon approval from a General Services representative.
- All work shall be provided on an "as-needed" basis. There is no guarantee about the amount of work given throughout this contract.
- There shall be no minimum call-out, work, service, etc. time in terms of hours charged under the terms of this contract.
- Hourly pricing for a technician and a helper shall include the following:
 - Labor for troubleshooting
 - Labor for repair work
 - Labor for upgrades
 - Incidental equipment needed to perform troubleshooting and repairs
 - Tools needed to perform troubleshooting and repairs
 - Transportation/Travel time to and from the work site and for picking up parts, tools, equipment, etc.

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Section 15.0 Labor only for the troubleshooting, repairing, and replacing elevator and dumbwaiter equipment: Continued.

- Technicians arriving at the work site to perform services shall verify the start time by meeting with an owner’s representative and signing in on an owner-provided logbook.
NOTE- Failure to sign in with a parish representative may be cause for non-payment of invoice for services.
- Upon completion of work for the day started, technicians shall verify the end time by meeting with an owner’s representative and signing out on an owner-provided logbook.
NOTE- Failure to sign out with a parish representative may be cause for non-payment of invoice for services.
- The bidder must receive a reference number from the requesting department before performing any work. If the successful bidder proceeds without a reference number issued by the department, the bidder might not be compensated for his labor and parts.
- In case of excessive downtime, Jefferson Parish may provide an additional purchase order, not to exceed \$10,000.00, to the successful bidder to obtain the necessary part(s) to complete the repair work. Jefferson Parish will not allow any markup of invoice cost.

Section 16.0 Labor only for the troubleshooting, repairing, and replacing elevator and dumbwaiter equipment: Continued.

The chart below indicates normal, weekend, and before/after hours. These times are to be used for pricing according to the times identified.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
12:00 AM							
1:00	Yellow	Blue	Blue	Blue	Blue	Yellow	Yellow
2:00	Yellow	Blue	Blue	Blue	Blue	Yellow	Yellow
3:00	Yellow	Blue	Blue	Blue	Blue	Yellow	Yellow
4:00	Yellow	Blue	Blue	Blue	Blue	Yellow	Yellow
5:00	Yellow	Blue	Blue	Blue	Blue	Yellow	Yellow
6:00	Yellow	Blue	Blue	Blue	Blue	Yellow	Yellow
7:00	Orange	Orange	Orange	Orange	Orange	Yellow	Yellow
8:00	Orange	Orange	Orange	Orange	Orange	Yellow	Yellow
9:00	Orange	Orange	Orange	Orange	Orange	Yellow	Yellow
10:00	Orange	Orange	Orange	Orange	Orange	Yellow	Yellow
11:00	Orange	Orange	Orange	Orange	Orange	Yellow	Yellow
12:00 PM	Orange	Orange	Orange	Orange	Orange	Yellow	Yellow
1:00	Orange	Orange	Orange	Orange	Orange	Yellow	Yellow
2:00	Orange	Orange	Orange	Orange	Orange	Yellow	Yellow
3:00	Orange	Orange	Orange	Orange	Orange	Yellow	Yellow
4:00	Orange	Orange	Orange	Orange	Orange	Yellow	Yellow
5:00	Blue	Blue	Blue	Blue	Yellow	Yellow	Yellow
6:00	Blue	Blue	Blue	Blue	Yellow	Yellow	Yellow
7:00	Blue	Blue	Blue	Blue	Yellow	Yellow	Yellow
8:00	Blue	Blue	Blue	Blue	Yellow	Yellow	Yellow
9:00	Blue	Blue	Blue	Blue	Yellow	Yellow	Yellow
10:00	Blue	Blue	Blue	Blue	Yellow	Yellow	Yellow
11:00	Blue	Blue	Blue	Blue	Yellow	Yellow	Yellow

Yellow	WEEK END WORK HOURS
Blue	BEFORE/AFTER WORK HOURS
Orange	NORMAL WORK HOURS

Section 17.0 – Labor Warranty:

All parts furnished and installed by the successful bidder shall be genuine replacement parts, especially for the elevators specified in this bid. The successful Bidder shall provide a minimum ninety (90) day warranty on all Labor. All parts purchased by the successful bidder shall have a minimum ninety (90) day warranty. All workmanship shall be per the manufacturer of each elevator, the National Electric and Safety Code for Elevators, The National Fire Protection Association (N.F.P.A.), and the American National Standards Institute (ANSI) A 17.1 and 17.2

Section 18.0 Conclusion of contract:

After the contract, all repairs and maintenance to the elevator specified in this bid shall be completed according to the terms outlined in these specifications, and a checklist 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 checklist and submitted to the Department of General Services. All incomplete work listed on this checklist, and any other repairs or maintenance deemed incomplete by the Department of General Services, must be performed and accomplished within 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, the manufacturer, or the maintenance company.

Section 19.0 – Start of Work Conference and Notice to Proceed:

- Before any work commences, a “Start of Work Conference” shall be held between the successful bidder and the owner.
- No Materials shall be ordered until the successful bidder receives a written “Notice to Order Materials” from the Department of General Services.
- No work shall be performed until the successful bidder receives a written “Notice to Proceed” from the Department of General Services to begin work.

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LOCATION	ELEVATOR NUMBER/DESCRIPTION	MAKE	TYPE	SERIAL NUMBER
Second Parish Court 100 Huey P. Long Avenue Gretna, LA 70053 Number of Floors-5	Elevator 1 (Lobby)	Otis	Hydraulic	494873
	Elevator 2(Lobby)	Otis	Hydraulic	494874
	Elevator 3 (Lobby)	Otis	Hydraulic	494875
	Elevator 4 (Lobby)	Otis	Hydraulic	494876
	Elevator 5 (Prisoner)	Otis	Hydraulic	494878
	Elevator 6 (Judge)	Otis	Hydraulic	494877
Central Plant 960 1st Street Gretna, LA 70053 Number of Floors- 1	Elevator 1	Kone	Hydraulic	8008436080
District Attorney Office 200 Derbigny Street Gretna, LA 70053 Number of Floors-5	Elevator 1 (Lobby)	Schindler	Traction	S309-0969
	Elevator 2 (Lobby)	Schindler	Traction	S309-0958
	Elevator 3 (Service)	Schindler	Traction	S308-6308
Emergency Operations & Communications Center 910 3rd Street Gretna, LA 70053 Number of Floors-4	Elevator 1 (Lobby)	Kone	Traction	20288232
	Dumbwaiter #1	Matot	Traction	126122
General Government Building 200 Derbigny Street, Gretna, LA 70053 Number of Floors-6	Elevator 1 (Lobby)	Otis	Traction	519029
	Elevator 2 (Lobby)	Otis	Traction	519030
	Elevator 3 (Lobby)	Otis	Traction	519031
	Elevator 2 (East Side)	Kone	Traction	20284827
	Elevator 3 (West Side)	Kone	Traction	20284828

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Parking Garage 300 Derbigny Street Gretna, LA 70053 Number of Floors-7	Elevator 1 (East side)	Kone	Traction	20284826
	Elevator 2 (East Side)	Kone	Traction	20284827
	Elevator 3 (West Side)	Kone	Traction	20284828
Joseph S. Yenni Building 1221 Elmwood Park Boulevard Jefferson, LA 70123 Number of Floors-10	Elevator 1 (Lobby)	Schindler	Traction	652933
	Elevator 2 (Lobby)	Schindler	Traction	652932
	Elevator 3 (Lobby)	Schindler	Traction	652931
	Elevator 4 (Lobby)	Schindler	Traction	652930
Salvador A. Liberto Building 802 2nd Street Gretna, LA 70053 Number of Floors-2	Elevator 1	Kone	Hydraulic	20212276
Local History Building 519 Huey P Long Avenue Gretna, LA 70053 Number of Floors-3	Elevator 1	Schindler	Hydraulic	E1301/01
Metairie Senior Citizens Center 265 N. Causeway Boulevard Metairie, LA 70001 Number of Floors-3	Elevator 1	Dover	Hydraulic	S19761
Thomas Donelon Building 200 Derbigny Street Gretna, LA 70053 Number of Floors-5	Elevator 1 (Judges)	Kone	Traction	20236057
	Elevator 2 (prisoner)	Kone	Traction	20244085
	Elevator 3 (lobby)	Otis	Traction	48490525
	Elevator 4 (lobby)	Otis	Traction	48500525
	Elevator 5 (lobby)	Otis	Traction	48510525
East Bank Consolidated Fire Dept. 834 S. Clearview Parkway Jefferson, LA 70123 Number of Floors-2	Elevator 1	Otis	Hydraulic	E43159
Jefferson Performing Arts Center 6400 Airline Drive Metairie, LA 70003 Number of floors -3	Elevator 1	Smart rise Smart rise	Hydraulic	140124-001-C1
	Elevator 2		Hydraulic	140124-002-C1

BID # 50-00145907 - SPECIFICATIONS

East Bank Regional Library 4747 W. Napoleon Avenue Metairie, LA 700 Number of Floors-2	Elevator 1	Dover	Hydraulic	089EFI1543
	Elevator 2	Dover	Hydraulic	089EFI1544
	Elevator 3	Dover	Hydraulic	089EFI1542
Grand Isle Library 143 Ludwig Lane Grand Isle, LA 70358 Number of Floors-2	Elevator 1	Otis	Hydraulic	N/A
Streets Department 200 Shrewsbury Road Jefferson, LA 70121 Number of Floors-2	Elevator 1	Schindler	Hydraulic	7659C94H05
Streets Department 1887 Ames Boulevard Marrero, LA 70072 Number of Floors-5	Elevator 1	ESCO	Hydraulic	26244
Streets Department 5698 Belle Terre Road Marrero, LA 70072 Number of Floors-2	Elevator 1	Elevator Control	Hydraulic	31864
Transit Eastbank Administration 118 David Drive Metairie, LA 70003 Number of Floors-2	Elevator 1	Schindler	Hydraulic	L23AG1371
	West Bank Drainage Administration 1561 River Park Road Bridge City, LA 70094 Number of Floors-2	Elevator 1	Thyssen Krupp	Hydraulic
John A. Alario, Sr. Event Center 2000 Segnette Boulevard Westwego, LA 70094 Number of Floors-2	Elevator 1	Kone	Hydraulic	92633
Juvenile Services 1546-B Gretna Boulevard Harvey, LA 70058 Number of Floors-2 Contract Start Date 05/01/2026	Elevator 1	Thyssen Krupp	Hydraulic	EP1976
Juvenile Services 100 David Drive Metairie, LA 70003 Number of Floors- 2 Contract Start Date 05/01/2026	Elevator 1	Schindler	Traction	
Sewerage Department West Bank Office 1440 River Park Road Bridge City, LA 70094 Number of Floors-2	Elevator 1	Otis	Hydraulic	42270441

BID # 50-00145907 - SPECIFICATIONS

Recreation Department Kings Grant Playground 3805 15 th Street Harvey, LA 70058 Number of Floors-2	Elevator 1	Otis	Hydraulic	2675013
Recreation Department Pontiff Playground 1521 Palm Street Metairie, LA 70001 Number of Floors-2	Elevator 1	Schindler	Hydraulic	F1706-01
Recreation Department Jefferson Playground 4100 South Street Jefferson, LA 70121 Number of Floors-2	Elevator 1	Otis	Hydraulic	248244
Recreation Department Eastbank 6921 Saints Drive Metairie, LA 70003 Number of Floors-2	Elevator 1	Dover	Hydraulic	E81246

DATE: 8/14/2024
BID NO.: 50-00145907

INVITATION TO BID
THIS IS NOT AN ORDER

Page: 1

JEFFERSON PARISH

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

PURCHASING SPECIALIST:
RUBY.TRAN@jeffparish.gov

BIDS WILL BE RECEIVED ONLINE VIA WWW.JEFFPARISHBIDS.NET UNTIL 2:00 PM, 9/19/2024 AND PUBLICLY OPENED THEREAFTER IN THE WEST BANK PURCHASING DEPT, SUITE 4400, JEFFERSON PARISH GENERAL GOVERNMENT BUILDING, 200 DERBIGNY STREET, GRETNA, LA 70053. At no charge, bidders are to submit via Jefferson Parish's electronic procurement page by visiting www.jeffparishbids.net to register for this free site. Additional instructions are included in the text box highlighting electronic procurement.

LATE BIDS WILL NOT BE ACCEPTED

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. HOWEVER, ELECTRONIC SIGNATURES AS DEFINED IN LSA - R.S. 9:2620(8) ARE ACCEPTABLE. SIGNATURE MUST BE A SECURED DIGITAL SIGNATURE AND MUST PROVIDE PROOF OF THE SECURED SIGNATURE WITH BID SUBMISSION.

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. 136353 and/or Resolution No. 141125 as amended.

Jefferson Parish adheres to the Louisiana Code of Governmental Ethics, contained in Louisiana Revised Statutes Annotated, R.S. 42:1101, et seq. Vendor/Proposer by this submission, warrants that there are no "conflicts of interest" related to this procurement that would violate applicable Louisiana Law. Violation of the Louisiana Code of Governmental Ethics may result in rescission of contract, permit or licenses, and the imposition of fines and/or penalties, without contractual liability to the public in accordance with applicable law.

All vendors submitting bids should register as a Jefferson Parish vendor if not already yet registered. Registration forms may be downloaded from <http://www.jeffparish.gov/464/Purchasing> and by clicking on Vendor Information. Current W-9 forms with respective Tax Identification numbers and vendor applications may be submitted at any time; however, if your company is not registered and/or a current W-9 form is not on file, vendor registration is mandatory. Vendors may experience a delay in payment if your company is not a registered vendor with Jefferson Parish.

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 via email to the Purchasing Specialist's email address as indicated above, no later than Five (5) working days prior to the bid opening. Bid numbers should be mentioned in all requests. 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 any 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.

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.

A corporate resolution or written evidence of the individual signing the bid having such authority must be submitted with the bid. Failure to comply will cause bid to be rejected. For corporate entities, such written evidence may be a printout of the Louisiana Secretary of State's website listing the signatory as an officer. Such printout shall be included with the bid submission. Bids submitted by Owners 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://www.jeffparish.gov/464/Purchasing> or you may provide your own document. A sample certification of sole proprietorship can also be downloaded from our website <http://www.jeffparish.gov/464/Purchasing> 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.

PROTESTS: Only those vendors that submit bids in response to this solicitation may protest any element of the procurement, in writing to the Director of the Purchasing Department. Written protest must be received within 48 hours of the release of the bid tabulation by the Purchasing Department. After consultation, the Parish Attorney's Office will then respond to protests in writing. (For more information, please see Chapter 2, Article VII, Division 2, Sec. 2-914.1 of the Jefferson Parish Code of Ordinances.)

PREFERENCE: Unless federal funding is directly spent by Jefferson Parish for this purchase, 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 local 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).

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

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

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.

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

Please visit our E-Procurement Page at www.jeffparishbids.net to register and view Jefferson Parish solicitations. For more information, please visit the Purchasing Department page at <http://www.jeffparish.gov/464/Purchasing> .

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. 136353 or 141125 as amended. 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://www.jeffparish.gov/464/Purchasing> and clicking on Online Forms.

ADDITIONAL REQUIREMENTS FOR THIS BID

PLEASE MATCH THE NUMBERS PRINTED IN THIS BOX WITH THE CORRESPONDING INSTRUCTIONS BELOW. IF THE NUMBER IS NOT SPECIFIED IN THIS BOX, IT IS NOT APPLICABLE FOR THIS BID.

3, 4, 5, 6, 10, 12, 13, 15

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 Building Permits. Contractor shall obtain any and all permits required by the JEFFERSON PARISH Department of Building Permits. 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 municipality, 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.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

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 electronic envelope. Failure to comply will cause the bid to be rejected. When submitting the bid electronically, 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. Precaution must be exercised at all times to safeguard the welfare of JEFFERSON PARISH and the general public.
7. **PUBLIC WORKS BIDS:** All awards for public works in excess of \$5,000.00 will be reduced to a formal contract which shall be recorded at the contractor's expense with the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. A price list of recordation costs may be obtained from the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. All awards in excess of \$25,000.00 will require both a performance and a payment bond. Unless otherwise stated in the bid specifications, the performance bond requirements shall be 100% of the contract price. Unless otherwise state in the bid specifications, the payment bond requirements shall be 100% of the contract price. Both bonds shall be supplied at the signing of the contract.
8. **NON-PUBLIC WORKS BIDS:** A performance bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The performance bond shall be supplied at the signing of the contract.
9. **NON-PUBLIC WORKS BIDS:** A payment bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The payment bond shall be supplied at the signing of the contract.
10. All bidders must comply with the requirements stated in the attached "Standard Insurance Requirements" sheet attached to this bid solicitation. Any deviation from the Standard Insurance Requirements must be requested in writing prior to bid opening. Written approval for any deviation, must be submitted with your bid submission. Failure to comply with this instruction will result in bid rejection.
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. All sureties must be in original format (no copies) When 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.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

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 as per the appendix instructions. Failure to submit applicable certifications per the appendix instructions 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 is 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 owed 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 to 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, and report to Owner the amount of taxes not incurred.

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 JPCO 2-155.10(19). By signing this document, every corporation, partnership, or person contracting with PARISH, whether by cooperative endeavor, intergovernmental agreement, bid, proposal, application or solicitation for a parish contract, and every application for certification of eligibility for a parish contract or program, attests that it understands and will abide by all provisions of JPCO 2-155.10.

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 by placing the addendum number 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.: 50-00145907

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	36.00	MO	<p>THREE (3) YEAR CONTRACT TO PROVIDE LABOR MATERIALS, EQUIPMENT, TOOLS, TESTING INSTRUMENTS, SOFTWARE, COMPUTER PROGRAMS AND ALL OTHER INCIDENTALS NECESSARY TO PROVIDE ELEVATOR MAINTENANCE FOR VARIOUS</p> <p>ELEVATOR MAINTENANCE (VARIOUS LOCATIONS) THREE (3) YEAR CONTRACT (36) MONTHS</p> <p>DEPARTMENT OF GENERAL SERVICES</p> <p>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 ELEVATOR MAINTENANCE CONTRACT PER THE ATTACHED SPECIFICATIONS FOR THE FOLLOWING LOCATIONS:</p> <p>0010 - SECOND PARISH COURT 100 HUEY P. LONG AVENUE GRETNA, LA 70053</p> <p>SIX (6) HYDRAULIC OTIS PASSENGER ELEVATORS SERIAL #494873, #494874, #494875, #494876, #494877, #494878</p> <p>UNIT PRICE IS TO REFLECT ONE PRICE FOR THE MONTHLY MAINTENANCE OF SIX (6) ELEVATORS</p>	<p>\$ _____</p>	<p>\$ _____</p>
2	36.00	MO	<p>0020 - CENTRAL PLANT 960 1ST STREET GRETNA, LA 70053</p> <p>ONE (1) HYDRAULIC KONE PASSENGER ELEVATOR SERIAL #8008436080</p> <p>UNIT PRICE IS TO REFLECT ONE PRICE FOR THE MONTHLY MAINTENANCE OF ONE (1) ELEVATOR</p>	<p>\$ _____</p>	<p>\$ _____</p>
3	36.00	MO	<p>0030 - DISTRICT ATTORNEY'S OFFICE BLDG. 100 DERBIGNY STREET GRETNA, LA 70053</p> <p>THREE (3) TRACTION SCHINDLER PASSENGER ELEVATORS SERIAL #S308-6308, #S309-0958, #S309-0969</p> <p>UNIT PRICE IS TO REFLECT ONE PRICE FOR THE MONTHLY MAINTENANCE OF THREE (3) ELEVATORS</p>	<p>\$ _____</p>	<p>\$ _____</p>

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00145907

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
4	36.00	MO	<p>0040 - EMERGENCY OPERATIONS & COMMUNICATIONS CENTER</p> <p>910 3RD STREET GRETNA, LA 70053</p> <p>ONE (1) TRACTION KONE PASSENGER ELEVATOR SERIAL #20288232</p> <p>ONE (1) TRACTION MATOT DUMBWAITER SERIAL #126122</p> <p>UNIT PRICE IS TO REFLECT ONE PRICE FOR THE MONTHLY MAINTENANCE OF ONE (1) ELEVATOR AND ONE (1) DUMBWAITER</p>	\$	\$
5	36.00	MO	<p>0050 - GENERAL GOVERNMENT BUILDING 200 DERBIGNY STREET</p> <p>GRETNA, LA 70053</p> <p>THREE (3) TRACTION OTIS PASSENGER ELEVATORS SERIAL #519029, #519030, #519031</p> <p>UNIT PRICE IS TO REFLECT ONE PRICE FOR THE MONTHLY MAINTENANCE OF THREE (3) ELEVATORS</p>	\$	\$
6	36.00	MO	<p>0060 - PARKING GARAGE 300 DERBIGNY STREET</p> <p>GRETNA, LA 70053</p> <p>THREE (3) TRACTION KONE PASSENGER ELEVATORS SERIAL #20284826, 20284827, 20284828</p> <p>UNIT PRICE IS TO REFLECT ONE PRICE FOR THE MONTHLY MAINTENANCE OF THREE (3) ELEVATORS</p>	\$	\$
7	36.00	MO	<p>0070 - JOSEPH S. YENNI BUILDING 1221 ELMWOOD PARK BOULEVARD</p> <p>JEFFERSON, LA 70123</p> <p>FOUR (4) TRACTION SCHINDLER PASSENGER ELEVATORS SERIAL #652930, #652931, #652932, #652933</p> <p>UNIT PRICE IS TO REFLECT ONE PRICE FOR THE MONTHLY MAINTENANCE OF FOUR (4) ELEVATORS</p>	\$	\$

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00145907

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
8	36.00	MO	<p>0080 - SALVADOR A. LIBERTO BUILDING 802 2ND STREET GRETNA, LA 70053</p> <p>ONE (1) HYDRAULIC KONE PASSENGER ELEVATOR SERIAL #20212276</p> <p>UNIT PRICE IS TO REFLECT ONE PRICE FOR THE MONTHLY MAINTENANCE OF ONE (1) ELEVATOR</p>	<p>---</p>	<p>---</p>
9	36.00	MO	<p>0090 - LOCAL HISTORY MUSEUM 519 HUEY P. LONG AVENUE GRETNA, LA 70053</p> <p>ONE (1) HYDRAULIC SCHINDLER PASSENER ELEVATOR SERIAL #E1301/01</p> <p>UNIT PRICE IS TO REFLECT ONE PRICE FOR THE MONTHLY MAINTENANCE OF ONE (1) ELEVATOR</p>	<p>---</p>	<p>---</p>
10	36.00	MO	<p>0100 - METAIRIE SENIOR CENTER 265 N. CAUSEWAY BOULEVARD METAIRIE, LA 70001</p> <p>ONE (1) HYDRAULIC DOVER PASSENGER ELEVATOR SERIAL #S19761</p> <p>UNIT PRICE IS TO REFLECT ONE PRICE FOR THE MONTHLY MAINTENANCE OF ONE (1) ELEVATOR</p>	<p>---</p>	<p>---</p>
11	36.00	MO	<p>0110 - THOMAS F. DONELON BUILDING 200 DERBIGNY STREET GRETNA, LA 70053</p> <p>THREE (3) TRACTION OTIS PASSENGER ELEVATORS SERIAL #48490525, 48500525, #48510525</p> <p>TWO (2) TRACTION KONE PASSENGER ELEVATORS SERIAL #20244085, 20236057</p> <p>UNIT PRICE IS TO REFLECT ONE PRICE FOR THE MONTHLY MAINTENANCE FOR FIVE (5) ELEVATORS</p>	<p>---</p>	<p>---</p>
12	36.00	MO	<p>0120 - EAST BANK CONSOLIDATED FIRE DEPT. 834 S. CLEARVIEW PARKWAY</p>	<p>---</p>	<p>---</p>

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00145907

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
13	36.00	MO	<p>JEFFERSON, LA 70123</p> <p>ONE (1) HYDRAULIC OTIS PASSENGER ELEVATOR SERIAL #E43159</p> <p>UNIT PRICE IS TO REFLECT ONE PRICE FOR THE MONTHLY MAINTENANCE FOR ONE (1) ELEVATOR</p> <p>0130 - JEFFERSON PERFORMING ARTS CENTER 6400 AIRLINE DRIVE</p>	<p>⌚</p> <hr/>	<p>⌚</p> <hr/>
14	36.00	MO	<p>METAIRIE, LA 70003</p> <p>TWO (2) HYDRAULIC SMARTRISE PASSENGER ELEVATORS SERIAL #140124-001-C1, #140124-002-C1</p> <p>UNIT PRICE IS TO REFLECT ONE PRICE FOR THE MONTHLY MAINTENANCE OF TWO (2) ELEVATORS</p> <p>0140 - EAST BANK REGIONAL LIBRARY 4747 W. NAPOLEON AVENUE</p>	<p>⌚</p> <hr/>	<p>⌚</p> <hr/>
15	36.00	MO	<p>METAIRIE, LA 70001</p> <p>THREE (3) HYDRAULIC DOVER PASSENGER ELEVATORS SERIAL #089EF11543</p> <p>UNIT PRICE IS TO REFLECT ONE PRICE FOR THE MONTHLY MAINTENANCE OF THREE (3) ELEVATORS</p> <p>0150 - GRAND ISLE LIBRARY 143 LUDWIG LANE</p>	<p>⌚</p> <hr/>	<p>⌚</p> <hr/>
16	36.00	MO	<p>GRAND ISLE, LA 70358</p> <p>ONE (1) HYDRAULIC OTIS PASSENGER ELEVATOR SERIAL # N/A</p> <p>UNIT PRICE IS TO REFLECT ONE PRICE FOR THE MONTHLY MAINTENANCE OF ONE (1) ELEVATOR</p> <p>0160 - STREETS DEPARTMENT 200 SHREWSBURY ROAD</p>	<p>⌚</p> <hr/>	<p>⌚</p> <hr/>
			<p>JEFFERSON, LA 70121</p> <p>ONE (1) HYDRAULIC SCHINDLER PASSENGER ELEVATOR SERIAL #7659C94H05</p>		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00145907

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
17	36.00	MO	<p>UNIT PRICE IS TO REFLECT ONE PRICE FOR THE MONTHLY MAINTENANCE OF ONE (1) ELEVATOR</p> <p>0170 - STREETS DEPARTMENT 1887 AMES BOULEVARD MARRERO, LA 70072</p> <p>ONE (1) HYDRAULIC ESCO PASSENGER ELEVATOR SERIAL #26244</p>	<p>⌚</p> <hr/>	<p>⌚</p> <hr/>
18	36.00	MO	<p>UNIT PRICE IS TO REFLECT ONE PRICE FOR THE MONTHLY MAINTENANCE OF ONE (1) ELEVATOR</p> <p>0180 - STREETS DEPARTMENT 5698 BELLE TERRE ROAD MARRERO, LA 70072</p> <p>ONE (1) HYDRAULIC ESCO PASSENGER ELEVATOR SERIAL #26244</p>	<p>⌚</p> <hr/>	<p>⌚</p> <hr/>
19	36.00	MO	<p>UNIT PRICE IS TO REFLECT ONE PRICE FOR THE MONTHLY MAINTENANCE OF ONE (1) ELEVATOR</p> <p>0190 - EAST BANK TRANSIT ADMINISTRATION 118 DAVID DRIVE METAIRIE, LA 70003</p> <p>ONE (1) HYDRAULIC SCHINDLER PASSENGER ELEVATOR SERIAL #L23AG1371</p>	<p>⌚</p> <hr/>	<p>⌚</p> <hr/>
20	36.00	MO	<p>UNIT PRICE IS TO REFLECT ONE PRICE FOR THE MONTHLY MAINTENANCE OF ONE (1) ELEVATOR</p> <p>0200 - WEST BANK DRAINAGE ADMINISTRATION 1561 RIVER PARK BOULEVARD BRIDGE CITY, LA 70094</p> <p>ONE (1) HYDRAULIC THYSSSEN KRUPP PASSENGER ELEVATOR SERIAL #EN9957</p>	<p>⌚</p> <hr/>	<p>⌚</p> <hr/>
21	36.00	MO	<p>UNIT PRICE IS TO REFLECT ONE PRICE FOR THE MONTHLY MAINTENANCE OF ONE (1) ELEVATOR</p> <p>0210 - JOHN A. ALARIO, SR. EVENT CENTER 2000 SEGNETTE BOULEVARD</p>	<p>⌚</p> <hr/>	<p>⌚</p> <hr/>

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00145907

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
22	36.00	MO	<p>WESTWEGO, LA 70094</p> <p>ONE (1) HYDRAULIC KONE PASSENGER ELEVATOR SERIAL #92633</p> <p>UNIT PRICE IS TO REFLECT ONE PRICE FOR THE MONTHLY MAINTENANCE OF ONE (1) ELEVATOR</p> <p>0220 - JUVENILE SERVICES 1546-B GRETNA BOULEVARD</p>	\$	\$
23	36.00	MO	<p>HARVEY, LA 70058</p> <p>ONE (1) HYDRAULIC THYSSEN KRUPP PASSENGER ELEVATOR SERIAL #EP1976</p> <p>UNIT PRICE IS TO REFLECT ONE PRICE FOR THE MONTHLY MAINTENANCE OF ONE (1) ELEVATOR</p> <p>CONTRACT START DATE WILL BE 5/1/26 FOR THIS LINE ITEM</p> <p>0230 - JUVENILE SERVICES 100 DAVID DRIVE</p>	\$	\$
24	36.00	MO	<p>METAIRIE, LA 70003</p> <p>ONE (1) TRACTION SCHINDLER PASSENGER ELEVATOR SERIAL # N/A</p> <p>UNIT PRICE IS TO REFLECT ONE PRICE FOR THE MONTHLY MAINTENANCE OF ONE (1) ELEVATOR</p> <p>CONTRACT START DATE WILL BE 5/1/26 FOR THIS LINE ITEM</p> <p>0240 - SEWERAGE DEPARTMENT WEST BANK OFFICE</p> <p>1440 RIVER PARK ROAD BRIDGE CITY, LA 70094</p>	\$	\$
25	36.00	MO	<p>ONE (1) HYDRAULIC OTIS PASSENGER ELEVATOR SERIAL #42270441</p> <p>UNIT PRICE IS TO REFLECT ONE PRICE FOR THE MONTHLY MAINTENANCE OF ONE (1) ELEVATOR</p> <p>0250 - RECREATION DEPARTMENT KINGS GRANT PLAYGROUND</p>	\$	\$

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00145907

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			<p>3805 15TH STREET HARVEY, LA 70058</p> <p>ONE (1) HYDRAULIC OTIS PASSENGER ELEVATOR SERIAL #2675013</p> <p>UNIT PRICE IS TO REFLECT ONE PRICE FOR THE MONTHLY MAINTENANCE OF ONE (1) ELEVATOR</p>		
26	36.00	MO	<p>0260 - RECREATION DEPARTMENT PONTIFF PLAYGROUND</p> <p>1521 PALM STREET METAIRIE, LA 70001</p> <p>ONE (1) HYDRAULIC SCHINDLER PASSENGER ELEVATOR SERIAL #F1706-01</p> <p>UNIT PRICE IS TO REFLECT ONE PRICE FOR THE MONTHLY MAINTENANCE OF ONE (1) ELEVATOR</p>	\$	\$
27	36.00	MO	<p>0270 - RECREATION DEPARTMENT JEFFERSON PLAYGROUND</p> <p>4100 SOUTH STREET JEFFERSON, LA 70121</p> <p>ONE (1) HYDRAULIC OTIS PASSENGER ELEVATOR SERIAL #248244</p> <p>UNIT PRICE IS TO REFLECT ONE PRICE FOR THE MONTHLY MAINTENANCE OF ONE (1) ELEVATOR</p>	\$	\$
28	36.00	MO	<p>0280 - RECREATION DEPARTMENT - EAST BANK 6921 SAINTS DRIVE</p> <p>METAIRIE, LA 70003</p> <p>ONE (1) HYDRAULIC DOVER PASSENGER ELEVATOR SERIAL #E81246</p> <p>UNIT PRICE IS TO REFLECT ONE PRICE FOR THE MONTHLY MAINTENANCE OF ONE (1) ELEVATOR</p>	\$	\$
29	1.00	HR	<p>0290 - TECHNICIAN - NORMAL HOURLY RATE 7:00AM - 5:00PM, MONDAY THRU FRIDAY</p> <p>(EXCLUDING HOLIDAYS)</p>	\$	\$
30	1.00	HR	<p>0300 - HELPER - NORMAL HOURLY RATE 7:00AM - 5:00PM, MONDAY THRU FRIDAY</p>	\$	\$

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00145907

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			(EXCLUDING HOLIDAYS)		
31	1.00	HR	0310 - TECHNICIAN BEFORE/AFTER HOURS WEEKDAY RATE 5:00PM - 12:00AM, MONDAY THRU THURSDAY & 12:00AM - 7:00AM, TUESDAY THRU FRIDAY	\$	\$
32	1.00	HR	0320 - HELPER BEFORE/AFTER HOURS WEEKDAY RATE 5:00PM - 12:00AM, MONDAY THRU THURSDAY & 12:00AM - 7:00AM, TUESDAY THRU FRIDAY	\$	\$
33	1.00	HR	0330 - TECHNICIAN AFTER HOURS WEEKEND RATE FRIDAY 5:00PM - 12:00AM & SATURDAY AND SUNDAY ALL DAY & MONDAY 12:00AM - 7:00AM	\$	\$
34	1.00	HR	0340 - HELPER AFTER HOURS WEEKEND RATE FRIDAY 5:00PM - 12:00AM & SATURDAY AND SUNDAY ALL DAY & MONDAY 12:00AM - 7:00AM	\$	\$
35	1.00	HR	0350 - TECHNICIAN - HOLIDAY RATE 12:00AM - 11:59PM	\$	\$
36	1.00	HR	0360 - HELPER - HOLIDAY RATE 12:00AM - 11:59PM ***** PLEASE SEE ATTACHED SPECIFICATIONS ***** SITE VISIT CONTACT: TIM HOSKINS (504)364-2675	\$	\$

STANDARD INSURANCE REQUIREMENTS FOR BIDDING PURPOSES

All required insurance under this bid shall conform to Jefferson Parish Resolution No. 136353 or No. 141125, 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 **Invitation to Bid**. Except as where otherwise precluded by law, the Parish Attorney or her designee, with the concurrence of the Director of Risk Management or her 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 the 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 Parish of Jefferson, 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 Worker's Compensation Law of the State of the Contractor's headquarters. Employer's Liability is included, with minimum limits of \$500,000 per occurrence, except it 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.

With a Waiver of Subrogation in favor of The Parish of Jefferson, its Districts, Departments, Agencies and Employees under the direction of the Parish President and the Parish Council, and any other entities who may require waivers by specific contract.

Note: If your company is not required by law to carry workmen's compensation insurance, i.e. 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

Limits of not less than the following: \$1,000,000.00 Combined Single Limit Per Occurrence; 2 million General Aggregate for bodily injury and property damage.

With a Waiver of Transfer of Rights of Recovery Against Others to Us in favor of The Parish of Jefferson, its Districts, Departments, Agencies and Employees under the direction of the Parish President and the Parish Council.

BUSINESS AUTOMOBILE LIABILITY

Limits of not less than the following: Bodily injury liability \$1,000,000.00 each person; \$1,000,000.00 each occurrence. Property Damage Liability \$1,000,000.00 each occurrence. Liability coverage to be provided for Any Auto or for ALL Owned Autos and Hired and Non-owned Autos.

With a Waiver of Transfer of Rights of Recovery Against Others to Us in favor of The Parish of Jefferson, its Districts, Departments, Agencies and Employees under the direction of the Parish President and the Parish Council.

Note: This category may be omitted if bidders do not/will not utilize vehicles for the project AS DETERMINED BY Risk Management and Parish Attorney's Office after properly requesting a deviation as discussed above. Bidder must request a deviation prior to bid opening and may be given an automobile insurance declaration affidavit to execute. 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 - The Parish Attorney with concurrence of the Director of Risk Management have waived the deductible section of the Terms and Conditions for all Invitations to Bid, until further notice.

UMBRELLA LIABILITY COVERAGE - An umbrella policy or excess may be used to meet minimum requirements. Certificate of Insurance must state which coverage the Umbrella sits over.

FOR CONSTRUCTION AND RENOVATION PROJECTS:

The following are required if selected below. Such insurance is due upon contract execution.

OWNER'S PROTECTIVE LIABILITY

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

BUILDER'S RISK INSURANCE

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

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 _____.