

OFFICE OF PURCHASING
O'KEEFE ADMINISTRATION BUILDING
501 City Park Avenue, Bldg 37
New Orleans, LA 70119
(504) 762-3027 FAX: (504) 762.3089
www.dcc.edu

Addendum No: 01

Bid No: 40006-70
Bid Name: Provision of Elevator Maintenance and Service

Opening Date: April 22, 2025 @ 2:00PM CST

Addendum No: 01
Date Issued: April 17, 2025

This addendum is hereby officially made a part of the referenced solicitation. The below are clarifications and are to be taken into consideration for establishing your pricing. Addenda must be signed and submitted with your Bid or your Bid will be rejected.

1.	Please define what semi-annual inspections are required (Page 21)	Semi-Annual inspections are done by the State and must be witnessed by our contractor and State inspector at the same time.
2.	Please confirm your current parts inventory	The only inventory we have are extra sprinkler heads. The vendor may store necessary parts in the elevator rooms as needed.
3.	Who is responsible for the cost of stocking parts inventory?	The vendor may store necessary parts in the elevator rooms as needed.
4.	What is the evaluation criteria for the bid?	Lowest bidder
5.	Please provide most recent inspection reports	See attachments below

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6.	Will Delgado Community College provide complete "as built" and up to date wiring diagrams, complete parts leaflets, engineering data, and / or diagnostic tools to the selected vendor for use during the term of the contract?	Most are available upon request. Some elevators no longer have "as built" due to age of device.
7.	Will Delgado Community College provide on-site storage for materials, equipment, and applicable parts inventory?	The vendor may store necessary parts in the elevator rooms as needed.
8.	We are requesting the most recent State Elevator Inspection reports for the equipment listed in the bid.	Attachments below are the most recent state elevator inspections that are available. Some buildings are missing and some inspection reports have misinformation. I have reached out to the state in the past about this but nothing was ever done about it.
9.	Will all deficiencies listed in the State Inspection Reports be remedied before the new contract takes effect? If not, will the awarded contractor be allowed to submit pricing to remedy the deficiencies or will this have to be included in the maintenance bid price?	Any deficiencies during initial inspections when contract takes affect will be the responsibility of Delgado Community College.
10.	On page 25 of the bid document under Section G, it states that the awarded contractor is responsible for cab lighting. During the walkthrough, there were quite a few bulbs burnt out or missing. Will the current contractor be required to replace them before the new contract takes effect or should we factor this cost into our bid price?	Any deficiencies during initial inspections when contract takes affect will be the responsibility of Delgado Community College.

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Delgado CP1 (1).pdf



Delgado SC.pdf



Delgado CP1.pdf



WB RC.pdf



Delgado CP10.pdf



Delgado MF.pdf



Delgado WB ATC.pdf



Delgado WB3.pdf



Delgado CP2(2).pdf



Delgado CP1(2).pdf



Delgado CP2 (1).pdf



Delgado CP2.pdf



Delgado CP23 (1).pdf



Delgado CP23.pdf

Acknowledgement: Acknowledgement of this addendum is required. Bidder is to acknowledge receipt of

this addendum where indicated on the Bid Form. See below if your Bid has already been submitted.

*If your bid has already been submitted, please sign below where indicated and fax this form in its entirety to (504) 762-3089 or email to aharri@dcc.edu, purchasingdept@dcc.edu, mail to the address stated in section 1.12.2 Proposer Inquiry Periods of the bid documents. Whether by fax or mail, this form must be received prior to the opening date and time indicated in the bid documents. **Failure to acknowledge and submit the addenda by the bid due date and time will cause your bid to be rejected.***

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The below signed acknowledges receipt of this addendum

Company: _____ Signature: _____

Print Name: _____