

NOTICE

- A) Bid, price sheets, verification of qualifications and engineering responsibility should be completely filled out with detailed information requested or your bid may be rejected.

**IMPORTANT:** For all projects in the amount of \$50,000 or more, bids shall be accepted from Bidders who are licensed under La. R.S. 37:2150-2192 for the classification of: **Specialty: Elevators, Dumbwaiters.**

Attachment E – Contractor’s License Certification Form should be completed and returned with the bid. Failure to comply with this requirement may cause your bid to be rejected.

In accordance with La. R.S. 37:2165.C, anyone objecting to the above classification(s) must send a certified letter to both the Louisiana State Licensing Board for Contractors and the Office of State Procurement. The letter must be received no later than 10 working days prior to the day on which the bid is to be opened.

**Definitions:**

Department - Division of Administration, Colleges and Universities, Office of State Buildings and/or the **Department of Corrections (DOC), Headquarters.**

Owner - Agency where the vertical transportation is being maintained.

**B) OSFM License**

The bidder and its mechanics shall be licensed by the Louisiana Office of State Fire Marshal (OSFM) in accordance with La R.S. 40:1664.1 et seq. The bidder should include a copy of their license with their bid. Any bidder who fails to include a copy of the license with their bid must provide a copy to the Office of State Procurement within 10 business days of a written request. Failure to do so shall result in the rejection of their bid. Any questions regarding licensing should be directed to La’Nicka Albert with the Office of State Fire Marshal. She can be reached at [lanicka.albert@la.gov](mailto:lanicka.albert@la.gov).

**C) Contractor's Disclosure:**

I (we) do hereby declare that I (we) have carefully examined the specifications and the bid documents, including all addenda, prepared by the project supervisor of this bid and I (we) have a clear understanding of said documents and premises, and hereby propose to provide the necessary tools, machinery and apparatus along with other needs necessary to complete the work specified. We will provide all materials, such as lubricants, greases, cleaner, etc., tools, instruments, and furnish all labor and services specified in the contract or called for in the contract documents including permits necessary for the completion of the project or work listed for the sum below.

I (we) also agree to follow requirements, sequence and frequency listed under "maintenance procedures".

If I (we) fail to follow these specifications and document the "maintenance procedures" with the owner or if there is any evidence of fraudulent documentation I (we), will without reservation, freely forfeit the

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contract along with any monies due from the date of such finding. All materials and labor will be left intact and I (we) will not seek any restitution.

I (we) have read the entire specifications and will not use oversight as an excuse for not fulfilling my (our) obligation.

CONTRACTOR: \_\_\_\_\_

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

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

Contractor's License No.: \_\_\_\_\_

**D) Specifications for Elevator Maintenance**

General:

Based on these specifications, bids shall be received by the Division of Administration, Office of State Procurement, for servicing the vertical transportation at the **Department of Corrections (DOC), Headquarters** located at **504 and 704 Mayflower Street, Baton Rouge, LA 70802**, hereafter denoted by the term "department". The use of the word "Vendor" or "Contractor" shall be interpreted to be the firm or corporation who has been awarded a contract by the department. The successful bidder will be required to sign a contract with the department in strict accordance with these specifications for services which includes the contract document.

With the complexity of equipment and the liability exposure of today's vertical transportation it is necessary to not only provide top quality maintenance, but to also have a professional engineering group to verify the quality of material and safe operation of any wiring changes being used or integrated into the system. Also in the case of microprocessor equipment, the vendor shall have complete access to all software and diagnostic programs. Prior to award of the contract, the successful bidder shall demonstrate to the Owner their ability to comply with this section. For the protection of the owner, passengers and other related exposures connected to fulfillment of this contractual obligation, the bidder shall include in his bid, monies for engaging licensed registered professional electrical engineers\*, with no less than five years' experience in specifying elevator materials and verifying wiring changes. All changes are to be provided to the **Department of Corrections (DOC), Headquarters, Rhonda Babel** via email to [rhonda.babel@la.gov](mailto:rhonda.babel@la.gov). The name of the licensed registered professional electrical engineer or private consulting group and/or firm with a licensed registered professional electrical engineer on staff committed by letter to this responsibility, along with their address and signature shall be provided in the space for the verification of this information under "Engineering Responsibility".

Bids will be considered only from bidders who are regularly established in the business called for and who, in the judgement of the department, are financially responsible and able to show evidence of the reliability, ability, experience, facilities, and persons directly employed and supervised by them to render prompt and satisfactory service.

Compliance with the latest edition of A.N.S.I. A17.1 code with and including supplemental adoptions will be required.

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The State of Louisiana reserves the right to add or delete elevators as necessary.

\*Elevator contractors must be licensed in the State of Louisiana.

**E) Special Conditions**

The file number of this bid should be referenced on all correspondence to the Division of Administration, Office of State Procurement, and to the Office of State Buildings and to **Department of Corrections (DOC), Headquarters**.

It shall be specifically agreed and understood that the bidders may attend the bid opening, but no information or opinions concerning the ultimate contract award will be given at the bid opening or during the evaluation process. Bids may be examined by parties 72 hours after the bid opening. Where any award is being considered, bidders shall comply with requests from the Division of Administration, Office of State Procurement or Agency personnel to visit their facilities and/or furnish additional information in order to assist with evaluating bids.

Bid prices must be firm for a period of 60 days from the date of the bid opening to allow for evaluation if necessary.

If any problems occur or questions arise concerning the "original manufacturers parts" or "equal" it shall be the responsibility of the Contractor to provide such verification as may be requested by the Division of Administration, Office of State Procurement.

See "Section L, Clarifications on page 14 of these specifications".

**F) Records:**

The Contractor shall maintain a complete, orderly and chronological file, including drawings, parts lists specifications and copies of all prepared reports. A record of all callbacks and repairs shall be kept by the Contractor indicating any difficulty experienced and the corrective measures taken to eliminate these difficulties. A copy of the Elevator Maintenance Log furnished with the contract must be filled out and forwarded to the Office of State Buildings and the **Department of Corrections (DOC), Headquarters, Rhonda Babel** monthly via email to [rhonda.babel@la.gov](mailto:rhonda.babel@la.gov). The reports or trouble calls must be verified and signed by a person, designated by the Using Agency, who will retain a copy. All trouble calls (call backs and repairs) are indicated by a "call ticket" and signed by the Contractor and the Using Agency. A copy of these "call tickets" is to be forwarded to **Department of Corrections (DOC), Headquarters, Rhonda Babel** on a monthly basis. \*\*(Attachment D)

**Guarantee:**

The Contractor agrees to accept all of the equipment, (except as excluded by these specifications), on full maintenance, on the effective date of the contract, unless it is otherwise indicated by a detailed report, on each unit, and attached to his bid. It is also agreed that he will leave the units in the same condition and with the same performance when the contract is terminated, as on the date the contract was made effective.

The Owner reserves the right from time to time to employ others to make such checks as they may deem necessary or advisable. When it is found that any of the units of vertical transportation are not up to proper standards, safety requirements or tests are not being performed as required by the current A.N.S.I. Code of the

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State of Louisiana, the Owner may exercise any or all of its options as set forth in these specifications. If these demands are not promptly complied with, within 15 working days after receipt of such notice, the State of Louisiana, Division of Administration, Office of State Procurement may cancel the contract and enter into a contract with others to perform such work and deduct the total cost thereof from the Contractors monthly charges for maintenance service. If the contract has been terminated or has expired, the Owner will demand payment from the Contractor.

The Owner, through the Division of Administration, Office of State Procurement, reserves the right to act as sole agent in determining if service is satisfactory, including a determination of whether parts need replacing in accordance with ASME A17.1 code. The Contractor's failure to comply with the Owner's demands in this regard, within 10 working days of mailing of a certified letter containing such demands, will constitute a circumstance under which the Owner may immediately terminate the contract. The Owner shall conduct, through the operational unit, periodic inspections to determine the status of individual elevators. This inspection shall be conducted in accordance with a uniform maintenance plan formulated by the Division of Administration, Office of State Procurement. Results and reports of such inspection will be furnished to the Contractor and the Using Agency.

**Permits, Licenses, Laws and Taxes:**

The Contractor shall furnish all necessary permits, licenses, and certificates and comply with all laws or ordinances applicable to the locality of the building site and the State of Louisiana. The Contractor shall include in his bid all applicable State, Federal or other taxes required.

**Contents of the Signed Agreement:**

The purchase order and the bidders' specifications will be combined to form the complete contract when the award is made.

**G) Elevator Maintenance**

The Contractor agrees to provide all material, furnish all labor and services specified in the contract including permits necessary for maintenance (where conditions warrant, adjust, lubricate, repair or replace the mechanical and electrical parts) of the type elevator(s) listed and related equipment located in the facility specified in accordance with the specifications annexed hereto.

The contract shall be effective beginning July 1, 2025 and ending June 30, 2026.

All work is to be performed during regular working hours and on the regular working days of the elevator trade unless otherwise specified below.

The Contractor, at its expense, shall, within 10 working days from the commencement date of the contract, provide owner with a copy of its present maintenance check-list, for his approval, that shall sequentially follow the format of the specifications annexed to the contract.

The Contractor shall complete the aforementioned check list at the times provided in the specifications and regularly provide the Owner with copies thereof.

Notwithstanding anything herein to the contrary, it is expressly agreed and understood that at any time(s) during the term of the contract, the Owner shall have the right, but not the obligation, to employ, at its expense, a

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certified ANSI elevator consultant to make periodic inspections of the elevators and related equipment (i.e. smoke detectors, emergency power switches) to determine if said equipment is, in consultant's judgment, being maintained in accordance with the specifications subject to the contract. The Contractor at his own expense, may elect to have a representative present for these inspections. Should the Owner's consultant determine that the equipment is not being maintained in accordance with the aforementioned specifications, the Contractor shall, at his own expense, correct all noted deficiencies within 10 calendar days. Should the Contractor fail to correct the deficiencies in a timely manner, the Owner shall have the right to deduct the estimated cost for repairs from the Contractor's normal monthly payment until such time as the deficiencies are corrected, or to unilaterally terminate the contract without penalty or liability by giving the Contractor 10 working days written notice by a certified letter. Any re-inspection as a result of the Contractor's failure to maintain the equipment in accordance with the specifications shall be performed at the expense of the Contractor. Payment for subsequent inspection shall be remitted to the Office of Risk Management (ORM) payable to the inspector. Failure to remit timely payment will result in the cost being deducted from the contract.

The Contractor shall confirm that they have inspected all elevators and related equipment in the building specified and have found same to be in a proper working and satisfactory condition.

The Contractor shall confirm that they are satisfied that a governor and safety test was made on the elevators located at **Department of Corrections (DOC), Headquarters, 504 and 704 Mayflower Street, Baton Rouge, LA 70802**, by **EMR Services LLC** within the past 12 months and therefore the Contractor assumes the liability for operation of the governor and safety devices of these elevators and throughout the term of the contract.

The contract shall include 24 hour emergency call-back service.

The Contractor shall not be liable for loss or damage resulting from strikes, lockouts, fires, explosion, theft, floods, riots, war, malicious mischief, storms, acts of God or other similar or dissimilar cases beyond its control. The Contractor assumes no liability for accidents to persons or property except those directly due to the negligent acts or omissions of the Contractor or his employees.

The Owner agrees that it will not permit others to make alterations, additions, repairs, replacements or adjustments to the equipment subject to the contract, unless the Contractor is notified by the Owner, prior to commencement. It is understood that the Contractor shall not assume possession or management of any part of the equipment. (The intent is to have the Contractor awarded the bid to perform the work, however, in the event that the equipment has seemingly insolvable problems, the Department at its expense, reserves the right to have other competent Contractor(s) examine and make repairs.) In such case the service shall be terminated for that period of time.

#### **H) Maintenance and Replacement Parts**

The following tests and parts lists are subject to check by the Division of Administration – Office of State Procurement, or their designated representative. If parts are not available in type and number on each unit of vertical transportation covered by these specifications, then the Contractor must document that these parts are on order and when they will be placed on the job and in the warehouse. Maximum delivery time for parts to be on the jobsite is two weeks.

The Maintenance Contractor shall have available on request:

- 1) Complete as built and up to date wiring diagrams. (All diagrams will be ordered by the Owner at the expense of the elevator Contractor only). The cost shall not exceed \$200.00 for the first page and \$25.00 for each

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additional page. The total cost cannot exceed \$500.00 per set. The diagrams must be delivered within two weeks unless an extension is granted by the Department. (This only applies to elevators in which diagrams are not in the Owner's possession).

- 2) Complete parts leaflets.
- 3) Engineering data for all load reactions and safety devices.
- 4) Parts and part numbers of stock listed under maintenance replacements parts to be stocked at the jobsite. Steel parts cabinet, wiring diagrams and maintenance replacement parts to be warehoused in the elevator machine room.
- 5) 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. Up to date and as built wiring diagrams and software are to be kept on the job site. Diagnostic tools will be the property of the Contractor as will the maintenance and repair of such diagnostic tools.
- 6) When the State owns the diagnostic tool, the elevator Contractor shall maintain the diagnostic tool as part of the full maintenance contract. The Contractor shall be responsible for parts, adjustments, calibration, labor, and repairs to the diagnostic tool.

**Periodic Tests Required:**

All tests required by current ASME A17.1 must be made in the week of the date on which the test is due and shall be documented in writing to the Owner. If this documentation is not received within four months after effective date of contract, monthly payment for maintenance shall be withheld until this report is received.

**Cost Control:**

Since elevator shut-downs increase the cost of manpower and slow down the performance of their responsibilities, the tests shall be scheduled by letter.

- a) Examine periodically all safety devices and governors and conduct annually a no-load test, and every five 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 the contract and thereafter within one week of these dates. The 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 Owner within 30 days of 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 A.N.S.I. A17.1. All five year full load tests must be witnessed by the State Inspection Service Contractor.
- b) When necessary renew guide rollers as required to insure a quiet operation.
- c) Maintain in each building, at all times for immediate delivery and installation, a sufficient supply of emergency parts for repair of each elevator. This inventory shall include at a minimum, the following for each size and type used. Materials or parts to be used are to be genuine original manufacturer's renewal

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parts or equal to those furnished with the original installation. The Contractor shall maintain an up to date inventory of all spare parts by part number in steel cabinets on the job site. The following are the list of parts to be stored on site for each type of elevator covered by these specifications:

1. Coils; minimum of one for each type relay contact used.
2. Contacts; minimum of three for each type used.
3. Conductor; a supply for each type used.
4. Motor brushes; minimum of one set for each type used.
5. Supply of lubricants for each requirement.
6. Supply of fuses.
7. Interlock rollers and contacts; minimum of two each.
8. Car and hoistway door hanger rollers; minimum of two each type.
9. Car and hoistway door gibs; minimum of one set each type.
10. Car and hoistway door closer parts (springs, spirators, etc.)
11. Door operator belts, chains and brushes; minimum of one set each type.
12. Door operator drive block, clutch rollers, and fingers; minimum of one set each type.
13. Photo electric tube, minimum of one each type.
14. Landing switch equipment and magnetic inductor; minimum of one each type. To include microprocessor boards.
15. Solid state timers and printed circuit regulator board, minimum of one each type.
16. Saf-T-Edge pivot arm assembly and switch; minimum of one each type.
17. Signal fixture lamps; minimum of five each type.
18. Selector cams and contact assembly; minimum of one each type.
19. Brake contact; minimum of one of each type.
20. Normal renewal parts peculiar to equipment covered by this specification.
21. \*Supply of selector tapes to handle highest rise.
22. Roller guides and gibbs for car and counterweight.
23. \*Power supplies and pre-amplifier for electronic proximity device.
24. \*Car and hoistway door shields.
25. \*Car door electric eye photo cell replacement units.
26. Complete car door safety edge (mechanical).
27. \*Transformers and rectifiers for all controller power supplies.
28. \*Door operator motors for each type used.
29. \*Door operator gear reduction units for each type used.
30. Controller and selector coils for each type used.
31. Component parts, including contacts, for each type switch.
32. Car and hall buttons, including electronic, with contacts for each type used.
33. \*Hatch switch cams supports to handle highest rise.
34. Replacement relay for each type used.
35. \*Selector drive motor.
36. \*Geared machine brake shoe and lining assembly; minimum of one set for each type.
37. Hydraulic jack packing, or seals, gasket, wiper ring; minimum of one for each type used.
38. \*Dash pot and thermal overloads; minimum of one each type.
39. \*Hydraulic valve parts, gaskets, "o" rings and hoses; minimum of one for each type used. Valve includes relief, pilot, lowering, up and check valve, or any of the parts thereof.
40. \*Bearings for each type used.
41. \*Transformers and rectifiers for all controller power supplies.
42. \*Hydraulic fluid 110 gallons as per original equipment manufacturer's lubrication specifications.
43. Microprocessor diagnostic tool (if microprocessor controlled).

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\*These parts may be warehoused at location near jobsite.

The following replacement parts are to be available and ready for immediate delivery to the building within 24 hours. Seven days will be allowed to complete repairs.

1. Rotating elements for each type and size used.
2. Stators for each type used.
3. Brake coils for each type and size used.
4. One complete set of step chains.
5. One complete set of escalator tracks.
6. One solid state power converter.

Where any of the parts listed are not required, these may be deleted. The Contractor hereby agrees to allow the facility's authorized person to visit the Contractor's parts storage facilities before the effective date of the contract so as to make certain that the inventory is complete and in compliance with the terms set forth.

- d) Keep the exterior of the machinery and other parts of the equipment subject to rust, properly painted and presentable at all times. The motor windings and controller coils are to be periodically treated with proper insulating compound.
- e) Only use lubricant furnished by the manufacturer of the equipment or those as recommended by the manufacturer.
- f) Maintenance parts to be furnished and installed or replaced:
  - A. Contractor to warehouse and have available at all times for immediate delivery and installation, a sufficient supply of emergency parts for repair of each elevator. This inventory shall include as a minimum, the following for each size and type used. Materials or parts to be used are to be genuine original manufacturer's renewal parts or equal to those furnished with the original installation. The Contractor shall maintain an up-to-date inventory of all spare parts by part number in the warehouse or in steel cabinets on the job site. The following are the list of parts to be kept in inventory for each elevator covered by these specifications:
    1. Coils; minimum of one for each type relay used.
    2. Contacts; minimum of three for each type used.
    3. Conductors; a supply for each type used.
    4. Supply of lubricants for each equipment.
    5. Motor and generator brushes; minimum of two sets for each type used.
    6. Supply of each type fuses.
    7. Interlock rollers and contacts; minimum of two of each type.
    8. Car and hoist-way door hanger rollers; minimum of two of each type.
    9. Car and hoist-way door gibs; minimum of two of each type.
    10. Car and hoist-way door closer parts; springs, spirators, etc.
    11. Door operator belts, chains, and brushes; minimum of one set of each type.
    12. Door operator drive block, clutch rollers, micro-switches, fingers, etc.; minimum one of each type.
    13. Landing switches and magnetic inductor; minimum of one of each type.
    14. Solid state timers and printed circuit regulator boards; minimum of one of each type.
    15. Microprocessor and control boards where required; minimum one of each type.



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16. Retractable safety arm pivot assembly and switch; minimum of one of each type.
17. Signal fixture lamps and indicators; minimum of five of each type.
18. Normal renewal parts peculiar to equipment covered by this specification.
19. Complete car door safety edge. (mechanical)
20. Roller guides for the car and counterweights; minimum of one set each type.
21. Transformers and rectifiers for controller power supplies; minimum of one of each type.
22. Car and hall buttons with contacts for each type used; minimum of one of each type.
23. Replacement relay for each type used.
24. Car door electric eye photo cell replacement units.
25. Electronic door detector and infra-red sensors; minimum of one set.
26. Power supplies and pre-amplifiers; minimum of one of each type.
27. Selector drive motor for each type used.
28. Door operator motor for each type used.
29. Supply of selector tapes and cables to handle highest rise.
30. Hatch switch cams support to handle highest rise.
31. Geared machine brake shoe and lining assembly; minimum of one set for each type.
32. Dash pot and thermal overloads; minimum of one of each type.
33. Hydraulic jack packing or seal, gasket, wiper ring; minimum of one of each type.
34. Thermal overloads; minimum of one of each type.
35. Hydraulic valves, pistons, springs, gasket/O-ring kit, solenoid needle and solenoid coil; minimum of one set of each type used.
36. Hydraulic valve parts, gaskets and hoses, including relieve valve, lowering, up and check valve or any parts thereof; minimum one set of each type.
37. Hydraulic fluid; minimum 50 gallons as per original equipment manufacturer's lubrication specifications.

**Maintenance Parts to Be Furnished and Installed or Replaced:**

- B. Elevator Contractor shall furnish, replace, maintain, adjust, service and install when and as necessary, the following: machine, motors, pumps, pump bearings, sheaves and sheave assemblies, controllers, selector, worm gears, thrust bearings, radial bearings, brake magnet, coils, brake shoes, brushes and brush holders, motor & generator windings, rotating elements, commutators, commutations, armatures, overspeed governors, governor shafts and assemblies, governor jaws, gears, bearings, valves, packing glands, rotating elements, contacts, coils, generators, mechanical and electrical driving equipment, condensers, car and hoistway wiring, controller wiring, auxiliary door closing devices, load weighing equipment and devices, car and counterweight frames, car safety mechanism, buffers, platform resistors for operating and motor circuits, machine room lighting, car lighting and transformers, car top lighting, pit lighting, car ventilation fan and fan motor, car emergency lighting, firefighters service phase I & II, dispatching systems, hall lanterns, car travel lanterns, starters, indicators and control panels, relay panels, all relays, electrical contacts and coils, control and isolation transformers, rectifiers, shunts, wiring harness, leveling devices, slow down devices, operating devices, switches on the car and in the hoistway, door re-opening devices, top and bottom limit switches, push buttons, annunciators, elevator signal and accessory system circuitry, leveling vanes, jack seals, scavenger pumps, valve body solenoids, hoses, belts, all fuses, terminals, and connections, all car top operating devices, handicap signals, motor couplings, isolation pads, relay leads and wiring connectors, overload devices, corridor position indicators and car position indicators, signal chimes, alarm bell, signal lamps and indicators, hoistway push buttons and indicators, timers, hoistway limit switches, computer devices, switch and switch assemblies, electronic circuit boards and discreet solid state components, monitoring tachometers, two way

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communication devices, door operator motors, door safety edges, infra-red sensors, hoist cables and governor ropes, cable shackles, selector cables and tapes, travel cables, compensation cables, car and counterweight guide rails and brackets, equipment guards and covers, all sheaves and bearings, magnet frames, leveling devices, and sensors, cams, car and hoistway door hangers, door tracks and guides, door eccentrics, car and hoistway door gibs, door closures, car door and hoistway door operating devices, interlocks and electric contacts, car and counterweight roller guides and slide guide assemblies. The Contractor shall furnish shaft and car light fixtures. The Contractor shall furnish and replace signal system lamps. Re-lamping of light and signal fixtures shall be done at least once per month, but more often if required.

- g) The Contractor shall also examine, adjust, repair and/or replace the following necessary equipment; two-way communication devices, exhaust fans, cab lights, all parts for hall lanterns, starters indicator, firemen service, handicap signals and control panels installed and connected into the operating system by the elevator Contractor.
- h) Annual Cleaning: All steps, wellways, hoistways, cars and weights shall be cleaned once a year and documented in writing, listing the date each unit was cleaned.
- i) Check Charts: Check charts shall be placed in each machine room (must be kept current). The date each item is checked must be entered in the block (not a check mark).
- j) The equipment room should be clean and free of debris. Control cabinet doors are to be closed when not in use.

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**D) Notarization:** The successful vendor will be required to have this form notarized.

**ENGINEERING RESPONSIBILITY**

We will use the following licensed registered professional electrical engineer or private consulting group and/or firm with a licensed registered professional electrical engineer on staff which meets the criteria outlined in the specifications. This electrical engineer will be required to have his engineer's seal on all approved wiring, schematic and/or design changes.

Name of Engineering Group and/or Firm \_\_\_\_\_

Address \_\_\_\_\_

City of \_\_\_\_\_ State of \_\_\_\_\_

Signature \_\_\_\_\_

Licensed Professional Electrical Engineer

Title \_\_\_\_\_

Registration Number: \_\_\_\_\_

\_\_\_\_\_  
Notary

Subscribed and Sworn to, This \_\_\_\_\_ Day of \_\_\_\_\_ 20\_\_\_\_\_.

The Contractor's Engineering Department may make application with the Louisiana Professional Engineering & Land Surveying Board (LAPELS), 9643 Brookline Ave., Suite 121, Baton Rouge, LA 70809. The Department understands there will be a waiting period of approximately 60 days to process this application.

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**J) Affidavit of Qualifications**

In keeping with the specifications, the vendor shall demonstrate that he has successfully maintained for a period of 12 months within the past five years the following elevator plants of the same type and control to those elevators specified in this bid. In lieu of the above, in complying with the specifications, the vendor may submit a list of full time journeyman mechanics who have successfully maintained elevator plants of the same type and control to those elevators specified in this bid together with a list of the plants, the number of elevators, the address of the elevator plants and the name and telephone number of a contact person at the location of the elevators in question. This information should be submitted with the bid. However, if not, the Department reserves the right to request this information from the bidder(s). If requested, the vendor will have five days to provide this information to the Department. Failure to comply will be cause to reject the bid.

Building Name	Address
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____

We also have and own the following tools and written procedure designed specifically for programming and adjusting these elevators. List the tools and also the type of microprocessor applicable to this equipment.

1. _____
2. _____
3. _____
4. _____

Date \_\_\_\_\_

Signed \_\_\_\_\_

By \_\_\_\_\_

Title \_\_\_\_\_

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**K)** Successful bidder will be required to have this form notarized.

Non-Collusion Affidavit

State of \_\_\_\_\_

Parish of \_\_\_\_\_

\_\_\_\_\_, being first duly sworn, deposes and says that:

- (1) He is (owner) (partner) (office) (representative) or (agent), of \_\_\_\_\_, the bidder that has submitted the attached bid:
- (2) Such bid is genuine and is not a collusive or sham bid:
- (3) Neither the said bidder nor any of its officers, partners, owners, agents, representatives, employees or parties of interest, including this affidavit, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other bidder, firm or person to submit a collusive or sham bid in connection with the contract for the attached bid or to refrain from bidding in connection with such contract, or has in any manner, directly or indirectly sought by agreement or collusion or communication or conference with any other bidder, to fix any overhead, profit or cost element of the bid price or bid price of any bidder, or to secure through any advantage by using contacts through the **Department of Corrections (DOC)** or any person interested in the proposed contract.
- (4) The price or prices quoted in the attached bid are fair and proper and are not tainted by collusion, conspiracy, connivance, or unlawful agreement on the part of the bidder or any of its agents, representatives, Owners, employees, or parties of interest, including this affidavit.

\_\_\_\_\_ Notary

Subscribed and Sworn to, This \_\_\_\_\_ Day of \_\_\_\_\_ 20\_\_\_\_\_.

**L) Clarifications**

**Maintenance:**

The maintenance of vertical transportation covered by the contractual agreement shall include all parts, including replacements that have been modified or updated, all labor and the performance of all tests, along with the frequency of examinations as required herein by these specifications unless specifically excluded.

Call backs will \*not\* include maintenance of car lights and exhaust fans. These items will be maintained during regular visits.

**Exclusions:**

1. Hoistway entrance frames and door panels.
2. Car enclosure.
3. Finishes.
4. Floor covering.
5. Underground hydraulic casing or buried pipes.
6. Escalator panels, decks, trim and skirts unless damage is caused by misalignment of steps.
7. Smoke detectors, emergency power switches and other non-elevator controls. (All equipment included in the elevator hoist-way and machine room related to the operation or function of emergency power and firemen's service, Phase I and Phase II, shall be part of the elevator contract. The point at which these devices are attached to the controller shall be the dividing line between the elevator Contractor's responsibility and other contractors).

**Or Equal:**

Or equal, 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.

**Vandalism:**

Misuse of the term vandalism will not be accepted as extra cost to the Owner. Vandalism shall be defined as the intent to destroy. The Contractor shall immediately notify building the Owner of any misuse, abuse or accidental damage and document incident before the Owner accepts as extra cost. Contractors will not be responsible for misuse, abuse or accidental damage by others.

**Performance:**

Performance shall be measured by that which was designed and built into the original installation. Eliminating the operations or shunting any circuits without written permission shall give the Owner the right to terminate the contract.

**Non-Performance:**

1. If any vertical transportation is out of service for more than seven days, (without permission in advance).
2. If a call is not answered in less than two hours for normal call-outs and 30 minutes for entrapments.
3. Any failure to perform regular inspections within two days of schedule or falsifying records.
4. Failure to correct problems on the third call-back.
5. Failure to follow and document maintenance procedures and frequencies with the Owner each trip.

6. Non-compliance with minimum performance standards. Failure to meet the preceding requirements shall give the Owner the right to suspend payments for that period of time at regular monthly billing rates or terminate the contract.
7. Failure to submit monthly “call tickets,” maintenance records and test reports to **Department of Corrections (DOC), Headquarters, Rhonda Babel.**
8. The Owner reserves the right to have a consultant check and make a report on conditions as he finds them. If such conditions are not corrected by the next report, or the elevator Contractor cannot furnish a valid reason for the delay, the Owner reserves the right to employ another elevator contractor to complete the work. The accumulated costs of such expenditure will be billed to the Contractor as a contractual obligation.

**Callbacks:**

Where overtime callbacks are included in the maintenance contract the elevator Contractor may answer the call without obtaining authorization.

Where overtime callbacks are excluded, the Contractor must obtain an authorization from one of the persons listed below, otherwise the cost will not be approved nor will payment be made for unauthorized callbacks.

The following are persons or their designee who may approve answering an overtime callback.

**Rhonda Babel (225) 342-6751**  
[rhonda.babel@la.gov](mailto:rhonda.babel@la.gov)

**Nuisance Calls:**

A nuisance call shall be defined as a call where the elevator shut-down was caused by a known or unknown source, and is outside of the scope of contract but the call is answered by the elevator personnel not knowing the cause. If time at the building is one hour or less (to be documented by a person at the building), the cost is to be absorbed by the Contractor. Any fraudulent documentation shall be cause for cancellation of the contract.

**M) Frequency of Regular Examinations**

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 call-back must be entered in the records as just what it is and will not be listed as an inspection. Inspections will be made on schedule. A route sheet will be furnished for Owners’ 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 days of schedule.

Each visit to the building must be documented and signed by **Rhonda Babel** or his designee. Invoices will not be paid until the above information is received. (Copies of your records, which include building representative's signature, with invoices will be satisfactory).

A repair which results in down time or not covered under the contract must be listed as what it is and must be scheduled with the above office before proceeding.

A check sheet must be maintained in each machine room marked with dates, not check marks.

**Attachment B – Elevator Specifications**  
**RFx 3000024657**

Obsolete parts must be certified by the manufacturer and approved by the Department. If a part becomes obsolete during the period of the contract, it is the Contractor's responsibility to replace the part and the Owner's responsibility for expenses incurred to perform the modification, i.e. piping, electrical.

- N)** The Contractor shall (upon request) provide proof of having successfully maintained five elevators of the same type and control for a period of 12 months within the past five years. In lieu of the above, the Contractor shall (upon request) submit a list of full time journeyman mechanics who have successfully maintained five elevators of the same type and control for a period of 12 months within the past five years as stipulated in the affidavit of qualifications. The Contractor shall have a minimum of two mechanics and one helper for each 40 elevators, under maintenance in the local area, for the State of Louisiana. Response time shall not require more than two hours to arrive on the site.

Normal response time to be no more than two hours. However, in the event someone is trapped in an elevator, response time shall be no more than 30 minutes. Failure to meet these response times will be just cause for cancellation of the contract.

It is understood that parts required to be maintained on the premises remain the property and responsibility of the Contractor.

Whenever these documents refer to the State employing others to perform inspection services, they will be required to be a certified ASME inspector.

- O)** The Contractor shall maintain a website which will allow all records to be reviewed and downloaded on a monthly basis, by the Office of State Buildings, Owner Agency, and all parties requiring information concerning State owned elevators. Minimum requirements for information accessible on website shall be the name of building, preventative maintenance schedule, type of elevator, manufacturer, machine type, roping, year installed, contact speed, actual up and down, capacity, safety type, governor type, control type, operation, stops, openings and a maintenance log showing all callbacks, repairs and routine maintenance and corrective measures taken to eliminate difficulties encountered. The website should be secured with a user I.D. and password. The Contractor shall take all reasonable precautions to maintain the security of the site. The Contractor on a monthly basis will send this report to **Department of Corrections (DOC), Headquarters, Rhonda Babel**. This report will be sent to their e-mail address, [rhonda.babel@la.gov](mailto:rhonda.babel@la.gov) or in hard copy (see Attachment D).