

**LOUISIANA  
DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT  
SPECIFICATIONS**

**RENTAL AND MAINTENANCE  
ICE-MAKING MACHINES AND BINS  
DISTRICT 62**

**SCOPE OF WORK**

Contractor to provide rental and maintenance of ice-making machines with bins at various locations throughout the Louisiana Department of Transportation and Development (DOTD) District 62. Ice-making machines and bins must be supplied and maintained in accordance with the requirements specified herein.

**REQUIREMENTS**

**Equipment**

Each ice-making machine, bin, hose, water line, component part(s) shall be new at the start of a contract period.

Ice-making machines must be air-cooled with a self-contained condenser(s) capable of producing the small individually shaped ice pieces within a twenty-four (24) hour period as indicated in the attached chart. Each ice-making machine shall have either stainless steel and/or vinyl-clad exterior, anti-microbial features and a removable/replaceable air filter and water filter.

The required minimum total storage capacity of each compatible bin shall be as indicated in the attached chart. Bins must be designed to allow the ice-making machine to properly operate and shall cause the system to shut-off when the bin has reached maximum capacity. Bin exteriors must be stainless steel and/or galvanized stainless steel with a hinged door that allows access to the stored ice. The interior shall be foam insulated with a polyethylene liner and come complete with a scoop and scoop holder mounted to the inside of each bin.

The seal between each machine and bin must be airtight once installed. If the bin supplied is wider than the machine, the Contractor shall ensure an airtight seal with a compatible top kit.

**Installation**

Deliveries are accepted Monday - Thursday, from 7:00 AM to 3:00 PM. The Department does not accept deliveries on during weekends, holidays, both those observed and those proclaimed throughout the year by the Governor, nor during times of disaster. Contractor must schedule installation service with the DOTD Point of Contact (POC) noted for each location as indicated on the attached chart, at least forty-eight (48) hours prior to arrival.

DOTD District 62 shall provide the water supply line, draw location and electrical power outlets at the site of each ice-making machine.

Contractor shall provide all labor, water lines/hoses from machine to connection, drain lines, filters, electrical components, hardware and/or any other required parts and equipment necessary to properly set-up and install the ice-making machines and bins. Prior to leaving the installation site, Contractor shall ensure the machine(s) are fully functional and the site has been cleared of all installation debris and packaging.

Contractor is solely responsible for their supplies, materials and equipment. The Department shall not be held liable for any destruction or theft of the Contractor's property through vandalism or any other cause.

## **PREVENTATIVE MAINTENANCE AND REPAIRS**

### **General Requirements**

Contractor is responsible for all maintenance and repairs to their equipment up to and including the connections to DOTD facilities. Contractor shall ensure deficiencies such as broken seals, rust or mold in bins, or poor ice production, are corrected by taking the necessary steps to resolve the issues up to and including furnishing new machines, bins, etc.

Work order tickets shall be provided to the Department after each service performed. Ticket must include at a minimum the company name, the service technician's name, the date of service, and the type of services performed (quarterly maintenance, emergency call out, etc.). Contractor shall keep a maintenance log for each machine and supply the log(s) to the Facility Maintenance Manager, Joe Lamonte, for District 62 after each maintenance occurrence.

To ensure the proper operation of each ice-making machine and efficacy of the bins and connections, Contractor shall provide scheduled maintenance calls in accordance with the manufacturer's recommendation and this specification. All standard maintenance service calls shall be performed during normal business hours, Monday - Friday, 7:00 AM - 3:00 PM. Contractor shall schedule standard maintenance services with the Location POC, or their designee, at least twenty-four (24) hours prior to arrival.

### **Quarterly Maintenance**

Contractor shall perform a quarterly ice burn. During this time, the machines and bins shall be sanitized, waterlines shall be cleaned and all filters changed. The date of each filter change shall be legibly written on the exterior of the filter housing. Ice burns should be performed outside of normal DOTD business hours and shall be scheduled at least a week prior with the Location POC.

During the quarterly maintenance, the service technician shall ensure that all seals are intact and the exterior of the ice machines and bins are clean so as not to adversely affect ice cleanliness and taste.

### **Annual Maintenance**

Vendor shall inspect all equipment provided under this contract on a yearly basis to ensure proper functioning of each unit. The date of inspection shall be determined by the Facility Maintenance Manager, Joe Lamonte, and may be performed during one of the quarterly maintenance calls. A copy of the annual inspection report for each machine shall be provide to the Facility Maintenance Manager, Joe Lamonte.

### **Service Calls**

Vendor shall provide service on machines, at no additional cost to the Department, within a twenty-four (24) hour period after notification that service or repair is necessary.

In the event an ice-making machine fails to produce ice and repairs cannot be made within twenty-four (24) hours of the service call, the vendor shall furnish, at no additional cost to the Department, enough ice to keep the bins at no less than half capacity, until the machine is fully operational. Reserve ice levels shall be monitored by the vendor and supplemental deliveries made within forty-eight (48) hours of the original repair.

If an ice-making machine, bin or component part of the system cannot be repaired and brought back to full functional capacity; the Contractor agrees to replace the machine, bin and/or component part with new equipment meeting the requirements of this specification, at no additional cost to the Department. The Contractor shall provide the Department with supplemental ice service as indicated above or a temporary system until the new equipment has been installed and is fully functional.

### **CONTRACTOR AND CONTRACTOR'S PERSONNEL**

Contractor assumes responsibility for its personnel providing services described herein. Personnel are expected to work in a manner that will maintain the security and best interests of the Department. Contractor agrees that he and his employees will conduct themselves in a careful and prudent manner and that he will not permit the facility placed at his disposal to be used for purposes other than those specified herein. Personal use of DOTD equipment, such as phones, computers, vehicles, etc. is strictly prohibited.

Contractor's personnel shall not smoke in or around the buildings other than at the designated smoking areas. Personnel shall not consume or have in their possession alcoholic beverages or any illegal substances. In addition, the use of foul, profane, or other inappropriate language is prohibited.

The Contractor shall not allow any person less than 18 years of age or any person that is not on the Contractor's payroll into or on the grounds of the facility at any time. The Contractor will be responsible for compliance with all Department policies, security measures, and vehicle regulations and will be directly responsible for any and all damages to Department buildings and/or their contents caused by the Contractor or their employees.

## **NON-PERFORMANCE**

The District will submit to the Department of Transportation and Development's Procurement Office written documentation of non-performance issues and any attempts made by District or Contractor to resolve the performance issue(s). The Department of Transportation and Development's Procurement Office will notify the Contractor of the reported performance issue(s) as submitted. The Contractor will be given an allotted amount of time to respond in writing to the Department of Transportation and Development's Procurement Office, detailing how and when the Contractor intends to resolve the deficiency. The Contractor's failure to respond to the deficiencies in performance, or failure to satisfactorily respond within the required number of days specified in each notice, will constitute grounds for placing Contractor in default.

Repeated incidents of unsatisfactory cleaning performance, failure to supply the required documentation, shortage of hours, or failure to comply with other terms of the contract will constitute grounds for placing the Contractor in default and could, at the State's discretion, result in contract termination.

**ATTACHMENT A**

| <b>Location Address<br/>&amp;<br/>Points of Contact</b>  | <b>Min.<br/>Production<br/>Capacity in<br/>LB</b> | <b>Min. Storage<br/>Capacity in<br/>LB</b> | <b>Supply<br/>Voltage</b> | <b>No. of Units</b> |
|--|---|--|---------------------------|---------------------|
| <b>Livingston PE Office:</b> 24848 LA 63, Livingston, La 70754<br><b>POC: Darrick Berner 225-686-2689</b>    | <b>200</b>  | <b>240</b>                                 | <b>115</b>                | <b>1</b>            |
| <b>Arcola PE Office:</b> 15219 Hwy 10, Roseland, La 70456<br><b>POC: Derek Woods 985-748-4413</b>            | <b>200</b>  | <b>240</b>                                 | <b>115</b>                | <b>1</b>            |
| <b>Greensburg MU:</b> 108 Hwy 1042, Greensburg, La 70441<br><b>POC: Darron Newcomb 225-222-4301</b>          | <b>350</b>  | <b>420</b>                                 | <b>115</b>                | <b>1</b>            |
| <b>Kentwood MU:</b> 100 Avenue G, Kentwood, La 70444<br><b>POC: Brandon Newcomb 985-229-8548</b>             | <b>350</b>  | <b>420</b>                                 | <b>230</b>                | <b>1</b>            |
| <b>Laplace MU:</b> 997 Bert Street, Laplace, La 70068<br><b>POC: Lance Guerin 985-652-9880</b>               | <b>450</b>  | <b>540</b>                                 | <b>230</b>                | <b>1</b>            |
| <b>Walker MU:</b> 12810 Burgess Ave, Walker, La 70785<br><b>POC: Charlie Gayle 225-665-8842</b>              | <b>450</b>  | <b>540</b>                                 | <b>115</b>                | <b>1</b>            |
| <b>Independence MU:</b> 15299 LA 40, Independence, La 70443<br><b>POC: Chris Forbes 985-878-3228</b>         | <b>450</b>  | <b>540</b>                                 | <b>230</b>                | <b>1</b>            |
| <b>Franklinton MU:</b> 23168 E. Fairground Rd, Franklinton, La 70438<br><b>POC: Andy Nobles 985-839-3449</b> | <b>600</b>  | <b>720</b>                                 | <b>230</b>                | <b>1</b>            |
| <b>Franklinton PE Office:</b> 23487 Hwy 430, Franklinton, La 70438<br><b>POC: Tommy Hickman 985-839-6331</b> | <b>200</b>  | <b>240</b>                                 | <b>115</b>                | <b>1</b>            |
| <b>Abita MU/PE Office:</b> 22700 Hwy 36, Abita Springs, La 70420<br><b>POC: Travis McBeth 985-893-6223</b>   | <b>600</b>  | <b>720</b>                                 | <b>230</b>                | <b>1</b>            |
| <b>Hammond HQ:</b> 685 N. Morrison Blvd, Hammond, La 70401<br><b>POC: Joe Lamonte 985-878-3228</b>           | <b>600</b>  | <b>720</b>                                 | <b>230</b>                | <b>2</b>            |