

UNIVERSITY of NEW ORLEANS

ADDENDUM NO. 1

FOR

**VERTICAL TRANSPORTATION (ELEVATORS) INSPECTION, TESTING, MAINTENANCE, AND
EMERGENCY SERVICES & REPAIR**

(Upon Award for One Year – Renewable up to 4 Years)

NOTE:

**THIS ADDENDUM SHALL BE ACKNOWLEDGED IN THE
APPROPRIATE BLANK ON THE PROPOSAL FORM.**

PREPARED BY

UNIVERSITY OF NEW ORLEANS

PURCHASING OFFICE

ADMINISTRATION ANNEX, ROOM 1004-G

LAKEFRONT - NEW ORLEANS - LOUISIANA - 70148

BID DATE: SEPTEMBER 18, 2025

Bid#:BTB 2876

PURCHASING REPRESENTATIVE: Troy Bacino, Assistant Director for Purchasing

PHONE(504)280-6172 FAX (504)280-6297 E-mail tabacino@uno.edu

UNIVERSITY REPRESENTATIVE: David Roach

PHONE (504) 280- 6172 E-mail: drroach@uno.edu

Date: September 15, 2025

YSC: 5299

ADDENDUM NO. 1

YSC5299 BTB 2876

PAGE 1 OF 1

Bidders are informed that prior Bidding Documents for this Yearly Service Contract are modified, corrected and/or supplemented as herein enumerated. The following is hereby made a part of the Bidding Documents:

INSTRUCTIONS TO BIDDERS

Question #1: Please clarify which of these statements are contractually binding?

Section 1000, page 9, YSC 5299, paragraph 1, just after the bullet points, states that the contractor shall not be responsible for any damages to the building and equipment caused by safety tests.

After tests have been performed, all safety devices shall be checked and adjusted as required to meet the manufacturer's recommendations. Cars shall not be placed in service until all tests, checks and adjustments are completed and elevators are in proper working condition. The Contractor shall not be held responsible for any damage to the building and equipment caused by these tests, unless such damage is a result of the Contractor's negligence.

Under Elevator Maintenance Technical Specifications YSC 5299, Page 7, under Cost Control, paragraph (a.) it states that the contractor shall be responsible for and elevator equipment damages caused during the performance of an tests.

a. Load Test - Examine periodically all safety devices and governors and conduct annually a no-load test, and every five (5) years perform a full-load, full-speed test of safety mechanisms, overhead speed governors, car and counterweight buffer. If the tests are due, such tests will be performed at the inception of this contract and thereafter within one week of these dates. Contractor shall be responsible for any elevator equipment damages caused during the performance of any tests.

Answer #1

The Contractor shall not be held responsible for any damage to the building and equipment caused by these tests, unless such damage is a result of the Contractor's negligence. See Item #4 for line change to specification.

Question #2

In the title of the Bid and throughout the bid packet reference is made about annual (12 Month) pricing. Page 5 of the "Elevator Maintenance Specifications" reference the dates of October 1, 2025, to June 30, 2026, which is 9 months. Also, it is specifically stated in section 1000, Page 1, last paragraph. **Are we submitting a (9) Nine Month or a (12) Twelve Month bid?**

Answer #2

The contract shall be for one calendar year. This contract shall be effective for a period of delivery beginning October 1, 2025 and ending September 30, 2025. See Item #3 for line change to specification.

Question #3

Upon inspection today, 9/8/25, the University Center Kitchen , Hydraulic Elevator is out of service. The Safety test tag showed the last Safety Inspection was performed in November of 2021. The hydraulic pump unit, piping, valve, oil in tank, and controller showed signs of water damage. **Is this unit going to be included in the bid or will this be separated from the bid for a total modernization?**

Answer #3

This elevator will be removed for the bid. See item #1 for change to Appendix "A" and include revised Bid Form attached in this addendum

Question #4

During our meeting, Troy referenced to the Indemnification Agreements needing to be notarized and turned in with the bid. Two of the "Indemnification Agreements" do not specify or reference these documents need to be Notarized. The other "Indemnification Agreement", specifically page 16 of the "Elevator Maintenance Technical Specification YSC 5299" states "The Successful Bidder will be required to have the following form notarized". **Do these documents need to be notarized and provided in the submission of the bid?**

Answer #4

The form referenced on page 16 of the Elevator Maintenance Technical Specification is a "Non-Collusion Affidavit" that does need to be notarized and will be required only by the successful bidder once the bid is awarded. The Indemnification Agreement will only need to be submitted by the successful bidder once the bid is awarded.

Question #5

In order to properly quote this Bid, I am requesting a copy of 2024 or Early 2025 Inspection reports.

Answer #5

No inspections were conducted by the State in 2024. The State inspections for 2025 were completed late August 2025 and results were transmitted to UNO on September 12, 2025. These are now available in the Facilities Services Office for review. See Item #2 for inclusion in specification of how to access.

MODIFICATIONS TO SPECIFICATIONS:

1. Appendix A, University of New Orleans Elevator List, modify list to remove "University Center Kitchen" from the list.
2. Specification Section 01000, General Elevator Maintenance Conditions, 1.01 General Requirements, Add sentence at the end of the 3rd paragraph, "The 2025 Elevator Inspection Certificates are available for review in our Facilities Office. Please contact Jeren Crump at 504-496-1774 or e-mail at jcrump1@uno.edu."

ADDENDUM NO. 1, cont., page 3

3. Specification Section 14000 - Elevator Maintenance Technical Specifications, Maintenance Procedures, F. Elevator Maintenance, change in 2nd paragraph the words from “..ending June 30, 2026.. to now read “..September 30, 2026..”.
4. Specification Section 14000 - Elevator Maintenance Technical Specifications, Maintenance Procedures, G. Maintenance and Replacement Parts, Cost Control, a. Load Test, change 3rd sentence to read “Contractor shall not be held responsible for any damage to the building and equipment caused by these tests, unless such damage is a result of the Contractor’s negligence.”

ATTACHMENTS to this ADDENDUM

- Revised Bid Form (6 pages)
- Pre-Bid Sign in Sheet (2 pages)

END of ADDENDUM #1 (3 pages)

BID FORM

BID DATE:_____

TO: The University of New Orleans
Purchasing Office
Administration Annex, Room 1004G
New Orleans, Louisiana 70148-0001

PROPOSAL FOR: **YSC 5299 -ELEVATORS INSPECTION, TESTING, MAINTENANCE AND
EMERGENCY SERVICES & REPAIR**

Sealed Bid Number **BTB 2876**

THE BIDDER: _____

acknowledges receipt of the following

ADDENDA: No.____Dated:_____No.____Dated:_____
No.____Dated:_____No.____Dated:_____

THE BIDDER: hereby declares and represents that he; a) has carefully examined the Bidding Documents, b) has a clear understanding of the Bidding Documents, c) has not received, relied on, or based his bid on any verbal instructions contrary to the Bidding Documents or any addenda, d) has personally inspected and is familiar with the project site, and hereby proposes to provide all labor, materials, tools, appliances and facilities as required to perform, in a workmanlike manner, all work and services under this contract, all in accordance with the Bidding Documents as prepared by the University Purchasing Office and Facility Services.

REJECTION OF BIDS: The Bidder understands that the University reserves the right to reject any or all bids for just cause.

WITHDRAWAL OF BIDS: The Bidder agrees that this bid shall be good and may not be withdrawn for a period of thirty (30) calendar days after the scheduled closing time for receiving bids except in accordance with the provisions of R.S. 39:1594,F. This bid may be withdrawn at any time prior to the scheduled time for the opening of bids or any authorized postponement thereof.

NAME OF BIDDER:

BY:

(signature)

(typed or printed)

TITLE:

ADDRESS:

DATED:

TELEPHONE NO:

() _____

FAX NO:

() _____

E-MAIL

**VERTICAL TRANSPORTATION (ELEVATORS) INSPECTION, TESTING, MAINTENANCE,
AND EMERGENCY REPAIR
BID TABULATION/BREAKDOWN SHEET**

The bidder shall provide a firm, fixed annual maintenance cost for each elevator location based on all of the maintenance services required in accordance with the provisions of this contract. Price per month is per elevator for the building. In the event an elevator is deleted from service, the price per month will be deducted based on remaining months in annual contract.

UNIT	BUILDING	TYPE	PRICE PER MONTH	ANNUAL MAINTENANCE COST
1	Administration	Hydraulic	\$ _____	\$ _____
2	Administration Annex	Hydraulic	\$ _____	\$ _____
3	Alumni Center (Homer Hitt)	Hydraulic	\$ _____	\$ _____
4	Baseball Stadium (Maestri Field)	Hydraulic	\$ _____	\$ _____
5	Biology	Hydraulic	\$ _____	\$ _____
6	Chemical Science Annex	Hydraulic	\$ _____	\$ _____
7	Chemical Science Annex	Hydraulic	\$ _____	\$ _____
8	Coastal Education & Research Center (CERF) – Off Campus Bldg.	Inclinators Drum	\$ _____	\$ _____
9	Computer Center	Hydraulic	\$ _____	\$ _____
10	Education	Hydraulic	\$ _____	\$ _____
11	Engineering	Traction	\$ _____	\$ _____
12	Engineering	Traction	\$ _____	\$ _____
13	Engineering	Traction	\$ _____	\$ _____
14	Engineering	Traction	\$ _____	\$ _____
15	Engineering	Traction	\$ _____	\$ _____
16	Geology & Psychology (G&P)	Hydraulic	\$ _____	\$ _____
17	Human Performance Center (HPC)	Hydraulic	\$ _____	\$ _____
18	Kirschman Hall	Hydraulic	\$ _____	\$ _____

19	Kirschman Hall	Hydraulic	\$ _____	\$ _____
20	Lakefront Arena	Hydraulic	\$ _____	\$ _____
21	Lakefront Arena – Loading Dock	Hydraulic	\$ _____	\$ _____
22	Liberal Arts	Hydraulic	\$ _____	\$ _____
23	Library (Earl K. Long)	Traction	\$ _____	\$ _____
24	Library (Earl K. Long)	Traction	\$ _____	\$ _____
25	Library (Earl K. Long)	Traction	\$ _____	\$ _____
26	Library (Earl K. Long)	Traction	\$ _____	\$ _____
27	Math	Hydraulic	\$ _____	\$ _____
28	Milneburg	Hydraulic	\$ _____	\$ _____
29	Performing Arts Center	Hydraulic	\$ _____	\$ _____
30	Pontchartrain Hall North 1	Hydraulic	\$ _____	\$ _____
31	Pontchartrain Hall North 2	Hydraulic	\$ _____	\$ _____
32	Pontchartrain Hall South 1	Hydraulic	\$ _____	\$ _____
33	Pontchartrain Hall South 2	Hydraulic	\$ _____	\$ _____
34	Recreation & Fitness Center	Hydraulic	\$ _____	\$ _____
35	Science	Hydraulic	\$ _____	\$ _____
36	Oliver St. Pe' (TRAC)	Hydraulic	\$ _____	\$ _____
37	Oliver St. Pe' (TRAC)	Hydraulic	\$ _____	\$ _____
38	University Center Lobby	Hydraulic	\$ _____	\$ _____

The bidder shall provide additional labor and material rates schedule below

Additional Labor and Material Rates Schedule.

This is for additional authorized work that may be requested by the University that falls outside of the scope of this Yearly Service Contract. The contractor agrees to quote a rate which is inclusive of all mileage and/or other incidentals. The contractor shall provide a proposal to the University Representative for approval before any additional work begins

Hourly Labor Rates

ITEM NO.	DESCRIPTION	UNIT	RATE		
			STRAIGHT	OVERTIME	HOLIDAY
1	Mechanic	\$/HR			
2	Helper	\$/HR			

Note 1: **OVERTIME RATE** will be used for work done outside of the hours of 7:30 am – 4:30 pm Monday through Friday. Must be requested by the University Representative.

Note 2: **HOLIDAY RATE** will be used if work is done on any recognized State or Federal Holiday. The rate is allowable and does not depend if UNO is open or closed on these recognized Holidays. Must be requested by the University Representative.

Note 3: Travel time is included in labor rates. UNO does not pay any additional and/or separate travel time. Labor rates start when contractor is on site.

3. Parts/Materials Cost: % Less MSRP (List) price _____%

Note 4: Contractor is required to show cost breakdown for parts/materials.

Note 5: The % off MSRP list price is the same for all parts/materials, regardless of where the parts/materials are procured from

4. Materials Cost that do not have a MSRP: Cost plus a _____% percentage of cost

Note 6: This will only be used for materials where an MSRP cannot be established.

Note 7: The University reserves the right to procure any part/materials and provide them to the contractor.

Example format to be used for pricing of materials:

Qty. Description MSRP(\$) Discount(%) Total/ea.(\$) Extended Total(\$)

AWARD MODEL for YSC 5299, BTB 2876

85% - Elevator Maintenance, Repair & Testing

Additional Work - Mechanic/Helper – 4% Straight Time; 4% Overtime; 2% Holiday

Material Cost – 5% of total using \$2,500 as constant

REFERENCE FORM

BIDDER TO COMPLETE (ensure for each reference listed all blanks are complete).

<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <div>(Company Name)</div>	<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <div>(Contract Administrator)</div>
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<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <div>(Address)</div>	<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <div>(Phone Number)</div>
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UNO
FACILITY SERVICES
PRE-BID/QUOTE CONFERENCE
ATTENDANCE RECORD

SP #

PROJECT: BT62876

PAGE: 2 of 2

DATE: 9/8/2025

NAME	FIRM & ADDRESS	PHONE NUMBERS
MIKE MOREAN KEVIN NAMER JAKE CHILDER Steve Henderson tyson Heinz	EMR SERVICES 667 TIME SAVER AVE, HARAHAN, LA. 70123	OFFICE: (504) 729-2909 FAX: CELL: (985) 259-0232 E-MAIL: MIKE.MOREAN@EMRELEVATORS.COM
Rachel Smith James Dixon	A-1 ELEVATOR 5609 BLESSY ST ELMWOOD, LA 70123	OFFICE: 504-278-1876 FAX: CELL: 504-514-4049 E-MAIL: tyson.heinz@A1ELEVATOR.NET
	KONE ELEVATOR 520 ELMWOOD PARK BLVD STE 150 NEW ORLEANS LA 70123	OFFICE: 504 736 0716 FAX: CELL: 504 201 2568 E-MAIL: rachel.timphony@kone.com
		OFFICE:
		FAX:
		CELL:
		E-MAIL:

UNO
FACILITY SERVICES
PRE-BID/QUOTE CONFERENCE
ATTENDANCE RECORD

BP #

PROJECT: BT32876

PAGE: 1 of 2
DATE: 9/8/2025

NAME	FIRM & ADDRESS	PHONE NUMBERS
Brian Guttuso	110 James Drive West, Ste 212	OFFICE: (800) 220-4150
Brad Clulee	Saint Rose, La. 70087	FAX:
James Maguire	STANDARD	CELL: (504) 442-0975
Michael Spell	TK Elevator	E-MAIL: bguttuso@standardindustrial.com
		OFFICE:
		FAX:
		CELL: 504-645-1321
		E-MAIL: michael.spell@tk
		elevator.com
		OFFICE:
		FAX:
		CELL:
		E-MAIL:
		OFFICE:
		FAX:
		CELL:
		E-MAIL: