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Bid Number 50-00149162

Furnish Labor, Materials, Equipment and Transportation and all other incidentals to provide A Turn-Key Modernization of Three (3) Traction Elevators at the Parking Garage located at 300 Derbigny St., Gretna, LA 70065 for the Jefferson Parish Department of General Services

December 16, 2025 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 by the bid due date and time.

**Jefferson Parish Purchasing Department
200 Derbigny Street
General Government Building, Suite 4400
Gretna, LA 70053**

Buyer Name: Donna M Evans, Purchasing Specialist II

Buyer Email: DONNA.EVANS@jeffparish.gov

Buyer Phone: 504-364-2691

INVITATION TO BID
THIS IS NOT AN ORDER

Page: 1

DATE: 11/19/2025

BID NO: 50-00149162

JEFFERSON PARISH

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

PURCHASING SPECIALIST:
@jeffparish.gov

BIDS WILL BE RECEIVED ONLINE VIA WWW.JEFFPARISHBIDS.NET UNTIL 2:00 PM, 12/16/2025 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 their bid via Jefferson Parish's electronic procurement page. 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 FOR SIGNATURES SHALL RESULT IN BID REJECTION. HOWEVER, ELECTRONIC SIGNATURES AS DEFINED IN La. R.S. 9:2602(8) ARE ACCEPTABLE. IN ACCORDANCE WITH La. R.S. 9:2602(8), JEFFERSON PARISH REQUIRES A SECURED DIGITAL SIGNATURE AND BIDDERS MUST PROVIDE PROOF OF THE SECURED SIGNATURE WITH BID SUBMISSION.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

- A. All bids submitted are subject to these instructions and general conditions and any special conditions and specifications contained herein, and in the terms and conditions of Resolution No. 136353 and/or Resolution No. 141125, all of which are made part of this bid proposal and ensuing contract by 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 ("JPCO"), Louisiana Code of Ethics, and applicable Jefferson Parish ethical standards.
- B. The General Conditions for construction projects (141125) and the General Conditions for the purchase of materials, services and/or supplies (136353) are those adopted by the Jefferson Parish Council by Resolution No. 136353 and Resolution No. 141125, respectively. The General Conditions adopted by these resolutions shall be considered as much a part of this document and the ensuing contract or P.O. as if they were written wholly herein. A copy of each 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 of each by visiting the Purchasing Department webpage at <http://www.jeffparish.gov/464/Purchasing> and clicking on Online Forms.
- C. Jefferson Parish adheres to the Louisiana Code of Governmental Ethics, contained in La. 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.
- D. 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.
- E. All quotations shall be based on F.O.B. Agency warehouse or job site (see Additional Requirements section), anywhere within the Parish as designated by the Purchasing Department. This provision does not apply to Public Works projects.
- F. 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 on the bid form with bid submission. Supporting documentation may be required upon request.

Visit our website at [HTTP://JEFFPARISH.GOV/464/PURCHASING](http://JEFFPARISH.GOV/464/PURCHASING)

DATE: 11/19/2025

BID NO: 50-00149162

- G. 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 must 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. 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.
- H. 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.
- I. 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.
- J. JEFFERSON PARISH WILL ACCEPT ONE BID ONLY FROM EACH VENDOR. Items bid must meet specifications. 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.
- K. Written evidence of the authority of the individual signing the bid having such authority must be submitted with the bid. Failure to comply will cause bid to be rejected. Acceptable written evidence may be a printout of the Louisiana Secretary of State's website listing the signatory as an officer or a manager. 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. 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.
- L. 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.
 - a. 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 day increments.
 - b. 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.)
 - c. 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"
- M. 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.
- N. 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 any time and for any reason by issuing a THIRTY (30) day written notice to the contractor.
 - a. 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.
- O. PRICES: Jefferson Parish is exempt from paying sales tax under La. 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 no more than four (4) decimal points. In the event there is a difference in unit prices and totals, the unit price shall prevail.
 - a. Quantities listed are for bidding purposes only. Actual requirements may be more or less than quantities listed.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

- P. **ANTI- DISCRIMINATION:** 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).
- a. In accordance with La. R.S. 38:2216.1, Jefferson Parish is prohibited from entering into a contract with a value of \$100,000 or more with a company for the purchase of goods or services unless the contract contains a written verification from the company of both of the following: 1) The company does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association based solely on the entity's or association's status as a firearm entity or firearm trade association. 2) The company will not discriminate against a firearm entity or firearm trade association during the term of the contract based solely on the entity's or association's status as a firearm entity or firearm trade association. As a result, the awarded bidder will be required to verify the above in the ensuing contract.
- Q. **INSPECTOR GENERAL:** 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.
- R. Proof of Cyber Security Training may be required for the successful bidder. Pursuant to La. R.S. 42:1267, any contractor who has access to state or local government information technology assets is required to complete cybersecurity training during the term of the contract and during any renewal period. As a Parish contractor, you are responsible for taking the cyber training, whether from the State or another source. After completion of said training please forward proof to your contract monitor/Parish contact.

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.

Advertised bids will be tabulated and a copy of the tabulation will be forwarded to each responding bidder after nine (9) working days.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS**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>.

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, 7, 10, 11, 13, 14

1. **MANDATORY PRE-BID** - 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 LA.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. **NON-MANDATORY PRE-BID** - 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. **JP LICENSE** - Contractor must hold current applicable JEFFERSON PARISH licenses with the Department of 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/or State licenses. Contractor shall be responsible for the payment of these permits and shall obtain them prior to the start of the project.
4. **LSCB LICENSE** - A LA State Contractor's License will be required in accordance with LA.R.S. 37:2150 et. seq. and such 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. **SITE VISIT** - It is the bidder's responsibility to visit the job site and evaluate the job before submitting a bid.
6. **JOB SITE CLEANLINESS** - 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. Precautions must be exercised at all times to safeguard the welfare of JEFFERSON PARISH and the general public.

Visit our website at [HTTP://JEFFPARISH.GOV/464/PURCHASING](http://JEFFPARISH.GOV/464/PURCHASING)

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

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. **INSURANCE** - 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. Proof of coverage will be required prior to award. Failure to comply with this instruction will result in bid rejection.
11. **BID BOND** - 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. 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. **AS-NEEDED WORK** - This is a requirements-based 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** - 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. **AFFIDAVIT** - Completed, Signed and Properly Notarized Affidavits Required; This applies to all solicitations in conformity with the provisions contained in LA.R.S. 38:2212.9, LA.R.S. 38:2212.10, LA.R.S. 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 GENERIC 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.
15. **FEDERAL FUNDING** - 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 and ensuing contract. All applicable certifications must be duly completed, signed and submitted as per the appendix instructions. Failure to submit applicable certifications per the appendix instruction will result in bid rejection.
16. **TAX EXEMPT** - 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.
17. **TECH AFFIDAVIT** - The Technology Affidavit is required for this solicitation and shall be submitted with the bid submission. Failure to do so will result in your bid being rejected. Pursuant to La. R.S. 38:2237.1, prior to the procurement of telecommunications or video surveillance equipment or services, the vendor shall provide documentation by affidavit that the equipment or services to be procured are not prohibited telecommunications or video surveillance equipment or services as defined in R.S. 39:1753.1(A). This affidavit is supplied as a courtesy to Affiant. It is the responsibility of the affiant to insure the affidavit submitted to Jefferson Parish complies, in both form and content, with federal, state and parish laws. No procurement shall be made from a vendor or other entity who fails to provide the documentation; any procurement in contravention to this requirement shall be null and void by law.

TO: JEFFERSON PARISH
PURCHASING DEPT
200 DERBIGNY ST. SUITE 4400
GRETN, LA 70053
 (Owner to provide name and address of owner)

BID FOR: PROVIDE LABOR, MATERIALS EQUIPM
TRANSPORTATION TO REPLACE THREE
TRACTION ELEVATORS AT THE PARKI
GARAGE LOCATED AT 300 DERBIGNY
 (Owner to provide name of project and
 other identifying information)

The undersigned bidder hereby declares and represents that she/he; a) has carefully examined and understands the Bidding Documents, b) has not received, relied on, or based his bid on any verbal instructions contrary to the Bidding Documents or any addenda, c) 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 for the construction and completion of the referenced project, all in strict accordance with the Bidding Documents prepared by: _____

and dated: _____

(Owner to provide name of entity preparing bidding documents.)

Bidders must acknowledge all addenda. The Bidder acknowledges receipt of the following **ADDENDA**: (Enter the number the Designer has assigned to each of the addenda that the Bidder is acknowledging) _____

TOTAL BASE BID: For all work required by the Bidding Documents (including any and all unit prices designated "Base Bid" * but not alternates) the sum of:

_____ Dollars (\$) _____

ALTERNATES: For any and all work required by the Bidding Documents for Alternates including any and all unit prices designated as alternates in the unit price description.

Alternate No. 1 (Owner to provide description of alternate and state whether add or deduct) for the lump sum of:

_____ Dollars (\$) _____

Alternate No. 2 (Owner to provide description of alternate and state whether add or deduct) for the lump sum of:

_____ Dollars (\$) _____

Alternate No. 3 (Owner to provide description of alternate and state whether add or deduct) for the lump sum of:

_____ Dollars (\$) _____

NAME OF BIDDER: _____

ADDRESS OF BIDDER: _____

LOUISIANA CONTRACTOR'S LICENSE NUMBER: _____

NAME OF AUTHORIZED SIGNATORY OF BIDDER: _____

TITLE OF AUTHORIZED SIGNATORY OF BIDDER: _____

SIGNATURE OF AUTHORIZED SIGNATORY OF BIDDER **: _____

DATE: _____

THE FOLLOWING ITEMS ARE TO BE INCLUDED WITH THE SUBMISSION OF THIS LOUISIANA UNIFORM PUBLIC WORK BID FORM:

* The Unit Price Form shall be used if the contract includes unit prices. Otherwise it is not required and need not be included with the form. The number of unit prices that may be included is not limited and additional sheets may be included if needed.

** **A CORPORATE RESOLUTION OR WRITTEN EVIDENCE** of the authority of the person signing the bid for the public work as prescribed by LA-R.S. 38:2218 (B)(5).

BID SECURITY in the form of a bid bond, certified check or cashier's check as prescribed by LA-R.S. 38:2218.(A) is attached to and made a part of this bid.

PUBLIC WORKS BID INSTRUCTIONS

A. LOUISIANA CONTRACTOR'S LICENSE FOR THIS PROJECT

Must be in the following category:
Limited Specialty Services

Each bidder shall comply with all rules and regulations of the Louisiana State Licensing Board for Contractors in accordance with existing state laws, and shall comply with the Licensing Requirements of LRS 37:2150 et. seq.

B. PROBABLE CONSTRUCTION RANGES AND PRICES

Range of the Probable Construction Cost for Base Bid:	<u>\$500,000.00 - \$1,000,000.00</u>
Range of the Probable Construction Cost for Alternate No. 1:	<u>N/A</u>
Range of the Probable Construction Cost for Alternate No. 2:	<u>N/A</u>
Range of the Probable Construction Cost for Alternate No. 3:	<u>N/A</u>
Range of the Previous Contract Cap (Public Work Maintenance Contract):	<u>N/A</u>

The estimated cost range is for informational purposes only and may be subject to change. The bid prices received from bidders will be evaluated based on the actual estimate value, which will be read aloud at the time of bid opening, for award determination.

The purpose and intention of this invitation to bid is to afford all suppliers/contractors an equal opportunity to bid on construction, maintenance, repair, operating, services, supplies and/or equipment listed in this bid proposal. Jefferson Parish will accept one bid only from each vendor. Items bid on must meet or exceed specifications. Where brand names, make, manufacturer or stock numbers are specified, it is for the purpose of establishing certain minimum standards of quality. Bidders may submit for products of equal quality, style, type and character, provided brand names and stock numbers are specified. Complete product data may be required prior to award.

The price quoted for the work shall be stated in figures no more than four (4) decimal points. In the event there is a difference in unit prices and totals, the unit prices shall prevail. In the event there is a difference in unit prices, written unit prices shall prevail over numerical unit prices.

The quantities listed on the bid form are prepared for comparison of bids and may be approximate. Bid item quantities may be increased, decreased, or omitted as provided in the specifications. Payment to the contractor will be made in accordance with measurement and payment requirements for bid items and other requirements of the project specifications.

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 after market parts will be accepted. Unless otherwise specified, all workmanship and materials must have at least a one (1) year warranty, in writing, from the date of delivery/acceptance of the project.

C. METHODS OF BID SUBMISSION

All bids shall be submitted electronically through Jefferson Parish's eProcurement System online at www.jeffparishbids.net. Registration and use of this site are free to Jefferson Parish vendors.

Only bids properly signed (see more below) will be accepted. NO LATE BIDS WILL BE ACCEPTED. The name of the bidder must be legibly shown. If the bidder is an individual, their name and address should be shown. If the bidder is an entity, the name of the person given the requisite authority to submit the bid on behalf of the entity shall be shown and the address of the entity's place of business should be shown.

Evidence of agency, corporate, limited liability or partnership authority of the person submitting and signing the bid is required for submission of bid. A copy of a corporate resolution or other signature authorization shall be required for submission of the bid. Failure to include a copy of the appropriate signature authorization will result in the rejection of the bid unless bidder has complied with L.R.S. 38:2212(B)(5). A sample corporate resolution and sample certification of sole proprietorship can be downloaded from the Jefferson Parish Purchasing Department's website [Document Library | Jefferson Parish, LA \(jeffparish.gov\)](http://www.jeffparish.gov), or you may provide your own document. Photostatic or font signatures shall result in the bid being rejected. However, an electronic signature as defined in L.R.S. 9:2602(8) is acceptable. Signature must be a secured digital signature.

D. TIMELINES

1. Prior to the closing time for receipt of scheduled bids

A bid may be withdrawn at any time prior to the scheduled closing time for receipt of bids, by withdrawing via the eProcurement System online or providing a request in writing, executed by the bidder or his duly authorized representative, to the Purchasing Department prior to that time. When such a request is received, the bid will be returned to the bidder unopened. However, no bid can be modified, corrected or withdrawn after the time set for closing such bid, except as provided by L.R.S. 38:2214(C) & (D).

The Parish, its engineers, architects or anyone distributing plans and specifications for Parish public work projects, equal to or over the contract limit as defined in L.R.S. 38:2212, shall furnish all prime bidders who request bid documents and who are properly licensed by the Louisiana State Licensing Board for Contractors with at least one set of complete bid documents. A deposit or fee may be charged on the documents as authorized by L.R.S. 38:2212.

Addenda may be issued, as authorized by L.R.S. 38:2212(O). All formal Addenda require written acknowledgment on the bid form by the bidder. Failure to acknowledge an Addendum on the bid form shall cause the bid to be rejected. Jefferson Parish reserves the right to award the bid to the next lowest responsive and responsible bidder in this event.

Prior to submitting a bid each bidder shall visit the site of the proposed work and fully acquaint himself with all surface and subsurface conditions as they may exist so that he may fully understand the facilities, difficulties, and restrictions attending the execution of the work under this Contract. Bidders shall also thoroughly examine and be familiar with Drawings, Specifications, and Contract Documents. The failure or omission of any bidder to receive or examine any form, instrument, drawing, or document or to visit the site and acquaint himself with conditions there existing, shall in no way relieve any bidder from any obligation with respect to his bid and the responsibility in the premises rests with him. Submission of a bid shall be considered prima facie evidence that the bidder has made such examination and is satisfied as

to the conditions to be encountered in performing the work and as to requirements of the plans, project specifications, Resolution No. 141125, as amended, and contract forms.

Any pre-bid test and boring data in connection with subsurface conditions which have been completed by the Parish or its engineers and furnished to the bidder shall not be considered as fully representative of subsurface conditions existing throughout the area tested nor shall they in any way be binding upon the Parish, it being understood that said data is furnished the bidder for his convenience only and the bidder shall be solely responsible for conducting his own boring explorations he deems necessary in preparing his bid. Any prospective bidder wishing to conduct boring explorations on Parish property must obtain written permission from Jefferson Parish prior to such explorations.

No claims shall be made against the Parish for additional compensation due to unforeseen subsurface conditions arising during progress of the work and which might be in variance with the Parish's pre-bid boring data.

2. Post-closing time for receipt of scheduled bids

Except as where provided by law, bidder agrees that this bid shall be legally binding and may not be withdrawn for a period of forty-five (45) calendar days after the scheduled closing time for receiving bids. In the event the Parish issues the Letter of Award (copy of adopted resolution awarding bid by Jefferson Parish Council) during this period, the bid accepted shall continue to remain binding pending execution of the Contract.

Bidder agrees to execute the ensuing Contract and will deliver applicable Bonds to secure the faithful performance thereof.

The Parish of Jefferson reserves the right to cancel this contract for convenience by issuing a thirty (30) day written notice to contractor.

E. BID REVIEW AND AWARD

1. Rejection of Bids

- a. Jefferson Parish may reject any and all bids for just cause in accordance with L.R.S. 38:2214(B). Just cause, for the purpose of the construction of public works, is defined, but is not limited to, the following circumstances:
 - (1) The public entity's unavailability of funds sufficient for the construction of the proposed public work.
 - (2) The failure of any bidder to submit a bid within an established threshold of the preconstruction estimates for that public work, as part of the bid specifications.
 - (3) A substantial change by the public entity prior to the award in the scope or design of the proposed public work.
 - (4) A determination by the public entity not to build the proposed public work within twelve months of the date for the public opening and reading of bids.
 - (5) The disqualification by the public entity of all bidders.

- b. Additionally, bids may be considered irregular and be rejected for any of the following, but is not limited to the following circumstances:
 - (1) If the bid form is on a form other than that furnished by the Parish or if the form is altered or any part thereof is detached.
 - (2) If affidavits included in bid form and/or required by law are not returned with the bid or are not properly executed and notarized.
 - (3) If there are unauthorized additions, conditional or alternate bids or irregularities which alter the general terms and conditions, the plans or specifications, or make the bid incomplete, indefinite, or ambiguous as to its meaning.
 - (4) If the bidder adds provisions reserving the right to accept or reject the award or to enter into the contract pursuant to the award.
 - (5) If an owner or a principal officer of the bidding firm is an owner or a principal officer of a firm which has been declared by the Parish to be ineligible to bid.
 - (6) If the proposed bid security does not meet the requirements of Section J.
 - (7) If more than one proposal for the same work, services, materials or supplies is received from an individual, partner, firm, corporation, joint venture, other legal entity, or combination thereof under the same or a different name.
 - (8) The bid is not properly signed or the authority of the signature person submitting the bid is deemed insufficient or unacceptable.
 - (9) If the bidder does not possess the proper license(s) required as noted in the specifications.
 - (10) Any other reasons for rejection set forth by State or Parish laws, Ordinances or Resolutions.
- c. In awarding contracts for materials and supplies, Jefferson Parish shall reject the lowest bid if received from a bidder domiciled in a Communist country, or if the materials or supplies are manufactured in a Communist country, including but not limited to Soviet Union, China, North Korea and Vietnam, and to award the contract to the next lowest bidder. This Section shall not apply to any country having established trade relations agreements or approvals from the government of the United States. (L.R.S. 38:2212.3)
- d. In accordance with L.R.S. 38:2216.1, Jefferson Parish is prohibited from entering into a contract with a value of \$100,000 or more with a company for the purchase of goods or services unless the contract contains a written verification from the company of both of the following: 1) The company does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association based solely on the entity's or association's status as a firearm entity or firearm trade association. 2) The company will not discriminate against a firearm entity or firearm trade association during the term of the contract based solely on the entity's or association's status as a firearm entity or firearm trade association. As a result, the awarded bidder will be required to verify the above in the ensuing contract.

2. Disqualification of Bids

- a. The causes for disqualification from consideration for award of a contract with Jefferson Parish are as follows (Jefferson Parish Code of Ordinances, Section 2-912):
 - (1) Conviction for commission of a criminal offense as an incident to obtaining or attempting to obtain a public or private contract or subcontract, or in the performance of such contract or subcontract;

- (2) Conviction under state or federal statutes of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense indicating a lack of business integrity or business honesty which currently, seriously, and directly affects responsibility as a Parish contractor;
 - (3) Conviction under state or federal antitrust statutes arising out of the submission of bids or proposals;
 - (4) Violation of contract provisions, as set forth below, of a character which is regarded by the Purchasing Director or his designee for Jefferson Parish to be serious as to justify disqualification:
 - i. Deliberate failure without good cause to perform in accordance with the specifications or within the time limit provided in the contract; or
 - ii. A recent record of failure to perform or of unsatisfactory performance in accordance with the terms of one or more contracts; provided that failure to perform or unsatisfactory performance caused by acts beyond the control of the contractor shall not be considered to be a basis for disqualification; or
 - iii. Failure to timely pay, without cause, a subcontractor for work performed under a construction contract as required under Section 2-976 in Chapter 2, Article VII, of the Jefferson Parish Code of Ordinances, provided disqualification on such basis shall not exceed a period of one (1) year from the deadline to pay the subcontractor.
 - (5) Any other cause the Purchasing Director determines to be so serious and compelling as to affect responsibility as a Parish contractor, including debarment by another governmental entity for any cause;
 - (6) Violation of the State Code of Ethics or the ethical standards set forth in the Jefferson Parish Code of Ordinances;
 - (7) Failure to secure, provide, and/or maintain necessary licenses and/or permits during the term of the contract;
 - (8) Failure to comply with the Jefferson Parish Code of Ordinances and/or the Jefferson Parish Comprehensive Zoning Ordinance;
 - (9) For any other reason in which the Parish deems you to not be a responsible bidder.
- b. The procedures for disqualification from consideration for award of a contract with Jefferson Parish are set forth in Sec. 2- 912 (b).

Note:

A bid which is not responsive to, or does not meet bid specifications, will be rejected as being non-responsive, but that bidder will not be disqualified from future Parish bids, nor will that bidder be given a hearing pursuant to procedure listed below.

3. Award of Contract

The award of the contract, if it be awarded, will be by the Parish to the lowest responsive and responsible bidder whose proposal shall have complied with all the bid requirements. The successful bidder will be notified via the e-Procurement site that his bid has been accepted. No contract shall be executed with any contractor until their certificates of insurance, performance bonds, labor and materials payment bonds, or any other bonds required are made satisfactory to the Parish.

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 responsible bidder, taking into consideration the conformity with the specifications, and the delivery and/or completion date.

Preference will be given to bidders requesting a preference in their bid in accordance with L.R.S. 38:2251-2261 for materials, supplies, and provisions, produced, manufactured or grown in Louisiana, quality being equal to articles offered by competitors outside the State of Louisiana, unless federal funding is directly spent by Jefferson Parish on this project.

The successful bidder shall execute the contract with the Parish in the form of the contract set forth in Resolution No. 141125 Standard General Conditions of the Construction Contract. One copy of the executed contract with all documents forming a part thereof shall be filed at the expense of the contractor, with the Recorder of Mortgages in Jefferson Parish.

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. 2-913 of the Jefferson Parish Code of Ordinances.)

Upon full execution of the contract and receiving a written notice to proceed, the bidder agrees that all work shall be completed as follows:

The work shall be substantially complete within 300 calendar days of the written notice to proceed and completed and shall be ready for final acceptance no more than 30 calendar days after substantial completion.

F. SALES TAX EXEMPTION

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 (Parish), 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). Parish will furnish to contractor a certificate form which certifies that Parish 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 Parish the amount of taxes not incurred.

G. LIQUIDATED DAMAGES

In accordance with Resolution No. 141125, as amended, Bidder agrees to pay, as liquidated damages, the sum of \$ 300.00 for: (1) each consecutive calendar day after the agreed date of substantial completion that the work remains substantially incomplete, and (2) each consecutive calendar day after the 30th day following the actual date of substantial completion that the work has not been finally completed.

In addition to, but not in lieu of the per diem liquidated damages, Parish shall also be entitled to recover from the contractor or the contractor's surety additional liquidated damages as detailed in Resolution No. 141125, as amended. These additional liquidated damages may include, but are not limited to the following, in the amounts and for each of the items identified in the Supplementary Conditions:

- | | | | | | |
|-----|---|----|-----|-------|--|
| (1) | Extended Architectural and/or Engineering Fees | \$ | N/A | /hour | |
| (2) | Extended Resident Project Representative Fee | \$ | N/A | /hour | |
| (3) | Extended Construction Management Fees | \$ | N/A | /day | |
| (4) | Extended Parish's Overhead and Personnel Expenses | \$ | N/A | /hour | |
| (5) | Parish's Other Costs Directly Related to the Delay in Completion Beyond the Contract Times. | | | | |

Whenever contractor's work requires inspections in excess of the budgeted amount for inspection, the contractor shall reimburse the Parish for the additional costs incurred by the Parish attributable to inspection of the contracted project in excess of the budgeted amount for inspections.

The reasonable budget for such inspections is \$ N/A. Resident Project Representative overtime rates shall be calculated at 1.2 times the hourly rate. The cost of inspection in excess of this budgeted amount shall be assessed against Contractor's progress payments, all in accordance with Louisiana Public Bid Law.

H. ETHICAL STANDARDS AND COOPERATION WITH THE OFFICE OF THE INSPECTOR GENERAL, INCLUDING CONFLICTS OF INTEREST

Vendor agrees by bid submission to comply with all provisions of Louisiana Law as well as compliance with the Jefferson Parish Code of Ordinances, Louisiana Code of Ethics, as published on <http://ethics.la.gov> and applicable Jefferson Parish ethical standards and Jefferson Parish Terms and Conditions.

Inspector General: 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). Every Parish contract and every bid, proposal, application or solicitation for a Parish contract, and every application for certification of eligibility for a Parish contract or program shall contain a statement that the corporation, partnership, or person understands and will abide by all provisions of JPCO 2-155.10. By submitting a bid, Bidder acknowledges this and will abide by all provisions of the referenced JPCO.

Conflicts of Interest: 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.

I. REQUIRED AFFIDAVITS

For convenience, all legally mandated affidavits have been combined into one form, entitled **Generic Bid Affidavit**. All bidders must submit with their bid submission, a completed, signed and properly notarized affidavit in its original format and without 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 prior to, or at 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.

The person submitting the bid, and whose authority to submit has been evidenced on the Designation of Authority is the proper party to execute the **Generic Bid Affidavit**.

- ☐ If this box is checked, then the **Technology Affidavit** is required for this solicitation and shall be submitted with the bid submission. Failure to do so will result in your bid being rejected. Pursuant to La. R.S. 38:2237.1, prior to the procurement of telecommunications or video surveillance equipment or services, the vendor shall provide documentation by affidavit that the equipment or services to be procured are not prohibited telecommunications or video surveillance equipment or services as defined in R.S. 39:1753.1(A). This affidavit is supplied as a courtesy to Affiant. It is the responsibility of the affiant to insure the affidavit submitted to Jefferson Parish complies, in both form and content, with federal, state and parish laws. No procurement shall be made from a vendor or other entity who fails to provide the documentation; any procurement in contravention to this requirement shall be null and void by law.

J. BID REQUIREMENTS (BID DOCUMENTS, SPECIFICATIONS, BONDS, W-9 AND PAYMENT INFO)

Bidders must review the bid specifications and include any required documentation including but not limited to the LA Public Works Uniform Bid Form; Bid Security or Bid Bond; Acknowledgment of Addenda; Base Bid; Alternates; Signature of Bidder; Name, Title, and Address of Bidder; Name of Firm or Joint Venture; Corporate Resolution or written evidence of the authority of the person signing the bid; Louisiana Contractors License Number; Generic Bid Affidavit. Pursuant to L.R.S. 38:2212(B)(3)(b), bidders shall also be responsible for providing any other documentation as required. Please note that the payment and performance bonds must be supplied by the successful bidder at contract signing.

No oral interpretation will be made to any bidder as to the meaning of the drawings, specifications, or contract documents. Every request for such interpretation shall be made in writing and addressed and forwarded to the Engineer, Architect or person distributing plans and specifications. No inquiry received within five (5) days prior to the day fixed for opening of the bids will be given consideration. Every interpretation made to the bidder shall be in the form of an addendum to the specifications and shall be issued as authorized by L.R.S. 38:2212(O).

All such addenda shall become a part of the contract documents. Failure of any bidder to receive any such interpretation shall not relieve any bidder from any obligation under his bid as submitted without modification.

The specifications and plans are complementary of each other and all work called for or reasonably implied by either shall be performed as if called for by both. In case of conflict between the requirements of the specifications and plans, the specifications shall take precedence. Figured dimensions shall take precedence over scale dimensions, and larger scale details shall take precedence over smaller scale details in the general work drawings.

All vendors submitting bids shall register as a Jefferson Parish vendor, if not already registered. Registration forms may be downloaded from [Vendor Information | Jefferson Parish, LA \(jeffparish.gov\)](http://jeffparish.gov) and click 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.

Bidders must comply with all provisions of this Notice, the Standard General Conditions of the Construction Contract and any special conditions and specifications contained herein, all of which are made part of this bid proposal. Resolution No. 141125, as amended, will be considered a part of the bid whether attached or not. A copy of these terms and resolutions may be obtained from the Office of the Parish Clerk, Suite 6700, Jefferson Parish General Government Building, 200 Derbigny Street, Gretna, Louisiana 70053. Bidders may also obtain a copy by visiting the Purchasing Department's webpage at [Document Library | Jefferson Parish, LA \(jeffparish.gov\)](http://jeffparish.gov) and clicking on online forms.

Bid Security: Bidders shall provide bid security in the form of an electronic bid bond in the amount of five percent (5%) of the total bid price (Base Bid and any Alternates) (as per R.S. 38:2218). The Bid Security shall remain valid until the contract is executed or until final disposition is made of the bids submitted. Such security will become the property of the Parish in the event the successful bidder fails or refuses to execute the contract or fails to produce performance and payment bonds upon contract signing. Bids shall remain binding for at least forty-five (45) days after the date set for the Bid Opening. In the event the Parish issues the Letter of Award during this period, the bid accepted shall continue to remain binding until the execution of contract. Jefferson Parish and the lowest responsible bidder, by mutual written consent, may agree to extend the deadline for award by one or more extensions of thirty (30) calendar days.

Bidders 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.

Performance Bond: A performance bond is required in 50% of the contract amount and is due at the signing of the formal contract, unless another percentage is required in the bid specifications. In the event of a conflict between these instructions and the bid specifications, the bid specifications shall control.

Payment Bond: A payment bond is required in 50% of the contract amount and is due at the signing of the formal contract, unless another percentage is required in the bid specifications. In the event of a conflict between these instructions and the bid specifications, the bid specifications shall control.

K. INSURANCE REQUIREMENTS

All required insurance under this bid shall conform to Jefferson Parish Resolution 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.

Within ten (10) days of bid opening, the apparent 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. Failure to provide your certificate of insurance within the ten (10) days, shall result in the Parish rejecting your bid and moving on to the next lowest bidder. 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.

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 within ten (10) days of the bid opening. A scanned copy may be submitted initially; 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**

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

☒ **BUSINESS AUTOMOBILE LIABILITY**

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

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 within ten (10) days of the bid opening. A scanned copy of the completed, signed and properly notarized affidavit may be submitted initially; 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.

L. INDEMNIFICATION

Bidder acknowledges that bidder recovered the cost of any required insurance in the contract price as required by L.R.S. 9:2780.1(l) and that bidder recovered any such cost for the purposes of insuring an obligation to indemnify Jefferson Parish, defend Jefferson Parish, or hold Jefferson Parish harmless and that bidder's indemnity liability is limited to the amount of the proceeds that are payable under the insurance policy or policies that bidder has obtained.

M. FAMILIARITY WITH LAWS AND ORDINANCES

Bidders shall familiarize themselves with and shall comply with all applicable Federal and State Laws, Parish/Municipal Ordinances, Resolutions, and the rules and regulations of all authorities having jurisdiction over construction of the project, which may directly or indirectly affect the work or its prosecution.

These laws and/or ordinances will be deemed to be included in the contract, the same as though herein written in full.

In case of conflict between the requirements of these specifications and any State and/or Federal Regulations or Laws, the State and/or Federal Regulations or Laws shall take precedence in all cases in which State and/or Federal Funding of the contract, in whole or in part, depends upon compliance with said State and/or Federal Regulations or Laws.

N. MISCELLANEOUS

The successful bidder may be required to furnish a statement of the origin, composition, and manufacture of materials to be used in construction of the work together with samples, which samples may be subjected to testing to determine their quality and fitness for the work, as specified.

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, sex or religion except that any exemption from such prohibition against discrimination on the basis of religion as provided in the Civil Rights Acts of 1964, or Title VI and VII of the Act of April 11, 1968 shall also apply, as amended; nor discriminate on the basis of age under the Age Discrimination Act of 1975, as amended; nor with respect to an otherwise qualified handicapped individual as provided in Section 504 of the Rehabilitation Act of 1973, as amended. 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.

Non-negotiable contract terms include but are not limited to taxes, assignment of contract, audit of records, EEOC and ADA compliance, record retention, content of contract/order of precedence, contract changes, force majeure, governing law, including ethics statements, claims or controversies, and termination based on contingency of appropriation of funds, as applicable.

Bid Bond

An Electronic Bid Bond must be submitted with this bid, through one of the respective clearing houses at www.jeffparish.net or www.centralbidding.com. To access the bonding companies on Central Bidding, hover over the “Central Bidding” link at the top of the page and select the “Bid Bonds” link.

The electronic bid bond number is to be placed in the required section listed on the standard envelope. Scanned copies of bid bonds will not be accepted with your submission.

The screenshot shows a web browser window with the URL <https://www.centralauctionhouse.com>. The page features a header with the Central Bidding logo and navigation links: ABOUT US, TESTIMONIALS, CENTRAL BIDDING, and ePROCUREMENT SOLUTIONS. A dropdown menu is open under the CENTRAL BIDDING link, showing options: Bids by Agency, Search Bids, Bid Bonds, and Contact Us. The main banner image shows hands holding a pen over a document, with the text: "Central Bidding is the leading provider of online bidding services to local agencies." Below the banner are three buttons: CENTRAL BIDDING, SURPLUS SALES, and REGISTER NOW!. The page content includes statistics: \$41.6 Billion, 38,136 Bid Opportunities, 18,123 Vendors, and 568 Agencies. A section titled "Browse Thousands of Public Bids today!" describes Central Bidding's services and includes a "Learn More" button. The URL in the address bar is <https://www.centralauctionhouse.com/central-bidding/bid-bonds>.

\$41.6 Billion

38,136 Bid Opportunities

18,123 Vendors

568 Agencies

Browse Thousands of Public Bids today!

Central Bidding, founded in 2007, is one of the largest providers of electronic bidding services to public and private buying entities. Vendors have trusted Central Bidding to securely deliver more than \$31.2 Billion worth of electronic bids for more than 450 buying entities since their founding. Central Bidding works under exclusive contract with each of these buying entities and in each instance Central Bidding is the only official electronic location to receive the bid documents, the automated updates and allowance of electronic bids.

[Learn More >](#)

<https://www.centralauctionhouse.com/central-bidding/bid-bonds>



_____, an agency of the United States government, or an agency, board, commission, or instrumentality of the State of Louisiana or its political subdivisions, including parishes, municipalities and school boards, does hereby designate the following contractor as its agent for the purpose of making sales tax exempt purchases on behalf of the governmental body:

Name of Contractor		
Address		
City	State	ZIP

This designation of agency shall be effective for purchases of component construction materials, taxable services and leases and rentals of tangible personal property for the following named construction project:

Construction Project	Contract Number
----------------------	-----------------

This designation and acceptance of agency is effective for the period

Beginning Date (mm/dd/yyyy)	End Date (mm/dd/yyyy)
-----------------------------	-----------------------

Purchases for the named project during this period by the designated contractor shall be considered as the legal equivalent of purchases directly by the governmental body. Any materials purchased by this agent shall immediately, upon the vendor’s delivery to the agent, become the property of this government entity. This government entity, as principal, assumes direct liability to the vendor for the payment of any property, services, leases, or rentals made by this designated agent. This agreement does not void or supersede the obligations of any party created under any construction contract related to this project, including specifically any contractual obligation of the construction contractor to submit payment to the vendors of materials or services for the project.

This contractor-agent is not authorized to delegate this purchasing agency to others; separate designations of agency by this governmental entity are required for each contractor or sub-contractor who is to purchase on behalf of this governmental entity. The undersigned hereby certify that this designation is the entirety of the agency designation agreement between them. In order for a purchase for an eligible governmental entity through a designated agent to be eligible for sales tax exemption, the designation of agency must be made, accepted, and disclosed to the vendor before or at the time of the purchase transaction.

Designation of Agency			Acceptance of Agency		
Signature of Authorized Designator		Date (mm/dd/yyyy)	Signature of Contractor or Subcontractor Authorized Acceptor		Date (mm/dd/yyyy)
Name of Authorized Designator			Name of Contractor's or Subcontractor's Acceptor		
Name of Governmental Entity			Name of Contractor		
Address			Address		
City	State	ZIP	City	State	ZIP

This designation of agency form, when properly executed by both the contractor and the governmental entity, shall serve as evidence of the sales tax exempt status that has been conferred onto the contractor. No other exemption certificate form is necessary to claim exemption from sales taxes. The agency agreement evidenced by this sales tax exemption certificate must be implemented at the time of contract execution with the governmental entity. The contract between the governmental entity and his agent must contain provisions to authenticate the conferment of agency.



JEFFERSON PARISH

PURCHASING DEPARTMENT

CYNTHIA LEE SHENG
PARISH PRESIDENT

RENNY SIMNO
DIRECTOR



May 2025

Changes to Jefferson Parish Bidding Information

The Jefferson Parish Purchasing Department would like to make vendors aware of the following changes that are now effective:

➤ **Additional Requirements for Bid Instructions:**

The Additional Requirements for Bid Instructions have been revised. The numbers correlating with the instructions may not be the same number as past bids. **Please read ALL instructions and bid documents carefully and thoroughly prior to bid submission.**

➤ **Affidavits:**

There is a new affidavit for all bids named "Generic Bid Affidavit". The Public Works Bid Affidavit and Non-Public Works Bid Affidavit are no longer valid. **The "Generic Bid Affidavit" must be submitted with ALL bid submissions.**

➤ **Insurance Requirements:**

Within ten (10) days of bid opening, the apparent low bidder will be required to provide FINAL insurance certificates evidencing the insurance coverages of the subject bid (please refer to each individual bid specifications requirements) to Jefferson 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 insured on the Commercial General Liability and the Comprehensive Automobile Liability policies to protect against negligence by the contractor, as provided by contract.

Failure to provide your certificate of insurance within the ten (10) days of bid opening shall result in the Parish rejecting your bid as non-responsive and moving on to the next apparent lowest bidder.

You may still opt to send in your insurance certificates with your bid submission, however, if the provided certificates are not in FINAL form, if you are the apparent low bidder, then you will still be required to send in a FINAL certificate within 10 days of bid opening.

Generic Bid Affidavit Instructions

This affidavit is supplied as a courtesy to Affiant. It is the responsibility of the affiant to insure the affidavit submitted to Jefferson Parish complies, in both form and content, with federal, state and parish laws. 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.

The Affidavit MUST comply with the following requirements to be accepted.

- Must be signed by an authorized representative of the entity.
- Must be notarized by a notary with proper jurisdiction who must sign and print name, and include bar/notary number.
- Location where the notarization is taking place should be filled in at the top of the affidavit – not the location of the contract services.
- MUST select either Choice A or B when required.
- If choice A is selected, it must include an attachment.

Affidavits with the following WILL NOT be accepted.

- If both choice A and B are selected, the affidavit will not be accepted.
- An affidavit marked N/A will not be accepted.
- An affidavit missing attachment(s) when required will not be accepted.
- An affidavit that is notarized by a notary who does not have jurisdiction in the place where notarized or is not active will not be accepted.
- Affidavits that are older than six (6) months will not be accepted.

Instruction sheet may be omitted when submitting the affidavit.

Generic Bid

AFFIDAVIT

STATE OF _____

PARISH/COUNTY OF _____

BEFORE ME, the undersigned authority, personally came and appeared:

_____ (Affiant) who after being duly sworn by me, deposed and
said that he/she is the fully authorized _____ of
_____ (Entity), who submitted a bid 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. 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.

Affiant further said:

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 of Jefferson 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

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.

Affiant further said:

Affiant personally has not been convicted of, nor has he/she entered into a plea of guilty or nolo contendere to any of the crimes or equivalent federal crimes listed below. No individual partner, incorporator, director, manager, officer, organizer, or member, who has a minimum of a ten percent ownership in the Bidding Entity, has been convicted of or has entered a plea of guilty or nolo contendere to any of the crimes or equivalent federal crimes listed below. A conviction of or plea of guilty or nolo contendere to the following state crimes or equivalent federal crimes shall permanently bar any person or the bidding entity from bidding on public projects:

- (a) Public bribery (R.S. 14:118)
- (b) Corrupt influencing (R.S. 14:120)
- (c) Extortion (R.S. 14:66)
- (d) Money laundering (R.S. 14:230)

A conviction of or plea of guilty or nolo contendere to the following state crimes or equivalent federal crimes shall bar any person or the bidding entity from bidding on public projects for a period of five years from the date of conviction or from the date of the entrance of the plea of guilty or nolo contendere:

- (a) Theft (R.S. 14:67)
- (b) Identity Theft (R.S. 14:67.16)
- (c) False accounting (R.S. 14:70)
- (d) Issuing worthless checks (R.S. 14:71)
- (e) Bank fraud (R.S. 14:71.1)
- (f) Forgery (R.S. 14:72)
- (g) Contractors; misapplication of payments prohibited (R.S. 14:202)
- (h) Malfeasance in office (R.S. 14:134)

The five-year prohibition provided for in this section shall apply only if the crime was committed during the solicitation or execution of a contract or bid awarded pursuant to these provisions. If evidence is submitted substantiating that a false attestation has been made and the project must be readvertised or the contract canceled, the awarded entity

making the false attestation shall be responsible to the public entity for the costs of rebidding, additional costs due to increased costs of bids and any and all delay costs due to the rebid or cancellation of this project.

Affiant further said:

- (1) Entity is registered and participates in a status verification system to verify that all employees in the State of Louisiana are legal citizens of the United States or are legal aliens.
- (2) Entity shall continue, during the term of the contract, to utilize a status verification system to verify the legal status of all new employees in the State of Louisiana.
- (3) Entity shall require all subcontractors to submit to the Entity a sworn affidavit verifying compliance with statements (1) and (2) above.

Signature of Affiant

Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME,
NOTARY PUBLIC ON THE _____ DAY
OF _____, 20_____.

Notary Public

Printed Name of Notary

Notary/Bar Roll Number

My commission expires _____.

Evidence of Authority Instructions

Only an authorized Agent shall sign this proposal. Each Proposer is required to provide satisfactory evidence of the authority of the person signing for the agency, corporation, partnership or other legal entity, which shall be attached to the proposal.

The following page is a sample Corporate Resolution. This sample is supplied as a courtesy to Proposers, but it is the responsibility of the Proposer to ensure the evidence of authority they submit to Jefferson Parish complies, in both form and content, with federal, state and Parish laws. Additionally, a sample Sole Proprietorship Certification may be found at <https://www.jeffparish.gov/466/Document-Library>.

Instruction sheet may be omitted when submitting.

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

Elevator Modernization

Section 1.0 – Site Visit:

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

Section 2.0 – Scope:

We extend this proposal to provide labor, materials, equipment, transportation, and all other incidentals necessary to provide a turn-key modernization of three (3) traction elevators at the Parking Garage located at 300 Derbigny St., Gretna, LA 70053. Including, but not limited to, the following new systems and components:

- Traction Machines
- Operational Controls
- Group Dispatching Systems
- Door Operating Equipment
- Signal Fixtures
- Car Interior Finishes

Section 3.0 – License and Certification Requirements:

License(s) issued by the Louisiana State Licensing Board for Contractors in accordance with existing state laws, and shall comply with the Licensing Requirements of LRS 37:2150 et. seq., and such license number must be entered in the appropriate field in the electronic procurement system. Failure to comply will cause the bid to be rejected:

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

- Limited Specialty Services

3.2 A Convenience Device Mechanics Certificate issued by the Louisiana State Fire Marshal Life Safety and Property Protection Licensing and Registration Division Office. THIS CERTIFICATE MUST BE SUBMITTED WITH THE BID

3.3 A Certified Elevator Technician Certificate issued by the National Association of Elevator Contractors or by the National Elevator Industry Education Program (NEIEP): THIS CERTIFICATE WILL BE DUE UPON REQUEST.

Section 4.0 – Bonds:

- **Surety Bond:** An Electronic bid bond in the amount of 5% of the total bid will be required with bid submission. The vendor shall indicate the electronic bid bond number in the location specified on the electronic bid envelope. No scanned paper copies of any bid bond will be accepted as part of the electronic bid submission.
- **Performance Bond:** A Performance Bond in the amount of 50% of the total contract price will be required. The performance bond shall be produced upon contract execution.
- **Payment Bond:** A payment bond of 50% of the total contract price will be required. The payment bond shall be produced upon contract execution.

Section 5.0 – Insurance:

- The Contractor shall purchase and maintain in its name an Installation Floater insurance policy, covering installation of all equipment which is the subject of the Contract, to the full insurable value thereof. The policy shall include "all risk" insurance for physical damage. The valuation of covered property should be the replacement cost value.

If applicable, the Contractor shall require all subcontractors to maintain, in limits equal to or greater than Contractor's, the same insurance coverage for work performed or materials provided for the work. Contractor shall insert this requirement in all contracts or agreements with all entities and/or persons who perform any work under this contract. At no time shall Contractor allow any subcontractors to perform work without the required types and limits of insurance coverage. In the event of a subcontractor's non-compliance with this requirement, the Contractor shall be responsible for any damages or liabilities arising from the subcontractor's work, actions, or inactions.

Section 6.0 – Submittals:

If the bidder intends to provide materials equal to or better than owner-specified materials, the following shall be supplied upon request.

- Manufacturer's catalog data
- Detail sheets
- Specifications of the product
- Warranty information

Section 7.0 – Quantities/Inspection:

Bidders must inspect the site and perform their measurements to determine the proper quantity of materials and equipment required to complete this project. All measurements given in these specifications are for informational purposes only.

Section 8.0 Bid Specifications:

- Provide labor, materials, equipment, tools, construction equipment, machinery, incidentals, and other facilities and services necessary to deliver a comprehensive “Turn-Key” modernization that meets or exceeds current code compliance standards.
- Furnish and install equipment utilizing existing and modified hoistway and machine rooms.
- All materials for this project must be new, bidder-supplied.
- No more than one elevator shall be out of service in a group of elevators (not including a second car out of service for more than sixty minutes for regular preventive maintenance during non-peak traffic periods).
- No Interruptions or changes in regular group automatic operation during normal business hours.
- Firefighter’s Emergency Operation Phase I or II is not activated during regular business hours.
- No activation of Standby Power Operation during regular business hours.
- No large equipment shall be transported through public or tenant spaces during regular business hours.
- The Bidder shall verify that the specified materials and equipment will fit into the designated spaces and that, when installed in accordance with the manufacturer’s guidelines, they will ensure a complete, coordinated, satisfactory, and properly operating system.
- Equipment shall be installed so it may be easily removed for maintenance and repair.
- All equipment shall have maximum accessibility, safety, and continuity of operation.
- This project is a significant elevator modernization in an existing building open to the public, and business will continue to operate throughout all phases of required work.
- The bidder must give special attention and priority to all matters concerning project safety, protection from dust and loose materials, noise reduction, protection from water and air infiltration into the building, and maintaining neat conditions in and around work areas inside and outside the building.
- All packaging, scrap materials, and demolition debris shall be removed daily from the building and site.
- Provide visible warning and direction signs, barricades, temporary lighting, overhead protection, and hazard-free walking surfaces throughout public areas.
- All significant components of mechanical and electrical equipment shall have identification plates with the Manufacturer’s name, address, model number, rating, and any other information required by governing codes.
- Within 30 days of final acceptance, provide three sets of neatly bound written information necessary for proper maintenance and adjustment of equipment. Include the following as minimums.
- Straight-line wiring diagrams of “as-installed” elevator circuits with an index of the location and function of components. Provide one set of reproducible masters. Mount one set of wiring diagrams on panels, racks, or similarly protected areas in the elevator machine room. Provide the remaining set rolled and in a protective drawing tube.

Section 8.0 Bid Specifications: Continued

- The written maintenance control program (MCP) is specifically designed for the equipment included in this contract. Include any unique or product-specific procedures or methods required to inspect or test the equipment.
- Additionally, identify weekly, bi-weekly, monthly, quarterly, and annual maintenance procedures, including statutory and other equipment required tests.
- All necessary interface cards for equipment maintenance, code-mandated testing, and troubleshooting.
- Instructions, including recommended grade of lubricants.
- Catalogs for all replaceable parts, including ordering forms and instructions.
- Four (4) sets of keys per elevator for all switches and control features are appropriately tagged and marked.
- Bound instructions explaining all operating features, including all apparatus in the car and lobby control panels.
- Bound maintenance and adjustment instructions explaining areas to be addressed, methods and procedures to be used, and specified tolerances for all equipment.
- Non-Proprietary Equipment Design: Provide three sets of neatly bound written information necessary for proper maintenance and adjustment of equipment within 30 days following final acceptance. Final retention will be withheld until the purchaser receives the Data and the Consultant reviews it. Include the following as minimums.
- Provide Straight-line wiring diagrams of “as-installed” elevator circuits with an index of the location and function of components.
- Mount one set of wiring diagrams on panels, racks, or similarly protected areas in the elevator machine room. Provide the remaining set rolled and in a protective drawing tube. Maintain all drawing sets, as well as all subsequent changes. These diagrams are the Purchaser’s property. A legend sheet shall be furnished with each set of drawings to provide the following information:
 1. Name and symbol of each relay, switch, or apparatus.
 2. Location on drawings, drawing sheet number, area, and location of all contacts.
 3. Location of apparatus, whether on the controller or the car.
- Provide a written Maintenance Control Program (MCP) specifically designed for the equipment included under this contract. Include any unique or product-specific procedures or methods required to inspect or test the equipment. In addition, identify weekly, bi-weekly, monthly, quarterly, and annual maintenance procedures, including statutory and other equipment required tests.
- Provide printed instructions explaining all operating features.
- Provide complete software documentation for all installed equipment.
- Provide catalogs listing all replaceable parts, including the Contractor’s identifying numbers and ordering instructions.
- Provide diagnostic test devices with all necessary supporting information for interpreting test data, troubleshooting the elevator system, and performing routine safety tests at a technician level.

Section 8.0 Bid Specifications: Continued

- The elevator installation shall be designed to be maintained by any licensed elevator maintenance company employing journeymen mechanics, without the need to purchase or lease additional diagnostic devices or special tools.
- Provide on-site capability to diagnose faults to the level of individual circuit boards and individual discrete components for the solid-state elevator controller.
- If the fault diagnosis equipment is not entirely self-contained within the controller, the Department of General Services must be provided with a separate, detachable device as required per the building listed in these specifications as part of this installation. Such a device shall be in the possession of the Department of General Services and become its property.
- Provide all software upgrades and revisions during the project's progress and the warranty period.
- Provide a QEI Inspection before turnover for use by the General public. The owner shall receive an inspection report.

Section 8.1 - Removal of Existing Equipment:

- Bidder is responsible for dismantling, removing, and properly disposing of all equipment mentioned in this specification.

Section 8.2 – Elevator Operation Requirements:

- Two (2) gearless passenger elevator(s), Cars #1 and #2
- One (1) gearless passenger elevator, Car #3

General:

- Cars automatically slow down and stop at floors in response to car and landing calls, with stops made in sequence in the established direction of travel, regardless of the order in which buttons are pressed.
- Landing calls are canceled when the assigned car arrives at the landing.
- Automatic Dispatch Failure: Provide an auxiliary dispatch system to automatically dispatch elevators in the event of failure of the primary control system.
- Hall Call Button Failure: In the event of a hall call button system failure, initiate operation to provide predetermined service to all landings; elevators should respond normally to car calls.

Automatic Leveling:

- When arriving at a floor, the cars' level is to be within 1/8" above or below the landing sill before opening doors, without travelling past the landing during leveling.
- Maintain leveling accuracy regardless of carload, direction of travel, rope slippage, or stretch.

Power Conservation:

- Shut off car interior lighting and ventilation fan after an adjustable period (60-180 seconds) of no elevator demand.
- Turn on before opening car doors when elevator demand returns.

Section 8.2 – Elevator Operation Requirements: Continued

Door Operation:

Passenger Elevators:

- Automatically open doors when the car arrives at a floor.
- Stop and reopen doors, or hold doors in the open position, upon activation of the “door open” button.
- At expiration of normal dwell time, or upon activation of the “door close” button, close doors:
- Prevent doors from closing and reverse doors at normal opening speed if door reopening device beams are obstructed while doors are closing, except during the nudging operation.
- In the event of door reopening device failure, provide for automatic shutdown of the car at floor level with doors open.
- The close cycle does not begin upon activation of the “door close” button until the standard door dwell time for a car or hall call has expired, except for firefighters’ operations.

Nudging Operation:

- After the beams of the door reopening device are obstructed for a predetermined time interval (minimum 20.0-25.0 seconds), a sound warning signal is emitted, and an attempt is made to close the doors with a maximum of 2.5 foot-pounds of kinetic energy.
- Activation of the door open button overrides the nudging operation and reopens doors.
- When beams are interrupted during initial door opening, hold the door open a minimum of 3.0 seconds.
- When beams are interrupted after the initial 3.0-second hold-open time, reduce the time doors remain open to an adjustable time of approximately 1.0 to 1.5 seconds after beams are reestablished.

Differential Door Time:

- Field-adjustable time that doors remain open after stopping in response to calls.
- Car Call: Hold open time adjustable between 3.0 and 5.0 seconds.
- Hall Call: Hold open time adjustable between 5.0 and 8.0 seconds.
- Use hall call time when the car responds to coincidental calls.
- Reopen doors when the car is designated for loading.

Independent Service:

- When the feature is activated from within the car, allow control of the car only from buttons and controls inside the car.
- Close doors by constant pressure on the desired destination floor button or door close button.

Section 8.2 – Elevator Operation Requirements: Continued

Load Weighing:

- Provide cars with an adjustable cable tension monitoring load weighing device.
- Devices are to be self-calibrating for the time-dependent effects of compression in any resilient materials in the assemblies, transducers, etc.
- Provide dispatching on the main floor in advance of regular intervals when the car fills to capacity.
- Provide a hall call bypass when the car is filled to a field-adjustable (10%-100%) range of percentage of rated capacity and traveling in the down direction.
- Activate the voice message and visual overload signaling device inside the elevator cab, which is activated when the load weighing device senses the carload has reached or exceeded a pre-determined percentage of capacity.
- Elevator does not close doors or run when the Overload signaling device is active.

Selective Collective Operation, Single Car, Car #3:

Elevators operate via momentary pressure buttons to:

- Place hall call by selecting direction of travel at each hall landing (up and down buttons at each intermediate landing, single buttons at each terminal landing).
- Place a car call by selecting the destination floor from inside the car (individual buttons for each floor served).
- Hall calls, other than calls placed at the landing at which the car is standing, start the car, and cause the car to stop at the first landing for which a call is registered in the direction of travel.
- Stops are made in the order in which landings are reached, irrespective of the sequence in which calls are registered.

Parked Car (No Demand):

- When the feature is enabled, the elevator remains at the landing of the last assignment (if no further demand) with doors closed, for a predetermined amount of time (programmable for any amount of time). Upon expiration of time, the elevator returns to the primary egress landing with the doors closed.

Interrupted Beam Time:

- If the feature is disabled, if no further demand, the elevator remains at the landing of the last assignment with the doors closed until a hall call is registered.

Car and Hall Lanterns:

- Lanterns provide an audio and visual signal upon each stop, regardless of responding to a car or hall call.
- Visual signal remains active from the commencement of door opening until the doors are completely closed. Selective Collective Operation, Two-Car Group, Cars #1 - #2.
- Press the hall call button by selecting the direction of travel at each hall landing (up and down buttons at each intermediate landing, single buttons at each terminal landing).
- Place a call by selecting the destination floor from inside the car (individual buttons for each floor served).

Section 8.2 – Elevator Operation Requirements: Continued

Elevators operate via momentary pressure buttons to:

- Hall calls, other than calls placed at the landing at which the car is standing, start the car and cause the car to stop at the first landing for which a call is registered in the direction of travel.
- Car calls cause the car to stop at the floors registered in the order the car arrives at each selected floor in its current direction of travel.

Free Car:

- When there are no calls in the system, one car is automatically dispatched to the elevator discharge level (home car), and the other car (free car) is parked at its last stop above the elevator discharge level.
- An idle free car answers calls above or below it, except calls at main or Basement landings (where applicable).
- When a free car travels to the main landing in response to a car call, it becomes the home car, and the former home car travels to a middle floor above the main landing and becomes the free car.
- When the free car is responding to calls, the home car shall respond to the following:
 1. Up calls below UP traveling free car.
 2. All Up and Down calls behind DOWN traveling free car.
 3. Any hall calls registered when the free car is delayed in its regular operation for a predetermined period.
- When both cars are responding to registered car and hall calls, the first car to complete its calls becomes the assigned home car and is dispatched automatically to the Main Landing.
- Only one car responds to each hall call.
- If either car is removed from service, the other car responds to all registered hall calls and its own car calls.

Car and Hall Lanterns:

- Lanterns provide an audio and visual signal upon each stop, regardless of responding to a car or hall call.
- Visual signal remains active from the commencement of door opening until the doors are completely closed

Battery Rescue Operation:

- Upon loss of normal power, automatically lower or raise the car to the nearest landing, depending on the load in the car.
- Upon arrival at the landing, the elevator doors shall open automatically and remain open until regular door time has expired; the elevator shall then be removed from service.
- Upon restoration of normal power, the elevator shall automatically resume regular operation.

Section 8.2 – Elevator Operation Requirements: Continued

Battery Backup Operation for Emergency Lighting, Communication, and Alarm:

- Car-mounted battery unit with solid-state charger to operate alarm bell, car emergency lighting, and voice communication system.
- Car lighting and communication shall be provided with a minimum of 4 hours of operation on back-up power during a loss of normal power, and a minimum of 1 hour of operation for the car-mounted alarm, and any remote alarm mounted at the designated floor level.
- Battery to be rechargeable with a minimum five-year life expectancy.
- Provide a constant pressure test button in the service compartment of the car operating panel.
- Provide lighting integral with a portion of the standard car lighting system.

Emergency Car Communication System Operation:

- Comply with all requirements of ASME A17.1 2016, or later editions if adopted by the AHJ.

Hands-Free Phone System in a Car System:

- Hands-free two-way audio communication system in each elevator car.
- Automatic dialer to include automatic rollover capability if the call is not answered with a minimum of two numbers.
- Intercom type systems shall be capable of auto dialing out of the building to any active telephone number selected by Owner if the intercom call is not answered.
- Means to identify the building and the car for Authorized Personnel and Emergency Personnel on demand.
- Activated by the button in the car identified with the “PHONE” symbol or by an external telephone call.
- Adjacent light jewel illuminates and flashes when the call is acknowledged.

Authorized Personnel Communication:

- The communication system enables authorized personnel, via phone or intercom system, to establish verbal communication with each elevator individually, whether inside the building or at an outside location.

Section 8.3 – Elevator Alterations:

ALTERATION SUMMARY Elevators #1 - #2		
CARS #1 - #2	EXISTING INSTALLATION	MODERNIZED INSTALLATION
Capacity:	2500 lbs.	2500 lbs.
Class of Loading:	Class A	Class A
Duty Type:	Passenger	Passenger
Contract Speed:	200 fpm	200 fpm
Roping Configuration:	2:1 Underslung	2:1 Underslung
Machine Type:	Gearless	Gearless
Machine Location:	Overhead – Hoistway (MRL)	Overhead – Hoistway (MRL)
Motor Type:	AC	AC
Motion Control:	Static	Static
Operation Control:	Two-Button Selective Collective	Two-Button Group Automatic
Floors Served:	1-7 Front	1-7 Front
Total Entrances:	7 Front	7 Front
Car Entrance Type:	Single Speed Side Opening (SSSO) Front	Single Speed Side Opening (SSSO) Front
Hoistway Entrance Type:	Single Speed Side Opening (SSSO) Front	Single Speed Side Opening (SSSO) Front
Entrance Size:	42" Wide x 84" (7'-0") High	42" Wide x 84" (7'-0") High
Minimum Clear to Underside of Canopy:	8'-0" High (Field Verify)	8'-0" High

Section 8.3 – Elevator Alterations: Continued

ALTERATION SUMMARY Elevators #3		
CAR #3	EXISTING INSTALLATION	MODERNIZED INSTALLATION
Capacity:	4500 lbs.	4500 lbs.
Class of Loading:	Class A	Class A
Duty Type:	Passenger	Passenger
Contract Speed:	350 fpm	350 fpm
Roping Configuration:	2:1 Underslung	2:1 Underslung
Machine Type:	Gearless	Gearless
Machine Location:	Overhead – Hoistway (MRL)	Overhead – Hoistway (MRL)
Motor Type:	AC	AC

ALTERATION SUMMARY Elevators #3		
CAR #3	EXISTING INSTALLATION	MODERNIZED INSTALLATION
Motion Control:	Static	Static
Operation Control:	Two-Button Selective Collective	Two-Button Group Automatic
Floors Served:	1-7 Front	1-7 Front
Total Entrances:	7 Front	7 Front
Car Entrance Type:	Two Speed Side Opening (2SSO) Front	Two Speed Side Opening (2SSO) Front
Hoistway Entrance Type:	Single Speed Side Opening (SSSO) Front	Single Speed Side Opening (SSSO) Front
Entrance Size:	48" Wide x 84" (7'-0") High	48" Wide x 84" (7'-0") High
Minimum Clear to Underside of Canopy:	8'-0"" High (Field Verify)	8'-0"" High

Section 8.4 – Machine Room Equipment:
Machine Room Equipment

- Provide and arrange equipment in existing hoistway machine room spaces.

Identification:

Permanently identify (painted on or securely attached) machine room equipment with a minimum of 3" characters corresponding to elevator identification.

1. Driving machine.
2. Motor drive, transformer, choke/filter
3. Controller.
4. Selector.
5. Governor.
6. Main line disconnect switch.
7. Elevator hoistway pit equipment.

Gearless Traction Hoist Machines:

- Provide a new gearless machine based on capacity, speed, and duty designed to operate within the specified machine room temperature and humidity range.
- Provide motor, brake, and demountable drive sheave mounted in proper alignment on a common isolated bedplate.

Motor:

- AC induction or P.M.S.M. ACV³F gearless traction type motor
- Machine or motor-mounted direct drive, digital, closed-loop velocity encoder.

Electromechanical Brake:

- Spring applied and electrically released
- Drum or disc type.
- Spring applied and electrically released with a removable manual brake release.
- Brake shoes are applied to the braking surface simultaneously and with equal pressure.
- Adjusted to minimize noise during the lifting and setting of brake shoes.
- Prevent ascending car over-speed and unintended car movement via a dual-redundant braking system.

Drive Sheave:

- Machined with grooves, providing maximum traction with a minimum of cable and sheave wear.
- Sealed bearings.

Deflector Sheave:

- Machined grooves and sealed bearings.

Installation includes:

- Anti-friction bearings with easy access for lubrication.
- Sheave guards to prevent ropes from leaving sheave grooves.
- Sound isolation pads shall be installed to reduce vibration and noise transmission to the building structure.

Section 8.4 – Machine Room Equipment: Continued

Solid State Power Conversion and Regulation Unit (Motor Drive):

- Provide a solid-state, AC variable voltage, variable frequency I.G.B.T motor drive designed to operate with the power supply available at the main disconnect.

Performance Requirements:

- Conform to IEEE standards 519-2014 for line harmonics and switching noise.
- Maximum audible noise in the machine room and surrounding areas not to exceed 80 dBA. 3 Power Factor: >0.95.
- Minimum of 6 kHz switching frequency for SCR inverter and shunt transistors.
- Sustained drive and motor overload protection rated at 250% of line current.
- Capacitors are utilized, sized, and located to avoid system resonance.
- Limit current suppress noise and radio frequency interference and prevent transient voltage feedback into the main building power supply or emergency power source.
- Provide internal heat sink cooling fans for the power drive portion of the converter panels.
- Provide isolation transformers, filters, and chokes to isolate the system from the normal building power supply completely.
- Isolate unit to minimize noise and vibration transmission.
- Direct-current power for the operation of hoist machine brake, door operator, dispatch processor, signal fixtures, etc., supplied from a separate static power supply.

Battery Rescue System:

- Auxiliary power source shall be provided via 12-volt D.C. battery units installed in the machine room or controller space.
- Include a solid-state charger and testing means mounted in a standard metal container.
- Battery to be rechargeable, lead acid or nickel cadmium, with a ten-year life expectancy.

Regenerated Power:

- Provide a resistor bank installed on the demand side of the elevator main disconnect to absorb the maximum sustained regenerated power from the motor drive during dynamic braking during normal operation.

Encoder:

- Direct drive, solid-state, digital type. Update the car position at each floor and automatically restore after a power loss.

Controller: UL/CSA labeled.

- Compartment: Securely mount all assemblies, power supplies, chassis switches, relays, etc., on a substantial, self-supporting steel frame. Completely enclose equipment with covers. Provide means to prevent overheating.

Relay Design:

- Magnet operated with contacts of design and material to ensure maximum conductivity, long life, and reliable operation without overheating or excessive wear.
- Provide wiping action and means to prevent sticking due to fusion.
- Contacts carrying high inductive currents shall be provided with arc deflectors or suppressors.

Section 8.4 – Machine Room Equipment: Continued

Microprocessor-Related Hardware:

- Provide built-in noise suppression devices providing a high level of noise immunity on all solid-state hardware and devices.
- Provide power supplies with noise suppression devices.
- Isolate inputs from external devices (such as pushbuttons) with opto-isolation modules.
- Design control circuits with one leg of the power supply grounded.
- Safety circuits are not to be affected by accidental grounding of any part of the system.
- System automatically restarts when power is restored.
- System memory is retained in the event of power failure or disturbance.
- Equipment is provided with Electro Magnetic Interference (EMI) shielding within FCC guidelines.

Wiring:

- CSA labeled copper for factory wiring. Neatly route all wiring interconnections and securely attach wiring connections to studs or terminals.
- Permanently mark components (relays, fuses, PC boards, etc.) with symbols shown on wiring diagrams.

Auxiliary disconnect:

- Provide a controller or machine-mounted auxiliary, lockable “open,” disconnect if the mainline disconnect is not in sight of the controller and/or machine.
- Provide a minimum 14-gauge galvanized sheet metal enclosures over any holes or block-outs, other than for hoist ropes, in the machine room floor.
- Mount on the underside of the floor slab. K. Sleeves and Guards: Provide 2" steel angle guards around cable or duct slots through floor slabs or grating. Provide rope and smoke guards for sheaves, cables, and cable slots in the machine room and any secondary machinery levels.

Machine Beams and Equipment Support Beams:

- Provide all required supplemental supports and attachments.
- Provide Structural Engineering certification validating the size and location of all new support structures provided.

Governor, Car:

New:

- Centrifugal-type, car-driven with pull-through jaws and bi-directional shutdown switches.
- Calibrated and tested with the manufacturer’s certification data plate as required by code.
- Provide required bracketing and supports for attachment to the building structure.

Section 8.4 – Machine Room Equipment: Continued
Emergency Brake:

- Provide means to prevent Ascending Car Over-speed (ACO):
- a) Acceptable emergency brake devices for ACO:
- Traction machine sheave-mounted secondary brake system.
- Hollister-Whitney rope gripper.

Provide means to prevent Unintended Car Movement (UCM):

- Acceptable emergency brake devices for UCM:
 1. Traction machine sheave-mounted secondary brake system.
 2. Hollister-Whitney rope gripper.
 3. Install in compliance with approved drawings. See Section 01 30 00 Submittals.
 4. Mount on suitable structural steel supports in the machine room.
 5. Provide all control circuits and controller interface to enable the devices to function as required by Code.

Section 8.5 – Hoistway Equipment:

Provide and arrange equipment in existing hoistway spaces.

Guide Rails:

Retain:

1. Clean rails and brackets.
2. Remove Rust.
3. Repaint non-machined surfaces.
4. Check and tighten all rail and bracket fastenings.

Buffers, Car:

Retain:

- Remove rust and repaint non-machined surfaces.
- Drain existing oil, flush, and refill in compliance with buffer manufacturer procedures.

Buffers, Counterweight:

Retain:

- Remove rust and repaint non-machined surfaces.
- Drain existing oil, flush, and refill in compliance with buffer manufacturer procedures.

Deflector Sheaves, Secondary and Compensating:

New:

- Machined grooves and sealed bearings.
- Mounting means to machine beams, machine bedplate, car, and counterweight structural members, or building structure.

Counterweight Frame:

Retain:

- Replace any damaged frame sections.
- Steel members and fastenings to match the original manufacturers' specifications.

Section 8.4 – Hoistway Equipment: Continued

Refurbish or replace existing 2:1 sheaves, including:

- New bearings.
- Groove depth and shape within the manufacturer's specified limits.
- Structurally sound fastenings.
- Rope retainers that prevent ropes from leaving sheave grooves.
- Smooth and quiet operation with operating noise undetectable from inside any car or outside of the hoistway.

Counterweight Weight Sections:

- Adjust or repair means to keep existing and added weight sections in place during buffer impact or application of counterweight safety.
- Add or remove weight sections to provide the overbalance necessary to comply with the traction machine manufacturer's requirements.

Counterweight Roller Guides (#3):

New:

- Roller type, 3.25" minimum roller diameter.
- Three (3) spring-damped, sound-deadening rollers per assembly.
- Manufacturer, type, and size are subject to approval by the consultant.

Counterweight Guard:

Retain:

- Check and tighten all fastenings.
- Repair or replace damaged or rusted components.

Governor Rope Tension Sheave and Frame:

New:

- Mount the sheave and support frame on the pit floor or guide rail.
- Provide a frame with guides or a pivot point to enable free vertical movement, required tension, and rope alignment.
- Adjust to provide quiet operation with no sound detectable from inside any car or outside of the hoistway.

Suspension Means:

New:

- New non-circular elastomeric-coated steel suspension members of the type and quantity specified by the machine or drive sheave manufacturer.
- New traction steel wire ropes fastened with staggered length, adjustable, spring-isolated wedge-type shackles, of type and quantity specified by the machine or drive sheave manufacturer.

Section 8.5 – Electrical Wiring and Wiring Connections:

Governor Rope:

New:

- Governor rope of the type specified by the governor manufacturer.

Compensation:

Retain:

Terminal Stopping Devices:

New:

Standard and final devices.

Conductors and Connections:

- Copper throughout with individual wires coded and connections on identified studs or terminal blocks.
- Use no splices or similar connections in wiring except at terminal blocks, control compartments, or junction boxes.

Conduit:

- Galvanized steel conduit, EMT, or duct.
- Flexible conduit length not to exceed 3'-0".

Traveling Cables:

- Provide 12 twisted shielded pairs, in addition to the wires needed to connect the specified items, and code the required spares.
- Tag spares in the machine room.
- Provide cables from the controller to the car top.

Auxiliary Wiring:

- Provide conduit, wiring, connections, and machine room demarcation junction boxes for:
 1. Fire alarm initiating devices.
 2. Emergency two-way communication system.
 3. Firefighters' phone jack.
 4. Security video camera.

Section 8.6 – Hoistway Sliding Passenger Entrances:

Door Hangers, Hoistway:

Retain:

- Modify hangars as required to include a door retainer mechanism to address the failure of the primary upper door panel guidance.
- Replace hanger rollers.

Door Tracks, Hoistway:

Retain:

- Clean and sand for quiet operation.
- Replace track liners.

**Section 8.6 – Hoistway Sliding Passenger Entrances: Continued
Hoistway Door Interlocks and Pick-up Roller Assemblies:**

New.

Hoistway Door Closers:

New:

- Spring-activated spirator type.

Hoistway Door Unlocking Devices:

New:

- Include all drilling and ACM containment on existing door panels.
- Unlocking the device, including a new escutcheon, on all floors.
- Locking plug on all floors.
- Finish to match the adjacent door panel surface.

Hoistway Access Switches:

New:

- Top and bottom floors.
- Mount the entrance frame in the exact location of the existing switch.
- Provide a switch with a faceplate.

Floor Numbers:

- Stencil paint 4" high floor designations in contrasting color on the inside face of hoistway doors or hoistway fascia in a location visible from within the car.

Section 8.7 – Hoistway Entrance Sills and Support:

Retain:

- Check and tighten all fastenings.

Fascia, Toe Guards, and Hanger Covers:

Retain:

- Replace damaged or missing sections.
- Check and tighten all fastenings.

Struts and Headers:

Retain:

- Check and tighten all fasteners.

Section 8.8 - Car Equipment:

Frame:

Retain:

- Check and tighten all fastenings.
- Adjust as required for plumb and square alignment.

Car Mounted 2:1 Sheave:

New:

- Machined grooves and sealed bearings.
- Mounting means to the car's structural members.

Section 8.8 - Car Equipment: Continued

Car Safety Device:

Retain:

- Refurbish existing.
- Check and tighten all fastenings.
- Disassemble, clean, lubricate, and inspect components in compliance with the manufacturer's recommended procedures.

Platform:

Retain:

- Adjust as necessary for plumb and level alignment.
- Reinforce if required.
- Check and tighten all fastenings.
- Inspect after the existing finished flooring is removed. Immediately notify Owner and Consultant if any damage or deterioration requiring repairs is observed.
- Replace isolation pads.

Platform Guard:

Retain:

- Remove any rust and repaint.

Car Rail Guide Roller or Shoe Assemblies:

Retain:

- Check and tighten all fastenings.
- Replace all rollers or inserts.

Top of Car Guardrail:

Retain:

- Check and tighten all fastenings.
- Replace damaged railing sections.

Car Top Control Station:

- Mount to provide safe access and utilization while standing on the car top.
- Operating device with Up and Down direction buttons, a Run button, an Inspection/Automatic switch, and an Emergency Stop switch.
- Operating device provides an audible and visible indicator that fire recall has been initiated.
- Fix the station to the car crosshead or provide a portable station, provided the extension cord and housing are permanently attached to the car crosshead.
- The car will be operated by constant pressure on the appropriate directional button and the Run button simultaneously.
- Normal operating devices will be inoperative while this device is in use.

Section 8.8 - Car Equipment: Continued

Car Top Emergency Audible Signal:

- Provide on top of each elevator.
- Activation of the Alarm Button or the Emergency Stop switch will cause the Emergency Audible Signal.
- Provide auxiliary power supply to provide 1-hr. power in the event of loss of normal power.

Work Light and Duplex Plug Receptacle:

- Work the lights on top and bottom of the car.
- Car top light mounted to provide illumination of all car top equipment.
- GFCI-protected duplex outlet. One (1) at the top and one (1) at the bottom of the car.
- Include on/off switch and lamp guard.

Cab Air Conditioner/Heater Unit:

- Remove the existing AC/Heater Unit from the car top.

Car Sills – Passenger or Service Duty:

Retain:

- Clean full width.
- Check and tighten all fastenings.

Car Door Panels – Passenger or Service Duty:

New:

- Fully enclosed 16-gauge steel, sandwich construction without binder angles
- Constructed with interlocking, stiffening ribs.
- Minimum of two gibs per panel, one at the leading and one at the trailing edge, with gibs in the sill groove, the entire length of door travel.
- Stainless steel satin finish.

Car Door Hangers – Passenger or Service Duty:

Retain:

- Modify to include a door retainer mechanism to address the failure of the primary upper door panel guidance.
- Replace all rollers.
- Check and tighten all fastenings.

Car Door Track – Passenger or Service Duty:

Retain:

- Clean and sand for smooth, quiet operation.
- Check and tighten all fastenings.
- Retrofit means to prevent hangers from overrunning the ends of the track.
- Provide a new track-wearing surface replacement insert.

Section 8.8 - Car Equipment: Continued

Car Door Header – Passenger or Service Duty:

Retain:

- Check and tighten all fastenings.

Car Door/Gate Electrical Contact:

New:

- Prohibit car operation unless the car door or gate is closed.

Door Clutch – Passenger or Service Duty:

New:

- Replace like-for-like.
- Heavy-duty clutch, linkage arms, drive blocks, and pickup rollers or cams to provide positive, smooth, quiet door operation.
- Design a clutch so that car doors can be closed while hoistway doors remain open.
- Clutch remains engaged with hoistway door interlock rollers, allowing power close of hoistway doors to fully closed and locked position.

Restricted Opening Device:

New:

- Restrict opening of car doors to the Code-required limit outside the unlocking zone.
- Adjust for smooth and quiet operation with operating noise undetectable from inside any car or outside of the hoistway.
- Plunger-type restrictors are not acceptable.
- Mechanical angle to prevent door opening is acceptable.

Passenger Door Operator:

New:

- High-speed, heavy-duty door linear type operator capable of opening doors at no less than 2.5 fps.
- Accomplish reversal in no more than 2½" of door movement.
- Solid-state door control with closed-loop circuitry to constantly monitor and automatically adjust door operation based upon velocity, position, and motor current.
- Maintain consistent, smooth, and quiet car door operation at all floors, regardless of door weight or varying air pressure.

Section 8.8 - Car Equipment: Continued

Passenger Door Reopening Device:

New:

- Black fully enclosed infrared device with full screen infrared matrix or multiple beams extending vertically along the leading edge of each door panel to a minimum height of 7'-0" above the finished floor.

Car Operating Panel, Two-Button Dispatching:

New:

- Cars 1 - 3:
- One (1) car operating panel(s) per car.
- Mounted in a stationary return panel(s) with a separate hinged faceplate.
- Metal box containing operating fixtures mounted behind the car return panel.
- Vandal resistant.
- Provide Exposed Pushbuttons to Initiate:
 1. Car call registration.
 2. Alarm.
 3. Door open.
 4. Door closed.
 5. Emergency push-to-call communication.

Pushbuttons:

- Provide a minimum of 3/4" diameter flush floor pushbuttons that illuminate to indicate call registration.
- Brushed stainless buttons with illuminated LED halo.
- Locate operating controls no higher than 48" above the car floor; no lower than 35" for the emergency push-to-call button and alarm button.
- Identify buttons with flat stainless steel tactile symbols rear-mounted. g) Locked

Firefighters' Emergency Operation Panel:

- Openable by the same key that operates the Fire Operation switch.
- Including the following features:
 1. Phase II fire access switch.
 2. Firefighters' visual indication.
 3. Call cancel button.
 4. Stop switch, manually operated.
 5. Door open button.
 6. Door close button.
 7. Floors served signage.
 8. Fire communication jack.

Section 8.8 - Car Equipment: Continued
Service Compartment:

- Provide a lockable service compartment with a recessed flush door.
- Door material and finish to match the car return panel or the car operating panel faceplate
- Include the following controls in a lockable service cabinet with function and operating positions identified by permanent signage or engraved legend:
 1. Access switch.
 2. Light switch.
 3. Three-position exhaust blower switch.
 4. Independent service switch.
 5. Constant pressure test button for battery pack emergency lighting.
 6. 120-volt, AC, GFCI-protected electrical convenience duplex outlet.
 7. Card reader override switch.
 8. Switch to select either floor voice annunciation, floor passing tone, or chime.
 9. Keyed stop switch.
- Provide black paint-filled (except as noted), engraved, or approved etched signage as follows, with approved size and font:
 1. Phase II firefighters' operating instructions on the inside face of the firefighters' compartment door.
 2. Engrave the filled red firefighters' operation on the outside face of the compartment door.
 3. Building identification car number on the main car operating panel(s).
 4. "No Smoking" on main car operating panel(s).
 5. Car capacity in pounds on the main car operating panel.

Ventilation:

New:

- Three-speed type AA exhaust blower.
- Mount to the car canopy on isolated rubber grommets.
- Meet noise requirements specified herein.

Car Finish Floor Covering:

Retain.

Hall Controls

Hall Pushbutton Station Fixtures:

- Flush-mounted pushbutton station fixtures with enlarged faceplate to cover the existing wall block out.
- Provide any cutting and patching required.
- Pushbuttons for each direction of travel, which illuminate to indicate call registration. Provide LED illumination.
- Approved engraved message and pictorial representation prohibiting use of elevator during fire or other emergency as part of the faceplate.
- Pushbutton design to match car operating panel pushbuttons.
- One (1) station per group of elevators at floor(s) 1 - 7.

Section 8.8 - Car Equipment: Continued

Communication Operability Signals:

- Audible and illuminated visual signals indicating the telephone line or other means of communication are not operable.
- At the designated landing for each group of elevators or a single elevator.
- Included in the hall pushbutton fixture.

Phase I Fire Service Key Switch and Signage:

- At the designated landing for each group of elevators or a single elevator.
- Included in the hall pushbutton fixture.

Car Arrival AND Travel Direction signals

Hall Position Indicator:

New:

- Alpha-numeric digital indicator containing floor designations and direction arrows a minimum of 2½" high to indicate floor served and direction of car travel.
- Provide only at the designated landing.
- Provide vandal-resistant indicator and light assemblies.

Car Direction Lantern:

New:

- Provide a flush-mounted car lantern in all car entrance columns.
- Illuminate up or down LED lights and sound tone once for up and twice for down direction.
- Provide advanced hall lantern notification to comply with ADA hall call notification time.
- Illuminate the light until the car doors start to close.
- Sound level shall be adjustable from 20-80 dBA measured at 5'-0" in front of the hall control station and 3'-0" off the floor.
- Car direction lenses shall be arrow-shaped with faceplates.
- Lenses shall be a minimum of 2½" in their smallest dimension.
- Provide vandal-resistant lantern and light assemblies consisting of a series of dots or lines for maximum visibility.

Section 8.8 - Car Equipment: Continued

Car Position Indicator:

New:

- Alpha-numeric digital indicator type.
- Floor designations and direction arrows a minimum of 2" high to indicate the floor served and the direction of car travel.
- Vandal-resistant fixture and faceplate.
- Locate the above car operating panel.
- When a car leaves or passes a floor, illuminate an indication representing the position of the car in the hoistway.
- Illuminate a proper direction arrow to indicate the direction of travel.

Signal Fixture Faceplate Finishes**All Fixtures:**

- Stainless steel satin finish

Section 8.9 - Communication:**Car Communication System:**

- Hands-free two-way communication instrument in a car:
 1. Mounted behind the car's operating panel.
 2. Press the button on the car operating panel to initiate two-way communication from the Car.
 3. Match the car operating panel pushbutton design.
- System includes:
 4. Auto dialer.
 5. Speaker.
 6. Microphone.
 7. Adjacent light jewel that illuminates and flashes when a call is acknowledged.
 8. Call button tactile symbol, engraved signage, and Tactile marking adjacent to the button, on a mounted integral with the car front return panel.
 9. Rechargeable back-up battery and charging system.
 10. Wiring and connections between all devices inside the car and the elevator controller.

Section 8.10 – Car Enclosure and Interior Finishes:

Unless specifically identified as “Retain,” “Reuse,” or “Refurbish,” provide new equipment. The Contractor may, with the Consultant's approval, provide new equipment instead of refurbishing existing equipment.

Car Enclosure (Cab Shell):

Retain.

Passenger and Service Car Fronts:

Car Front Returns:

Retain:

- Check and tighten all fastenings.
- Modify for installation of new signal and pushbutton fixtures.

Front Transoms:

Retain:

- Check and tighten all fastenings.
- Modify for installation of new signal and pushbutton fixtures.

Passenger Car Interior Side and Rear Wall Finishes:

Retain.

Handrails:

Retain:

- Check and tighten all fastenings.

Suspended Ceiling:

New:

- Three (3) section satin finish stainless-steel panels with lighting cutouts in each panel.

Signal Fixture Faceplate Finishes

All Fixtures

- Stainless steel satin finish

Section 9.0 – Execution:

Site Condition Inspection

- Before beginning installation of equipment, examine the hoistway and machine room areas. Verify that no irregularities exist that affect the execution of the work specified.
- Inform Owner of any irregularities in writing before commencing work.
- Do not proceed with installation until work in place conforms to project requirements.

Section 10.0 – Installation:

Install all equipment as follows:

- In accordance with Contractor's instructions, referenced codes, specifications, and approved submittals.
- With clearances in accordance with referenced codes and specifications.
- To be easily maintained and/or removed.
- To afford maximum accessibility, safety, and continuity of operation.
- Remove oil, grease, scale, and other foreign matter from the following equipment and apply one coat of field-applied machinery enamel.
- All exposed equipment and metal work installed as part of this work, which does not have an architectural finish.
- Machine room equipment and pit equipment.
- Neatly touch up damaged factory-painted surfaces with original paint color.
- Protect machine-finish surfaces against corrosion.
- Paint machine room and pit floors.

Section 11.0 – Field Quality Control:

- Work at the jobsite will be checked during the course of installation. Full cooperation with reviewing personnel is mandatory. Accomplish the corrective work required before performing further installation.
- Perform complete "Acceptance" level pre-testing as specified in the latest edition of ASME A17.2 "Guide for Inspection of Elevators, Escalators, and Moving Walks" before AHJ-witnessed acceptance

Section 12.0 – Existing Structure:

Should any damage be caused by this work, the successful bidder shall restore the damage to its original condition with the same type of materials, finish, and workmanship.

Section 13.0 - Compliance with Regulatory Agencies and Codes

- ASME A17.1, 2, 5,
- National Electrical Code, NFPA 70 and 101
- Americans with Disabilities Act, ADA
- Local Fire Authority
- The requirements of UBC, BOCA, SBC, IBC, OSHPD, DSA, and all other codes, ordinances, and laws applicable within the governing jurisdiction.
- Uniform Federal Accessibility Standard, UFAS
- 2016 International Building Code

Section 14.0 – Liquidated Damages:

Commencing on the three-hundredth (300) day following the notice to proceed and until work is substantially complete, liquidated damages will be assessed at \$300/day.

Section 15.0 — Material and Workmanship Warranty:

All materials and workmanship shall be covered by a minimum one (1) year written warranty from the successful bidder.

After completing the project, a copy of all warranties shall be provided to the owner.

All warranties shall commence upon completion of the project.

Section 16.0 - Hours of Work:

The work to be performed shall be scheduled during regular working hours, 7:00 a.m. through 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.

Section 17.0 – Start of Work Conference and Notice to Order Materials 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.