



Bid Event No. 145

Labor, Materials, Equipment, Transportation and All Other Incidentals Necessary to Provide a Complete Modernization of Two (2) Hydraulic Elevators at the Jefferson Parish Juvenile Court

BID DUE: September 29, 2026 AT 2:00 PM

ATTENTION VENDORS!!!

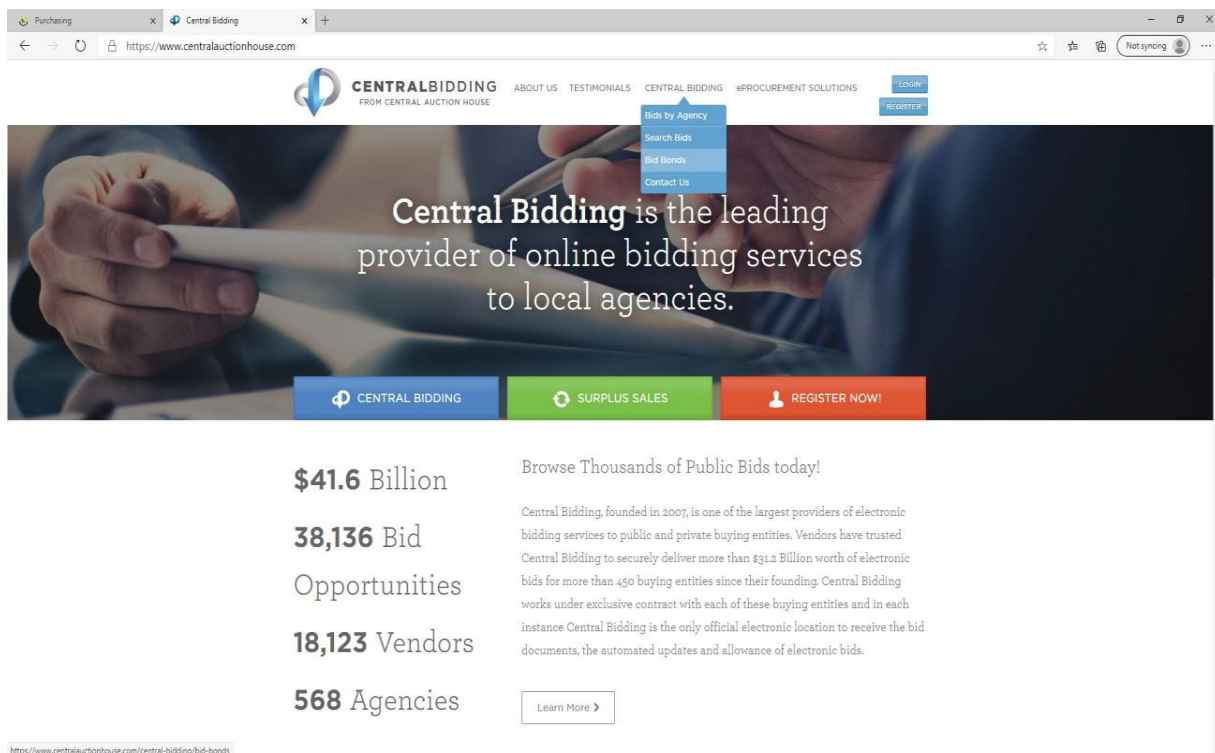
Please review all pages and respond accordingly, complying with all provisions in the technical specifications and Jefferson Parish Instructions for Bidders and General Terms and Conditions. All bids must be received on the Purchasing Department's eProcurement site, www.jeffparishbids.net, by the bid due date and time. Late bids will not be accepted.

**Jefferson Parish Purchasing Department
200 Derbigny Street
General Government Building, Suite 4400
Gretna, LA 70053
Purchasing Specialist: Sean Dumas
Email: Sean.Dumas@jeffparish.gov
Phone: 504-364-2808**

Bid Bond

An Electronic Bid Bond must be submitted with this bid, through one of the respective clearing houses at <https://www.centralbidding.com/bid-bonds/>. 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 the Central Bidding website interface. The browser address bar displays <https://www.centralauctionhouse.com>. The website header includes the Central Bidding logo, navigation links (ABOUT US, TESTIMONIALS, CENTRAL BIDDING, #PROCUREMENT SOLUTIONS), and user options (LOGIN, REGISTER). 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 features 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 text block states: "Browse Thousands of Public Bids today!" and "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." A "Learn More" button is also present.

\$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>

Juvenile Court 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 modernize Two (2) hydraulic elevators at Jefferson Parish Juvenile Court located at 1546 Gretna Blvd., Harvey, LA.

- One (1) passenger elevator, Cars #1 (Glass back).
- One (1) passenger elevator, Cars #2.

Section 3.0 – License and Certification Requirements:

The following licenses issued by the Louisiana State Licensing Board for Contractors will be required for this bid. The license number must be placed in the appropriate field on the electronic bid envelope. Failure to do so will result in your bid's rejection in accordance with the law.

A Louisiana State Contractor's License in the class listed below will be required in accordance with La. R.S. 38:2212(B)(2) and 37:2150 et. seq., and such license number must be entered in the appropriate field in the electronic procurement system. Failure to do so will result in your bid being rejected and not read aloud in accordance with the law.

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

- Limited Specialty Services

The apparent low bidder shall be required to provide sufficient proof of the following licenses and certifications within 10 days of bid opening. Failure to provide this documentation or sufficient documentation in the Parish's discretion within 10 days of bid opening will result in your rejection and the Parish moving on to the next lowest bidder. Submit documents to the Department of General Services.

3.2 License/certifications issued by the Louisiana State Fire Marshal's Office:

- Conveyance Device Mechanic

3.3 Certifications issued by the National Association of Elevator Contractors or by the National Elevator Industry Education Program (NEIEP):

- Certified Elevator Technician (CET)

Section 3.0 – License and Certification Requirements: continued

3.4 - Compliance with Regulatory Agencies and Codes

Upon request, the apparent low bidder shall be required to provide sufficient proof of their capacity to be compliant with the following regulatory agencies and codes:

- ASME A17.1, 2, 5,
- National Electrical Code, NFPA 70 and 101
- Americans with Disabilities Act, ADA
- Local Fire Authority

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 – 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 6.0 – Quantities/Inspection:

Bidders must inspect the sites 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 7.0 Bid Specifications:

- Provide labor, materials, equipment, tools, construction equipment, machinery, incidentals, and other facilities and services necessary for proper execution and completion of required work.
- Furnish and install equipment utilizing existing and modified hoistways and machine rooms.
- All materials for this project shall be bidder-supplied new unless specified.
- 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.
- Bidder shall verify that the specified materials and equipment will fit into the designated spaces and that, when installed per the manufacturers' 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 for public business and will continue to operate throughout all phases of required work.
- It is essential that the bidder give special attention and priority to all matters concerning project safety, protection from dust and loose materials, reduction of noise level, protection from water and air infiltration into the building, and maintenance of neat, sightly conditions in and around work areas inside and outside of 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.
- 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.

Section 7.0 Bid Specifications: continued

- 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 reproducible wiring diagrams. Mount one set of wiring diagrams on panels, racked or similarly protected, in the elevator machine room. Provide the remaining set rolled and in a protective drawing tube.
 - 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. In addition, identify weekly, bi-weekly, monthly, quarterly, and annual maintenance procedures, including statutory and other equipment needed 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, racked or similarly protected, in the elevator machine room. Provide the remaining set rolled and in a protective drawing tube. Maintain all drawing sets in addition to 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 and area, and location of all contacts.
 3. Location of apparatus, whether on the controller or the car.

Section 7.0 Bid Specifications: continued

Non-Proprietary Equipment Design:

- 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 needed 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 supporting information necessary for interpreting test data, troubleshooting the elevator system, and performing routine safety tests.
- The elevator installation shall be designed to be maintained by any licensed elevator maintenance company employing journeymen mechanics without purchasing or leasing additional diagnostic devices or special tools.
- Provide onsite 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 device shall be in the Department of General Services' possession and become its property.
- Provide all upgrades and revisions of software during the progress of the work and warranty period.
- Provide a QEI inspection before turnover for use by the general public. the owner shall receive an inspection report.

General Summary

- Section includes modernization of hydraulic elevators as follows:
- One (1) passenger elevator, Cars #1 (Glass back).
- One (1) passenger elevator, Cars #2.
- Products Installed but Not Furnished Under This Section:
- Emergency Voice/Alarm Communication System Provisions (as required).
- CCTV camera provisions (as required).
- Elevator security devices, control unit, mounting brackets, wiring materials, logic circuits, security system interface terminals, boxes, and relays. Elevator #2 – 1st floor hall call button.
- Car interior finishes (as required).
- Car flooring (as required).

Section 7.0 Bid Specifications: continued

Definitions

- Technical terms used are defined in the latest edition of the Safety Code for Elevators and Escalators, ASME A17.1, or in this section.
- ELEVATOR CONSULTANT or CONSULTANT refers to Lerch Bates Inc. (Lerch Bates).
- PROVIDE means “furnish and install.”
- MANUFACTURER means either the Original Equipment Manufacturer (OEM) or the principal manufacturer of a component or system.
- RETAIN means, unless otherwise specified, the existing equipment is to be left in place with no alterations and no change in the original manufacturer’s designed performance or functionality. Items that are “retained” shall be thoroughly cleaned in place and adjusted to achieve the originally designed function.
- REFURBISH means, unless otherwise specified, the existing equipment is to be cleaned, repainted, repaired, and parts replaced to put the equipment into a condition to provide the same appearance, performance, and functionality as the equipment provided when it was originally installed. Unless otherwise specified, the scope of replacement of components is limited to those items currently available for purchase as replacement parts from the manufacturer or after-market suppliers approved by the manufacturer.
- REUSE means that the Contractor shall carefully remove equipment from the existing installation, avoiding any damage or additional wear. Store in a safe location to maintain the equipment in its pre-removal condition. Reinstall and incorporate into the modernized elevator installation using the same procedures and recommendations provided by the manufacturer of the equipment.
- CALL BACK means a request from the Owner to the Contractor to provide a technician on site to evaluate an elevator that is out of service or not functioning properly, rectify the root cause of the malfunction, and place the unit back into normal service.
- INCLUDES or INCLUDING means including the items specified, but not limited solely to those items, if additional work or components are required to achieve the specified outcome.
- Words in the singular shall include the plural whenever applicable or context so indicates.

Work Included:

- Provide all labor, engineering, tools, transportation, services, supervision, materials, and equipment necessary for and incidental to satisfactory completion of required work as indicated in Contract Documents. **This is a turnkey project. All necessary work necessary for a code-compliant project is to be included by the Elevator Contractor. This includes all electrical, fire alarm, shunt trip, receptacles, etc.**
- Provide all required staging, hoisting, and movement of new equipment, reused equipment, or removal of existing equipment.
- Applicable conditions of Owner’s General, Special, and Supplemental Conditions.
- Scope of work includes, but is not limited to, the following:

Section 7.0 Bid Specifications: continued

Work Included:

- Coordination, scheduling, and management of the work of component suppliers and subcontractors.
- Furnish and install equipment as specified, utilizing existing and/or modified hoistways and machine rooms.
- Containment, storage, transport, and disposal of all used hydraulic oil and jack hole clean out spoils and debris removed from the existing jack hole at no extra cost to the Owner.

Related work coordination:

- Coordinate the following requirements with other trades.
- Miscellaneous Steel:
- Pit ladders
- Electric:
- Electrical service, outlets, lights, switches in elevator machine rooms and pits.
- Finishes:
- Cab interiors, hoistway entrances, fixtures.
- Elevator Cab Flooring:
- Material and finish to be specified in other applicable section.
- Flooring installation must be coordinated to ensure the car saddle is installed at the proper height (even with the finished floor).

Security Equipment:

- Coordinate location(s) in elevator machine rooms and cabs where cables, conduit, components, etc., for CCTV and/or secure access interface equipment must be installed.

Action And Informational Submittals:

- Within thirty Calendar days after award of contract and before beginning equipment fabrication, submit field-verified existing installation information for review.
- Hydraulic Car Information:
- Existing Total Car Weight:
- Documented on the crosshead data tag, all cars.
- Field Verified: weigh single cars and one car per group of each identical duty type.
- Estimated Gross Load on Jack
- Power Confirmation Information: Field-verified existing conditions at each elevator main disconnect:
- Actual maximum available voltage and current.
- Verify true earth ground value.
- Within thirty Calendar days after award of contract and before beginning equipment fabrication, submit planned modernization design information, shop drawings, and required material samples for review. Allow thirty calendar days for response to initial submittal.
- Indicate equipment lists, reactions, and design information on layouts, including:

Section 7.0 Bid Specifications: continued

Car:

- Total car weight to be included on the new crosshead data tag.
- Written confirmation that the designed modernization total combined weight of the car and the rated load:
 - Does not vary by more than 5% from that of the original installation.
 - Verify buffer capacity via data tags or known manufacturing data.
- Power Confirmation Information: Design for existing conditions.
- Motor horsepower and code letter designation.
- Motor starter in-rush current, full load running current, and demand factor.
- Engineered power consumption based on hydraulic elevator with [HYDRAULIC UP STARTS] upstarts per hour full load.
- Written confirmation that existing electrical provisions are adequate for post modernization installation equipment requirements.
- Written confirmation that total planned modernization reactions on the building structure do not exceed originally designed reactions by more than 5%. If the installation has been altered previously and the original car-top data tag is missing, confirm that the new reactions will not exceed the existing reactions.

Reaction calculations shall include:

- Gross Load on Jack.
- Traveling Cables.
- Total Car Weight.
- Car Capacity.

Product Data, Including:

- Capacities, sizes, performances, operation, control, signal systems operations, safety features, finishes, and similar information.
- Product data for car enclosures and hoistway entrances.
- Product data for signal fixtures, lights, graphics, tactile marking plates, and details of mounting.
- Full details of ascending car protection means and installation.
- Two-way conversation devices.
- Post-modernization machine room heat emissions in BTU.
- Shop Drawings:
 - Fully Dimensioned Fixture Drawings:
- Car operating panels.
- Car floor indicators.
- Hall stations.
- Destination/landing input stations.
- Position indicators.
- Hall lanterns.
- Access key switch.
- Remote panels.

Section 7.0 Bid Specifications: continued

Product Data, Including:

- Samples for Verification:
- For exposed car, hoistway door and frame, and signal equipment finishes.
- Samples of Sheet Materials: 3" (75 mm) square.
- Running Trim Members: 4" (100 mm) lengths.
- Include full component samples, if requested:
- Signal fixtures.
- Lighting.
- Graphics.
- Braille Plates.

The Written Maintenance Control Program (MCP) is 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.
- Identify weekly, bi-weekly, monthly, quarterly, and annual maintenance procedures, including statutory and other required equipment tests.

Submittal review shall not be construed as an indication that the submittal is correct or suitable or that the work represented by the submittal complies with the Contract Documents. Compliance with Contract Documents, Code requirements, dimensions, fit, and interface with other work is the Contractor's responsibility.

- Acknowledge and/or respond to review comments within fourteen calendar days of return.
- Promptly incorporate required changes due to inaccurate data or incomplete definitions so that delivery and installation schedules are not affected.
- Identify and cloud drawing revisions, including Contractor elective revisions on each resubmittal.
- Contractor's revision response time is not a justification for equipment delivery or installation delay.

Closeout Submittals

Manufacturer's Warranty:

- Provide documentation of Manufacturer's Warranty in compliance with Contract Documents.

Owner's Information:

- Provide electronic copies (flash drive or Consultant-approved equivalent) of written information necessary for proper maintenance and adjustment of equipment within 30 days following final acceptance. Final retention will be withheld until the Consultant receives and reviews the data.

Section 7.0 Bid Specifications: continued

Include the following as minimums:

- Straight-line wiring diagrams of “as-installed” elevator circuits with an index of location and function of components. Provide one set of reproducible masters. Mount one set of wiring diagrams on panels, racked, or similarly protected, in the elevator machine room. Provide the remaining set rolled and in a protective drawing tube. Maintain all drawing sets, including all subsequent changes. These diagrams are the Owner’s property.
- 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 required equipment tests.
- Lubrication instructions, including recommended grade of lubricants.
- Parts catalogs for all replaceable parts, including ordering forms and instructions.
- Instructions explaining all operating features, including all apparatus in the car and lobby control panels.
- Maintenance Control Program documentation for all equipment.

Provide the Owner with the following:

- Any interface cards required for equipment maintenance, code-mandated testing, and troubleshooting.
- Four sets of keys for all switches and control features properly tagged and marked.
- Diagnostic equipment complete with access codes, adjusters’ manuals, and set-up manuals for adjustment, diagnosis, and troubleshooting of the elevator system, and performance of routine safety tests.

Permits, Tests, And Certificates

Permits:

- Secure and pay for all permits required for Work to be performed, including but not limited to:
- Municipal and State permits.
- Device or equipment removal permits.
- Hot works permits.
- Post, maintain, and renew all permits in compliance with local governmental requirements.
- Obtain final close-out of all required permits.
- Tests and Inspections: Schedule with the AHJ and perform tests required by the Governing Authority in accordance with the procedure described in ASME A17.2 Guide for Inspection of Elevators, Escalators, and Moving Walks in the presence of an
- Authorized Representative of the AHJ. QEI Inspection to be provided upon completion of modernization.
- Certificates: Obtain, pay for, and deliver to purchaser with all temporary and final inspection certificates provided by the proper governing authorities.
- Violations: Resolve any outstanding violations on record with the AHJ on devices being removed prior to final acceptance by the purchaser.

Section 7.0 Bid Specifications: continued

Permits:

- QUALITY ASSURANCE
- Compliance with Regulatory Agencies: Comply with the most stringent applicable provisions of currently enforced codes, laws, and/or authorities, including revisions and changes in effect, including, but not limited to:
- An inspection by a Qualified Elevator Inspector (QEI) will be provided prior to the closeout of this project.
- American Society of Mechanical Engineers:
- ASME A17.1, Safety Code for Elevators, Escalators, and Moving Walks.
- ASME A17.2, Guide for Inspection of Elevators, Escalators, and Moving Walks.
- ASME A17.5, Elevator and Escalator Electrical Equipment.
- ASME A17.6, Standard for Elevator Suspension, Compensation, and Governor Systems.
- ASME A17.7, Performance-Based Safety Code for Elevators, Escalators, and Moving Walks.
- National Fire Protection Association (NFPA):
- NFPA 70, National Electric Code.
- NFPA 80, Fire Doors and Windows.
- NFPA 101, Life Safety Code.
- International Building Code (IBC).
- Accessibility:
- American National Standard Institute (ANSI): A117.1, Accessible and Usable Buildings and Facilities.
- Uniform Federal Accessibility Standards (UFAS).
- ADAAG, Americans with Disabilities Act Accessibility Guidelines.
- Inspections: Provide access to areas where work is being performed for the consultant at any time throughout the project.

Maintenance

Interim Maintenance:

- Furnish preventive maintenance service on elevators described herein for a period from mobilization, verbal or written, until each unit is removed from building service for modernization. In addition, provide interim preventive maintenance for completed units until the modernization of each group of elevators is complete and one-year warranty maintenance, as defined below, commences. Perform interim maintenance based upon terms and conditions of Owner's existing maintenance agreement.
- Prior to the removal of any car from service, the consolidated callback service for all cars in the specific group shall be no more than three calls per month. Contractor will be responsible for providing preventative maintenance to achieve this requirement.
- If callback activity exceeds three callbacks per unit per month at any time when cars are off-line, all maintenance must be completed on OT until callback rate is less than three/unit/month.
- Use competent personnel, acceptable to Owner, employed and supervised by the Elevator Contractor.

Section 7.0 Bid Specifications: continued

Delivery And Storage

- The protection of all equipment and exposed finishes shall be the responsibility of the Elevator Contractor during delivery, handling, and installation until completion of project.
- The Elevator Contractor shall replace damaged materials with new at no additional cost for material and labor to Owner.
- Manufacturers' original packing must adequately protect materials during delivery.
- Deliver materials to the site ready for use in the accepted manufacturer's original and unopened containers and packaging, bearing labels as to type of material, brand name, and manufacturer's name. Delivered materials shall be identical to accepted samples.
- Store materials in original protective packaging under cover in a dry and clean location off the ground. Remove delivered materials that are damaged or otherwise not suitable for installation from the job site and replace with acceptable materials.
- It is the responsibility of the Contractor to properly store and protect all materials in space provided or designated by the Owner against damage, stains, scratches, corrosion, weather, construction debris, and environmental conditions.

Products

Manufacturers And Products:

- Approved Elevator Systems:
- Approved subject to compliance with the requirements of the contract, provide products by one or more of the following Principal Manufacturers. Where specific product models are referenced below only those specific product models or types are approved.
- Vantage
- MEI – Total Elevator Solutions.
- Vantage Elevator Solutions
- Approved Elevator Components In addition to products manufactured by the Principal Manufacturers specified above, the following Manufacturers are approved for the specific components listed below, subject to the requirements of the contract:

Controllers:

- GAL (Vantage)
- MCE (Nidec)
- Smart Rise.
- Alpha (Lykos Controller).

Hydraulic Machines (Power Units):

- EECO.
- Maxton.
- IMO.
- Bore-Max (Vantage)

Section 7.0 Bid Specifications: continued

Hydraulic Jack Assemblies:

- EECO.
- D.L. Martin.
- Nidec (Canton).

Passenger Elevator Door Equipment (Operators, Tracks, Hangers, and Closers):

- GAL.
- Wittur.

Cab Interior Finishes (Standard/Pre-Engineered/Cab Systems):

- FabACab.
- Cab Works.
- SnapCab.

Car and Hall Signal Fixtures:

- Innovation.
- MAD Fixtures.

Two-Way Audio Communication Device:

- Janus/Rath.
- Wurtec.

Two-Way Video/Non-Verbal Communication Devices:

- Janus/Rath.
- Wurtec.

Door Edge Detector with Approaching Object Detection:

- CEDES.
- Janus.

Materials

Steel:

- Sheet Steel (Furniture Steel for Exposed Work): Stretcher-leveled, cold-rolled, commercial quality carbon steel, complying with ASTM A366, matte finish.
- Sheet Steel (for Unexposed Work): Hot-rolled, commercial quality carbon steel, pickled and oiled, complying with ASTM A568/A568M-03.
- Structural Steel Shapes and Plates: ASTM A36.

Stainless Steel: Type 302 complying with ASTM A240, with standard tempers and hardness required for fabrication, strength, and durability. Apply mechanical finish on fabricated work in the locations shown or specified, Federal Standard and NAAMM nomenclature, with texture and reflectivity required to match Architect's sample. Protect with adhesive paper covering.

- No. 4 Satin: Directional polish finish. Graining directions as shown or, if not shown, in [DIRECTION] dimension.
- No. 8 Mirror: Reflective polish finish with no visible graining.

Section 7.0 Bid Specifications: continued

- Textured: 5WL as manufactured by Rigidized Metals or Windsor pattern as manufactured by Rimex Metals or approved equal with .050" mean pattern depth with bright directional polish (satin finish).
- Burnished: Non-directional, random abrasion pattern.

Bronze: Stretcher-leveled, re-squared sheets composed of 60% copper and 40% zinc similar to Muntz Metal, Alloy Group 2, with standard temper and hardness required for fabrication, strength, and durability. Clean and treat bronze surfaces before mechanical finish. After completion of the final mechanical finish on the fabricated work, use a chemical cleaner to produce finish, Federal Standard, and NAAMM nomenclature, matching Architect's sample:

- No. 4 Satin: Directional polish finish, fine-satin, clear-coated with clear-organic coating recommended by Fabricator. Provide graining direction as shown or, if not shown, in vertical dimension.
- No. 8 Mirror: Reflective polish finish with no visible graining, bright-polished, clear-coated finish with clear-organic lacquer coating recommended by Fabricator.
- Acid-Etched Pattern: Provide a No. 8 mirror reflective-polished background with selectively acid-etched, matte-textured, custom pattern as shown. Acid selection and dilution, if required, as recommended by Fabricator. After final finishing, coat bronze with clear-organic lacquer coating recommended by Fabricator.

Aluminum: Extrusions per ASTM B221; sheet and plate per ASTM B209.

Plastic Laminate: ASTM E84 Class A and NEMA LD3.1, Fire-Rated Grade (GP-50), Type 7, 0.050" $\pm$.005" thick, color and texture as follows:

- Exposed Surfaces: Color and texture selected by owner.
- Concealed Surfaces: Contractor's standard color and finish.
- Fire-Retardant Treated Particle Board Panels: Minimum 3/4" thick backup for natural finished wood and plastic laminate veneered panels, edged and faced as shown, provided with suitable anti-warp backing; meet ASTM E84 Class "I" rating with a flame-spread rating of 25 or less, registered with Local Authorities for elevator finish materials.
- Natural Finish Wood Veneer: Standard thickness, 1/40" thoroughly dried conforming to ASME/HPMA HP-1983, Premium Grade. Place veneer, tapeless spliced with grain running in direction shown, belt and polish sanded, book-matched. Species and finish designated and approved by Architect.
- Paint: Clean exposed metal parts and assemblies of oil, grease, scale, and other foreign matter and factory paint one shop coat of standard rust-resistant primer. After erection, provide one finish coat of industrial enamel paint. Galvanized metal need not be painted.
- Prime Finish: Clean all metal surfaces receiving a baked enamel paint finish of oil, grease, and scale. Apply one coat of rust-resistant primer followed by a filler coat over uneven surfaces. Sand smooth and apply final coat of primer.
- Baked Enamel Finish: Prime finish per above. Unless specified "prime finish" only, apply and bake three additional coats of enamel in the selected solid color.

Section 7.0 Bid Specifications: continued

Entrance Field Paint:

- Clean all surfaces to remove dirt and grease.
- Sand and finish surfaces as necessary to remove pits and scratches and prepare the surface for painting.
- Apply filler to ensure a smooth surface; sand and apply one coat of electrostatic enamel in the selected solid color.
- Refinishing of natural metals: Remove existing protective finish. Buff as necessary to remove scratches. Regrain or finish as specified and protect as indicated for the particular metal type.
- Entrance Support Equipment within Hoistway: Include strut angles, headers, sill support angles, fascia, hanger covers, etc.
- Clean, remove, and check for corrosive activity. Replace components that exhibit severe deterioration.
- Tighten all fastenings.

Performance and Operation

- Car Speed: Allowable variance from contract speed of no more than +/- 10% in the up direction and +/-10% in the down direction under any loading condition.
- Car Capacity: Safely lower, stop, and hold the rated load.
- Car Stopping Zone: $\pm 3/8$ " under any loading condition.
- Door Times: Seconds from start to fully open or fully closed:
- Cars #1 and #2: Door Open: 2.1 seconds. Door Close: 4.1 seconds.
- Car Floor-to-Floor Performance Time: Seconds from the start of doors closing until doors are 3/4 open for center-opening doors or 1/2 open for side-opening doors, and the car is level and stopped at the next successive floor under any loading condition or travel direction:
- Cars #1 and #2: 17.3 seconds (= or - 10%). Floor Height: 13'-5" between floors 1 and 2.

Noise and Vibration Control:

- Airborne Noise:
- The measured noise level of elevator equipment and its operation shall not exceed 60 dBA inside the car under any condition, including door operation and car ventilation exhaust blower on its highest speed.
- Limit noise level in the machine room and control space relating to elevator equipment and its operation to no more than 80 dBA.
- All dBA readings to be taken 3'-0" off the floor and 3'-0" from the equipment using the "A" weighted scale.
- Vibration Control: Mechanically isolate all new elevator equipment from the building structure and other components. Minimize objectionable noise and vibration transmission to occupied areas of the building.

Section 7.0 Bid Specifications: continued

Elevator Operation Requirements

- General:
- Cars automatically slow down and stop level at floors in response to car and landing calls, with stops made in sequence in the established direction of travel, regardless of order in which buttons are pressed.
- Landing calls are canceled when the assigned car arrives at the landing.
- Automatic Dispatch Failure: Provide auxiliary dispatch system to automatically dispatch elevators in the event of failure of the primary control system.
- Hall Call Button Failure: Should failure of hall call button system occur, initiate operation providing predetermined service to all landings; elevators respond normally to car calls.
- Automatic Leveling:
- When arriving at a floor cars level to within 1/8" above or below the landing sill prior to opening doors, without travelling past the landing during leveling
- Maintain leveling accuracy regardless of carload, direction of travel, rope slippage, or stretch.

Door Operation:

Passenger Elevators:

- Automatically open doors when car arrives at a floor.
- Stop and reopen doors or hold doors in open position upon activation of "door open" button.
- At expiration of normal dwell time, or upon activation of "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 nudging operation.
- In event of door reopening device failure, provide for automatic shutdown of car at floor level with doors open
- Close cycle does not begin upon activation of "door close" button until normal door dwell time for a car or hall call has expired, except firefighters' operation.
- Nudging Operation:
- After beams of door reopening device are obstructed for a predetermined time interval (minimum 20.0-25.0 seconds), sound warning signal, and attempt to close doors with maximum of 2.5 foot-pounds kinetic energy.
- Activation of the door open button overrides nudging operation and reopens doors.
- Interrupted Beam Time:
- When beams are interrupted during initial door opening, hold door open a minimum of 3.0 seconds.

Section 7.0 Bid Specifications: continued

- When beams are interrupted after the initial 3.0 second hold open time, reduce time doors remain open to an adjustable time of approximately 1.0 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 car responds to coincidental calls.
- Reopen doors when car is designated for loading.
- Independent Service.
- When feature is activated from within the car allow control of car only from buttons and controls inside the car.
- Close doors by constant pressure on desired destination floor button or door close button.
- Selective Collective Operation, Single Cars, Car(s) #1 and #2:
- 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 car call by selecting destination floor from inside the car (individual buttons for each floor served).
- Hall calls, other than calls placed at the landing at which car is standing, start car, and cause the car to stop at first landing for which a call is registered in the direction of travel.
- Stops are made in order in which landings are reached, irrespective of sequence in which calls are registered.
- Parked Car (No Demand):
- When feature is enabled, elevator remains at landing of 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 main egress landing with the doors closed.
- If feature is disabled, if no further demand, the elevator remains at landing of last assignment with the doors closed until a hall call is registered.
- Car and Hall Lanterns:
- Lanterns provide audio and visual signal upon each stop, regardless of responding to car or hall call.
- Visual signal remains active from commencement of door opening until doors are completely closed.
- Standby or Emergency Power Operation, Cars #1 and #2:
- The terms Standby Power and Emergency Power are both referred to as Emergency Power in this Section. Elevator operation is the same when either is provided.

Section 7.0 Bid Specifications: continued

- Where emergency power is provided to the elevator main disconnects and required by the Building Code the elevator installation shall comply with the Emergency Power Operation requirements of ASME A17.1 as modified by any superseding Building Code requirements.
- Where emergency power is not provided, all elevator controller software and sequencing capabilities to allow future emergency power operation shall be included in the elevator control systems based on the applicable code requirements for new buildings in effect at the time of project permit application.
- Operation is activated by a signal from an Automatic Transfer Switch (ATS) to elevator controls indicating the Emergency power source is operational.
- Start and run all elevators simultaneously and any single car simultaneously at contract car speed and capacity.
- Illuminate "ELEVATOR EMERGENCY POWER" signals.
- Restoration of Normal Power:
- At least 20 seconds prior to transfer from emergency power to normal power at the ATS, a pre-transfer signal is supplied to the elevator control system from the ATS.
- Elevators operating on emergency power stop at the next available landing and remain there until normal power is restored.

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 car-mounted alarm, and any remote alarm mounted at the designated floor level.
- Battery to be rechargeable with minimum five-year life expectancy.
- Provide constant pressure test button in service compartment of car operating panel.
- Provide lighting integral with portion of normal car lighting system.
- Emergency Car Communication System Operation:
- Comply with all requirements of ASME A17.1 2019, or later editions if adopted by the AHJ.
- Hands-Free Communication System:
- In Car System:
- Hands-free two-way audio communication system in each elevator car.
- Automatic dialer to include automatic rollover capability if call is not answered with minimum two numbers.
- Intercom type systems shall be capable of auto dialing out of the building to any active telephone number selected by Owner if intercom call is not answered.

Section 7.0 Bid Specifications: continued

- Means to identify building and car for Authorized Personnel and Emergency Personnel on demand.
- Activated by button in car identified with "PHONE" symbol or by external telephone call.
- Adjacent light jewel illuminates and flashes when call is acknowledged.

Authorized Personnel Communication:

- Communication system allows authorized personnel, via phone or intercom system, inside the building or at an outside location, to establish verbal communications with each elevator individually.

Communication for Deaf, Hard of Hearing and Speech Impaired:

- Means for non-verbal communication between passengers inside the elevator car and Authorized Personnel and Emergency Personnel inside or outside of the building.
- System allows for in car video display of custom or preselected text messages generated by Authorized Personnel or Emergency Personnel.
- Passengers inside the elevator car respond to text messages via "Yes" and "No" buttons that generate a visible indication at the location monitored by the Authorized/Emergency Personnel.

Elevator Alterations

Hydraulic PASSENGER Elevators:

ALTERATION SUMMARY		
CAR #1:	EXISTING INSTALLATION	MODERNIZED INSTALLATION
Capacity:	3000 lbs.	No Change lbs.
Class of Loading:	Class A	No Change
Duty Type:	Passenger	No Change
Contract Speed:	100 fpm	No Change
Hydraulic Jack Type:	In Ground	No Change
Machine Type:	Submersible Power Unit	Submersible Power Unit
Machine Location:	Remote at floor 1	Remote at floor 1
Operation Control:	Two-Button Selective Collective	Two-Button Selective Collective
Floors Served:	1, 2 Front	No Change
Total Entrances:	2 Front	No Change
Car Entrance Type:	Single Speed Side Opening (SSSO) Front	No Change

ALTERATION SUMMARY		
CAR #1:	EXISTING INSTALLATION	MODERNIZED INSTALLATION
Hoistway Entrance Type:	Single Speed Side Opening (SSSO) Front	No Change
Entrance Size:	42" Wide x 84" (7'-0") High (Field Verify)	No Change
Minimum Clear to Underside of Canopy:	96" High (Field Verify)	No Change

ALTERATION SUMMARY		
CAR #2:	EXISTING INSTALLATION	MODERNIZED INSTALLATION
Capacity:	2500 lbs.	No Change lbs.
Class of Loading:	Class A	No Change
Duty Type:	Passenger	No Change
Contract Speed:	100 fpm	100 fpm
Hydraulic Jack Type:	In Ground	No Change
Machine Type:	Submersible Power Unit	Submersible Power Unit
Machine Location:	Remote at floor 1	Remote at floor 1
Operation Control:	Two-Button Selective Collective	Two-Button Selective Collective
Floors Served:	1, 2 Front	No Change
Total Entrances:	2 Front	No Change
Car Entrance Type:	Single Speed Side Opening (SSSO) Front	No Change
Hoistway Entrance Type:	Single Speed Side Opening (SSSO) Front	No Change
Entrance Size:	42" Wide x 84" (7'-0") High (Field Verify)	No Change
Minimum Clear to Underside of Canopy:	96" High (Field Verify)	No Change

Section 7.0 Bid Specifications: continued

Machine Room Equipment

- Provide and arrange equipment in existing machine room spaces.
- Identification: Permanently identify (painted on or securely attached) machine room equipment with minimum 3" characters corresponding to elevator identification.
- Driving machine (Power Unit).
- Transformer, choke/filter.
- Controller.
- Main line disconnect switch.
- Elevator hoistway pit equipment.

Hydraulic Machine (Power Unit):

New:

- Assembled unit mounted on isolating pads consisting of:
- Dry or submersible type positive displacement pump and induction motor.
- Dry type only with motors exceeding 50 hp.
- Master-type control valves combining:
- Safety features.
- Holding, direction, bypass, stopping, manual lowering functions.
- Shut off valve.
- Oil reservoir with protected vent opening.
- Oil level gauge.
- Outlet strainer.
- Drip pan.
- Muffler.

Tank Heater:

- Oil tank heater with adjustable thermostat to keep the oil tank temperature within the hydraulic control valve manufacturer's recommended operating range.
- Enclose dry type units below oil reservoir with removable sheet steel panels lined with sound-absorbing material for applications with motors exceeding 40 hp.
- Motor Starter:
- Soft start type unit including:
- Integral electronic overload protection.
- Integral bypass.
- Muffler:
- In discharge oil line near pump unit.
- Design shall dampen and absorb pulsation and noise in the flow of hydraulic fluid.
- Piping and Oil:

Section 7.0 Bid Specifications: continued

- All piping, connections and oil required for the elevator system.
- Buried piping shall be secondarily contained with watertight Schedule 80 PVC sleeves between elevator machine room and pit.
- A minimum of two sound isolation couplings shall be provided between the pump unit and oil line and the oil line and jack unit.
- Provide 2-90° joints to reduce vibration and create wave diffraction.
- Provide isolated pipe stands or hangers.
- Shut-Off Valve:
- Oil line shut off valve in the machine room or accessible from outside the hoistway.
- Second valve in pit adjacent to jack unit.
- 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 insure 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.
- 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 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.

Section 7.0 Bid Specifications: continued

- Permanently mark components (relays, fuses, PC boards, etc.) with symbols shown on wiring diagrams.
- Auxiliary disconnect: Provide controller or power unit mounted auxiliary, lockable "open," disconnect if mainline disconnect is not in sight of controller and/or machine.

Hoistway And Pit Equipment

- Provide and arrange equipment in existing hoistway and pit spaces.
- Hydraulic Jack Assembly:
- Retain.
- Change hydraulic jack packing.
- Jack Support:
- Retain.
- Clean and Paint.

Shut-Off Valves:

New:

- Manual on/off valves in oil lines adjacent to pump unit and jack units in pit.

Guide Rails:

Retain:

- Clean rails and brackets.
- Remove rust.
- Repaint non-machined surfaces.
- Check and tighten all rail and bracket fastenings.

Buffers, Car:

Retain:

- Remove rust and repaint non-machined surfaces.

Pit Flood Devices:

Car Equipment

- Frame: Retain
- Platform: Retain
- Platform Guard: New
- Car Rail Guide Roller or Shoe Assemblies: Retain
- Top of Car Guardrail: New

Car Top Control Station:

- Mount to provide safe access and utilization while standing on car top.
- Operating device with Up and Down direction buttons, a Run button, an Inspection/Automatic switch and Emergency Stop switch.
- Operating device provides an audible and visible indicator that fire recall has been initiated.
- Fix station to the car crosshead or provide portable station provided the extension cord and housing is permanently attached to the car crosshead.

Section 7.0 Bid Specifications: continued

- 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.

Car Top Emergency Audible Signal:

- Provide on top of each elevator.
- Activation of Alarm Button or Emergency Stop switch will cause 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 light on top and bottom of car.
- Car top light mounted to provide illumination of all car top equipment.
- GFCI protected duplex outlet. one (1) at top and one (1) at bottom of car.
- Include on/off switch and lamp guard.

CAR OPERATING PANEL: NEW Communication

Car Communication System :

Hands Free Two-Way Communication Instrument In Car:

- Mounted behind car operating panel.
- Button on car operating panel to initiate two-way communication from Car.
- Match car operating panel pushbutton design.

System includes:

- 1) Auto dialer.
- 2) Speaker.
- 3) Microphone.
- 4) Adjacent light jewel that illuminates and flashes when call is acknowledged.
- 5) Call button tactile symbol, engraved signage, and Tactile marking adjacent to button mounted integral with car front return panel.
- 6) Rechargeable back-up battery and charging system.
- 7) Wiring and connections between all devices inside the car and the elevator controller.

Communication for Deaf, Hard of Hearing and Speech Impaired:

Car Enclosure And Interior Finishes

- Passenger and Service Car Fronts:
- Car Front: Retain
 - 1) Check and tighten all fastenings.
 - 2) Modify for installation of new signal and pushbutton fixtures.

Section 7.0 Bid Specifications: continued

Provide new Dover “mini swing” panel with specified features:

- 14-gauge reinforced stainless steel construction satin stainless steel finish.
- Swing Type: Dover “mini swing” Panel
- Swing entire unit on substantial pivot points (minimum three) for service access to car operating panels.
- Locate pivot points to provide full swing of front return panel without interference with side wall finish or handrail.
- Secure in closed position with concealed three-point latch.
- Provide service compartment with recessed flush cover and cutouts for operating switches, etc.
- Front Transoms: Retain
 - 1) Check and tighten all fastenings.
 - 2) Modify for installation of new signal and pushbutton fixtures.

Passenger Car Interior on Wall Finishes:

New:

- Cab Wall Base:
- Handrails:
- Lighting:
- Suspended Ceiling:
- Ventilation:
- Car Finish Floor Covering: Retain

Hall Controls

Hall Pushbutton Station Fixtures:

- Surface mounted pushbutton station fixtures with to cover 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.
- Separate, engraved plate with approved engraved message and pictorial representation prohibiting use of elevator during fire or another emergency.
- Pushbutton design to match car operating panel pushbuttons.
- One (1) stations at all floors.
- Communication Operability Signals:
- Audible and illuminated visual signals indicating telephone line or other means of communication are not operable.
- At designated landing for each group of elevators or single elevator.
- Separate fixture and faceplate installed near Phase 1 Fire Service key switch.
- Phase I Fire Service Key Switch and Signage:
- At designated landing for each group of elevators or single elevator.
- Included in hall pushbutton fixture.

Section 7.0 Bid Specifications: continued

Car Arrival and Travel Direction Signals

- Hall Direction Lantern:
- Car Position Indicator:

New:

Voice Synthesizer:

- Provide electronic device with easily reprogrammable message and voice to announce car direction, floor, emergency exiting instructions, etc.

Signal Fixture Faceplate Finishes

All Fixtures:

- stainless steel satin finish.
- Firefighters' Key Box: Flush-mounted box with lockable hinged cover. Engrave instructions for use on cover per Local Fire Authority requirements.

Site Condition Inspection

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

Installation

Install all new 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 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.

Field Quality Control

Work at jobsite will be checked during course of installation. Full cooperation with reviewing personnel is mandatory. Accomplish corrective work required prior to 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" prior to AHJ witnessed acceptance testing. Complete any adjustments, repairs, or

Section 7.0 Bid Specifications: continued

replacements necessary to achieve code compliant operation including but not limited to:

Car emergency communications. Inform Owner and Consultant of any noted failures of Owner provided and maintained equipment or systems.

Phase I and II Firefighters' Emergency Operation. Phase I initiated by smoke sensing devices.

Power car door operation including door closing force, reopening device, and restricted opening.

Have Code Authority acceptance inspection performed and complete corrective work.

Provide access to installed equipment and elevator personnel assistance for Consultant's final observation and review requirements.

Adjustments

Static balance car to equalize pressure of guide shoes on guide rails.

Verify that weights of existing or altered cars, counterweights, and compensation comply with hydraulic machine manufacturers' requirements and do not exceed total weights indicated on approved submittals. See Section 01 30 00, Submittals.

Lubricate all equipment in accordance with Contractor's instructions.

Adjust motors, power conversion units, brakes, controllers, leveling switches, limit switches, stopping switches, door operators, interlocks, and safety devices to achieve required performance levels.

Cleanup

Keep work areas orderly and free from debris during progress of project. Remove packaging materials daily.

Elevator hoistways and all equipment therein shall be cleaned and left free of rust, filings, welding slag, rubbish, loose plaster, mortar drippings, extraneous construction materials, dirt, and dust, including walls, building beams, sill ledges, and hoistway divider beams.

Care shall be to not to mark, soil, or otherwise deface existing or new surfaces. Clean and restore such surfaces to their original condition.

Clean down surfaces and areas which require final painting and finishing work. Cleaning includes removal of rubbish, broom cleaning of floors, removal of any loose plaster or mortar, dust, and other extraneous materials from finish surfaces, and surfaces which will remain visible after the work is complete.

Paint machine room floors.

Remove all loose materials and filings resulting from work.

Clean machine room equipment and floor.

Clean car, car enclosure, entrances, operating and signal fixtures.

Section 8.0 – 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 9.0 – Liquidated Damages:

Commencing on the One-hundredth eighty (180) day following the notice to proceed and until work is substantially complete, liquidated damages will be assessed at \$300/day.

Section 10.0 — Material and Workmanship Warranty:

All materials and workmanship shall have 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 at the competition of the project.

Section 11.0 - Hours of Work:

The work to be performed shall be scheduled during regular working hours, 7:00 a.m. – 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 12.0 – 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.

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: \$250,000.00 - \$500,000.00

Range of the Probable Construction Cost for Alternate No. 1: N/A

Range of the Probable Construction Cost for Alternate No. 2: N/A

Range of the Probable Construction Cost for Alternate No. 3: N/A

**Range of the Previous Contract Cap
(Public Work Maintenance Contract):** N/A

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 180 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 | \$ | <u>N/A</u> | /hour | |
| (2) | Extended Resident Project Representative Fee | \$ | <u>N/A</u> | /hour | |
| (3) | Extended Construction Management Fees | \$ | <u>N/A</u> | /day | |
| (4) | Extended Parish's Overhead and Personnel Expenses | \$ | <u>N/A</u> | /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 100% 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 100% 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.

Jefferson Parish
PURCHASING DEPARTMENT
P.O. BOX 9 GRETN, LA 70054-0009
504-364-2678

PUBLIC WORKS BIDS INSTRUCTIONS

1. GENERAL

- a. Bids will be received online on the Supplier Portal until 2:00 pm on the date set forth in the advertisement and publicly opened thereafter in the Westbank Office of the Purchasing Dept. located in the Jefferson Parish General Government Building, 200 Derbigny Street, Gretna, LA 70053, Suite 4400. LATE BIDS WILL NOT BE ACCEPTED.
- b. At no charge, bidders are to register and to submit their bid via Jefferson Parish's electronic procurement page. 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. 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.
- c. 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 via Resolution No. 136353 and Resolution No. 141125, respectively. All bids submitted are subject to these instructions, any special conditions and specifications contained herein, and 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 or P.O. by reference. 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.
- d. 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").
- e. 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.

2. **QUESTIONS.** 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.
3. **ADDENDA.** In the event that addenda are issued with this bid, bidders **MUST** acknowledge all addenda on the bid form. Bidder must acknowledge receipt of an addendum on the bid form by placing the addendum number as indicated. Failure to acknowledge any addendum on the bid form will result in bid rejection.
4. **PRE-BID.** If this bid requires a pre-bid conference (see Advertisement), 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.
 - a. **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.
 - b. **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.
5. **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.
6. **WARRANTY.** 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 warranty, 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.

7. **SIGNATURE.** 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. A secured digital signature is one that is backed by a specific certificate or a stamp of authentication that provides proof of the signee's identity including time stamp, etc. Failure to provide a secured digital signature for an electronic signature shall result in the bid being rejected.
8. **EVIDENCE OF AUTHORITY.** 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.
9. **BID FORM.** All Public Work Projects are required to use the Louisiana Uniform Public Work Bid Form.
10. **BRAND NAMES.** Wherever a brand name, make, manufacturer, model, or catalog number is specified, it is used only to denote the quality standard of product desired and does not restrict bidders to that brand or manufacturer. Such references are intended solely to convey the general style, type, character, and minimum quality of product required. Equivalent products may be acceptable if, in the Parish's sole discretion, they meet all specifications and project needs. Required documentation for proposed equivalents shall be submitted in accordance with these specifications. Items bid on must meet or exceed specifications.
11. **PRICES.** All bid prices shall remain valid for 45 days from bid submission. 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. Once a contract is awarded, all prices must be held firm throughout the entirety of the contract. 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.
12. **QUANTITIES.** Quantities listed are for bidding purposes only. Actual requirements may

be more or less than quantities listed. 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.

13. **QUALITY:** 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. 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.
14. **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.**
15. **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.)
16. **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 per La. R.S. 38:2251-2261.
17. **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. 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.
18. **SALES TAX.** 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.

19. 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).
20. FIREARM DISCRIMINATION. 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.
21. 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.
22. CYBER SECURITY TRAINING. 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.

23. DBES. 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 small businesses, minority-owned, veteran-owned and/or woman-owned business enterprises to stimulate participation in procurement and assistance programs.
24. EQUAL OPPORTUNITY. 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.
25. TABULATION. Advertised bids will be tabulated and a copy of the tabulation will be forwarded to each responding bidder after nine (9) working days.
26. 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.
27. LSCB LICENSE. A Louisiana State Contractor's License will be required (see Advertisement) 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. 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 La. R.S. 37:2150 et. seq.
28. SITE VISIT. It is the bidder's responsibility to visit the job site and evaluate the job before submitting a bid.
29. 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.
30. FORMAL CONTRACT, RECORDATION AND BONDS. Per La. R.S. 38:2216(A) When any bid is accepted for the construction or doing of any public works, it 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. Additionally, for each public works contract in excess of \$25,000.00 will require a performance and payment bond in an amount not less than 50% of the total contract in accordance with La. R.S. 38:2241. All awards in excess of the contract threshold listed in La. R.S. 38:2212 will also require both a performance and a payment bond in an amount not less than 50% of the total contract. Unless

otherwise stated in the bid specifications, the default performance and payment bond amounts shall be 100% of the contract price. Both bonds shall be supplied at the signing of the contract.

31. **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.
32. **INDEMNIFICATION.** Bidder acknowledges that bidder recovered the cost of any required insurance in the contract price as required by La. 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.
33. **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.
34. **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.
35. **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.
36. **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.
37. **LIQUIDATED DAMAGES.** In accordance with Resolution No. 141125, and La. R.S.

38:2211 et. seq. liquidated damages may be charged. "Liquidated Damages" means a fixed sum of damages stipulated in a public works construction contract that are intended to compensate a public entity as a result of a delay in performance by the contractor and may be assessed for a project not being substantially complete within the time provided for by the public works contract.

38. **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.
39. **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.
40. **TECH AFFIDAVIT.** If included in the bid package, 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.

A. BIDDING TIMELINE

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 La. 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 La. 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 La. R.S. 38:2212.

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 La. 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 La. 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.

Addenda may be issued, as authorized by La. 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.

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.

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.

B. BID REVIEW AND AWARD

1. Rejection of Bids

- a. Jefferson Parish may reject any and all bids for just cause in accordance with La. 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. (La. R.S. 38:2212.3)
- d. 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.

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. For Protest Procedure, see Section 15 above.

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.

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.

SIGNING AND SUBMITTING A BID INDICATES YOU HAVE READ AND COMPLY WITH THE INSTRUCTIONS AND CONDITIONS.

NOTE: All bids should be returned with the BID NUMBER and BID OPENING DATE indicated on the outside of the electronic envelope submitted to the Purchasing Department.

LOUISIANA UNIFORM PUBLIC WORK BID FORM

TO: Parish of Jefferson
Department of General Services
200 Derbigny Street, Suite 3300
Gretna, LA 70053

(Owner to provide name and address of owner)

BID FOR: Labor, Materials, Equipment, Transportation
& All Other Incidentals Necessary to Provide a Complete
Modernization of Two (2) Hydraulic Elevators at the
Jefferson Parish Juvenile Court

(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: Department of General Services and dated: May 6, 2026

(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. 38:2212(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) attached to and made a part of this bid.

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

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.

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 _____ (Title) of

_____ (Entity), who submitted a bid to the Parish of Jefferson, and who attested as follows:

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:

LA. R.S. 38:2227 PAST CRIMINAL CONVICTIONS OF BIDDERS

A. No sole proprietor or individual partner, incorporator, director, manager, officer, organizer, or member who has a minimum of a ten percent (10%) ownership in the bidding entity named below has been convicted of, or has entered a plea of guilty or nolo contendere to any of the following state crimes or equivalent federal crimes:

- (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)

B. Within the past five years from the project bid date, no sole proprietor or individual partner, incorporator, director, manager, officer, organizer, or member who has a minimum of a ten percent (10%) ownership in the bidding entity named below has been convicted of, or has entered a plea of guilty or nolo contendere to any of the following state crimes or equivalent federal crimes, during the solicitation or execution of a contract or bid awarded pursuant to the provisions of Chapter 10 of Title 38 of the Louisiana Revised Statutes:

- (a) Theft (R.S. 14:67)
- (b) Identity Theft (R.S. 14:67.16)
- (c) Theft of a business record (R.S.14:67.20)
- (d) False accounting (R.S. 14:70)
- (e) Issuing worthless checks (R.S. 14:71)
- (f) Bank fraud (R.S. 14:71.1)
- (g) Forgery (R.S. 14:72)
- (h) Contractors; misapplication of payments (R.S. 14:202)
- (i) Malfeasance in office (R.S. 14:134)

Affiant further said:

LA. R.S. 38:2212.10 VERIFICATION OF EMPLOYEES

- A. At the time of bidding, Appearer is registered and participates in a status verification system to verify that all new hires in the state of Louisiana are legal citizens of the United States or are legal aliens.
- B. If awarded the contract, Appearer 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.
- C. If awarded the contract, Appearer shall require all subcontractors to submit to it a sworn affidavit verifying compliance with Paragraphs (A) and (B) of this Subsection.

Affiant further said:

**LA. R.S. 23:1726(B) CERTIFICATION REGARDING UNPAID WORKERS
COMPENSATION INSURANCE**

- A. R.S. 23:1726 prohibits any entity against whom an assessment under Part X of Chapter 11 of Title 23 of the Louisiana Revised Statutes of 1950 (Alternative Collection Procedures & Assessments) is in effect, and whose right to appeal that assessment is exhausted, from submitting a bid or proposal for or obtaining any contract pursuant to Chapter 10 of Title 38 of the Louisiana Revised Statutes of 1950 and Chapters 16 and 17 of Title 39 of the Louisiana Revised Statutes of 1950.
- B. By signing this Affidavit, Affiant certifies that no such assessment is in effect against the bidding /proposing entity.

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 _____.



_____, 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
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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.