DATE: 2/02/2010

INVITATION TO BID
THIS IS NOT AN ORDER

BID NO.: 50-00096671
Solicitation #B2010000037

JEFFERSON PARISH

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

VENDOR:

BUYER: D. Nelson

BIDS WILL BE RECEIVED IN THE PURCHASING DEPARTMENT, SUITE 4400, JEFFERSON PARISH GENERAL GOVERNMENT BUILDING, 200 DERBIGNY STREET, GRETNA, LA 70053 UNTIL 2:00 PM, 3/09/2010 AND PUBLICLY OPENED UPON COMPLETION OF ADMINISTRATIVE TASKS.

LATE BIDS WILL NOT BE ACCEPTED

NOTE: ONLY BIDS WRITTEN IN INK OR TYPEWRITTEN, AND PROPERLY SIGNED BY A MEMBER OF THE FIRM OR AUTHORIZED REPRESENTATIVE, WILL BE ACCEPTED. PENCIL AND/OR PHOTOSTATIC FIGURES OR SIGNATURES DISQUALIFY BID.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

THE FOLLOWING INSTRUCTIONS APPLY TO ALL BIDS

All bids submitted are subject to these instructions and general conditions and any special conditions and specifications contained herein, all of which are made part of this bid proposal reference. THIS BID PACKAGE MUST BE RETURNED IN ITS ENTIRETY.

Questions on this bid are to be faxed to (504) 364-2693 no later than FIVE (5) working days prior to bid opening. Bid numbers should be mentioned in all requests.

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. JEFFERSON PARISH will accept one bid only from each vendor. Items bid must meet or exceed 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.

If the bid exceeds $20,000.00 and the bidder is an agency, corporation, partnership, or other legal entity, the president, vice-president, secretary/treasurer, or an authorized agent, shall sign the proposal, and satisfactory evidence of the authority of the person signing for the agency, corporation, partnership, or other legal entity shall be attached to the proposal.

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 RESPONSIBLE BIDDER, taking into consideration the CONFORMITY WITH THE SPECIFICATIONS and the DELIVERY AND/OR COMPLETION DATE.

Preference is hereby given to materials, supplies, and provisions produced, manufactured or grown in Louisiana, quality being equal to articlesoffered by competitorsoutside the state. "LSA-R.S.38:2251-2261"

USE OF BRAND NAMES AND STOCK NUMBERS: Where brand names and stock numbers are specified, it is for the purpose of establishing certain minimum standards of quality. Bids may be submitted for products of equal quality, provided brand names and stock numbers are specified. Complete product data may be required prior to award.

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 anytime 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.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

JEFFERSON PARISH requires a firm price. Quoted price will remain firm until _____

PRICES: Jefferson Parish is exempt from paying sales tax under LSA-RS 47:301 (8)(c). All prices for purchases by Jefferson Parish of supplies and materials shall be quoted in the unit measure specified and unless otherwise specified, shall be exclusive of state and Parish taxes. If a contractor is to act as Purchasing Agent for tax-exempt purposes, the Parish shall specifically state so within this bid specification. All quotations shall be based on F.O.B. Agency warehouse or job site, anywhere within the Parish as designated by the Purchasing Department.

Quantities listed are for bidding purposes only. Actual requirements may be more or less than quantities listed.

Bidders are not to exclude from particpation 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 A117.1-1961).

RESPONSE TO INVITATION: If your company is unable to bid on this request, please state your reason on bid form, and return to this office before bid opening date. Failure to do so may result in the removal of your company from Jefferson Parish's vendors list.

The general specifications for construction projects and the purchase of materials, services and/or supplies are those adopted by the JEFFERSON PARISH Council by Resolution No. 105529 or 105530 dated 5/17/06. The general conditions adopted by this resolution shall be considered as much a part of this document as if they were written wholly herein. A copy may be obtained from the Office of the Parish Clerk, Suite 6700, Jefferson Parish General Government Building, 200 Derbigny Street, Gretna, LA 70053.

POSTING OF BIDS: Non-Advertised bids will be posted on bulletin board in Suite 4400, Jefferson Parish General Government Building, Gretna, LA, for a period of Five (5) working days after opening date.

Advertised bids will be tabulated and a copy forwarded to each responsive bidder.

ADDITIONAL REQUIREMENTS FOR THIS BID

PLEASE MATCH THE NUMBERS PRINTED IN THIS BOX WITH THE CORRESPONDING INSTRUCTIONS BELOW.

2,5,6,7,8,9,10,12,13,14,15

1. All bidders are invited to attend the pre-bid conference. Failure to attend the pre-bid conference shall not relieve the bidder of responsibility for information discussed at the conference. This conference is held to allow questions to be answered and inspect the site with owner's representative, etc. 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).

2. Contractor must hold current applicable JEFFERSON PARISH licenses with the Department of Inspection and Code Enforcement. Contractor shall obtain any and all permits required by the JEFFERSON PARISH Department of Inspection and Code Enforcement. The contractor shall be responsible for the payment of these permits. All permits must be obtained prior to the start of the project.

3. A Louisiana state contractor's license may be required in accordance with LSA-R.S. 37:2150 et seq.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

4. It is the bidder's responsibility to visit the job site and evaluate the job before submitting a bid.

5. 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.

6. All awards in excess of $5,000.00 for the construction, alteration, or repair of any public works will b reduced to a formal contract which shall be recorded at the contractor's expense. A price list of recordation costs may be obtained from the Clerk of Court and Ex-officio Recorder of Mortgages for the Parish of Jefferson. All awards in excess of $25,000.00 reduced to formal contract will require a performance bond.

7. 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. Performance bond shall be supplied at the signing of the contract.

8. Please indicate if you have insurance: YES _____ NO _____
   Successful bidder will be required to furnish proof of insurance to this office.
   Successful bidder will be required to furnish Federal I.D. Number.

9. Minimum insurance requirements for this bid are as indicated on the attached sheet.

10. Each bid must be accompanied by a cashier's check, certified check, money order, or surety bid bond in the amount of 5% of the bid.

11. Affidavit required to be submitted with bids on all solicitations for construction, alteration or demolition of public building or project. (LSA-R.S. 38:2224)

12. This is a requirements contract to be provided on an as needed basis.

13. All prices must be held firm unless an escalation provision is requested in this bid. Jefferson Parish will allow one escalation during the term of the contract, which may not exceed the U.S. Bureau of Labor Statistics National Index for all Urban Consumers, unadjusted 12 month figure. The most recently published figure issued at the time an adjustment is requested will be used. A request must be made in writing by the vendor, and the escalation will only be appled to purchases made after the request is made.

    Are you requesting an escalation provision?

    YES _____ NO _____

    MAXIMUM ESCALATION PERCENTAGE REQUESTED _____%

    INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF _____.

    For the purposes of comparison of bids when an escalation provision is requested, Jefferson Parish will apply the maximum escalation percentage quoted by the bidder to the period to which it is applied in the bid. The initial price and the escalation will be used to calculate the total bid price. It will be assumed, for comparison of prices only, that an equal amount of material or labor is purchased each month throughout the entire contract.

14. In the event that the successful bidder cannot furnish a specific item or material and labor in the required time, JEFFERSON PARISH may purchase on an emergency basis from the next lowest bidder, or available source, until such time as the successful bidder has notified the PARISH in writing that his stock or labor capability has been replenished. The difference in price will be charged against the successful bidder of this contract, and evidence of purchases and price will be provided.

15. Vendor will be required to submit to the chief buyer of the JEFFERSON PARISH Purchasing Department a quarterly usage report by item of all items listed on this proposal.

16. Freight charges should be included in total cost when quoting. If not quoted FOB DELIVERED, freight must be quoted as a separate item. Bid may be disqualified if not quoted FOB DELIVERED or if freight charges are not indicated on bid form.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

DELIVERY: FOB JEFFERSON PARISH

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES _____

INDICATE STARTING TIME (IN DAYS) FOR CONSTRUCTION WORK _____

INDICATE COMPLETION TIME (IN DAYS) FOR CONSTRUCTION WORK _____

LOUISIANA CONTRACTOR'S LICENSE NO.: (if applicable) _____

*** ALL BIDDERS MUST COMPLETE SECTION BELOW ***	
FIRM NAME:	
SIGNATURE: (Must be signed here)	TITLE:
PRINT OR TYPE NAME:	
ADDRESS:	
CITY, STATE:	ZIP:
TELEPHONE: ( )	FAX: ( )
EMAIL ADDRESS:	

TOTAL PRICE OF ALL BID ITEMS: $ _____

THIS BID MUST BE SIGNED BY AN AUTHORIZED REPRESENTATIVE OF THE COMPANY/FIRM FOR BID TO BE VALID. BID PACKAGE, INCLUDING INSTRUCTIONS AND SPECIFICATIONS, MUST BE RETURNED IN ITS ENTIRETY FOR BID TO BE VALID. SIGNING 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 envelope submitted to the Purchasing Department.

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00096671

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			THREE (3) YEAR CONTRACT FOR ELEVATOR MAINTENANCE FOR JEFFERSON PARISH SECOND PARISH COURT FOR JEFFERSON PARISH DEPARTMENT OF GENERAL SERVICES		
1	36	MO	0010 UNIT NUMBER 494873 HYDRAULIC PASSENGER ELEVATOR **********ATTENTION VENDORS********* NO PRE-BID WILL BE SCHEDULED FOR THIS BID. IF A SITE VISIT IS NEEDED CONTACT SHAYNE PEREZ, ASSISTANT FACILITY MAINTENANCE SUPERINTENDENT AT (504) 736-6036 BETWEEN THE HOURS OF 7:00 A.M. AND 3:00 P.M. TO SCHEDULE AN APPOINTMENT SEE SECTION 3.0 **********		
2	36	MO	0020 UNIT NUMBER 494874 HYDRAULIC PASSENGER ELEVATOR		
3	36	MO	0030 UNIT NUMBER 494875 HYDRAULIC PASSENGER ELEVATOR		
4	36	MO	0040 UNIT NUMBER 494876 HYDRAULIC PASSENGER ELEVATOR		
5	36	MO	0050 UNIT NUMBER 494877 HYDRAULIC PASSENGER ELEVATOR		
6	36	MO	0060 UNIT NUMBER 494878 HYDRAULIC PASSENGER ELEVATOR		

ELEVATOR MAINTENANCE – 2ND PARISH COURT

Section 1.0 – Scope:

We extend this proposal to provide all labor, materials, and equipment necessary to provide a three (3) year contract for full maintenance, services, and repairs for six (6) Otis Hydraulic Passenger Elevators, Unit Numbers 494873, 494874, 494875, 494876, 494877, 494878, located in the 2nd Parish Court Building, 100 Huey P. Long Avenue, Gretna, LA, for the Department of General Services.

The contract shall begin with the date of its execution, and run three (3) years thereafter.

Section 2.0 – Responsibilities of the Contractor:

The responsibility of the contractor is to maintain the specified elevators in good repair and in accordance with the provisions of the American National Standards Institute (ANSI) latest edition, as set forth in Standard A17.1, manufacturer's recommendations, with the practice of first class repair and preventive maintenance procedures performed on a regular routine schedule, and to minimize wear and tear on the equipment, all with the primary intent to prevent elevators downtime.

Section 3.0 – Pre-Bid Inspection:

Bidders shall visit the installations to be covered on the proposed agreement, for the purpose of fully informing themselves prior to the submission of bids, of the general operating conditions, number of floors served, type of power units, working conditions, available service manuals, drawings, etc., which might affect the cost and performance of maintenance and repair work. Failure to visit the facility may be cause for rejecting your bid.

Please contact **Shayne Perez, Assistant Facility Maintenance Superintendent, at 736-6036**, between the hours of 7:00 a.m. and 3:00 p.m. for an appointment to inspect the installations to be covered in this proposal.

Bidders are required to submit a list and cost of repairs and adjustments necessary to place the equipment in first class operating condition. The Parish shall reserve the option of selecting all, part, or none of the items listed for repair. This list shall be submitted with your bid, or your bid will be disqualified.

Section 4.0 – Working Hours:

All maintenance and scheduled repairs are to be performed during regular working hours (8:00 a.m. – 4:30 p.m., Monday through Friday) except holidays, unless other specific arrangements are made with, and agreed upon by the Parish of Jefferson.

Normal response time shall be no more than two (2) hours; however, in the event that someone is trapped in an elevator, the contractor shall provide an estimated time of arrival (ETA), and make every effort to arrive at the site as soon as possible.

Trouble calls should be responded to at any hour of the day or night, seven (7) days per week, with no additional charges to Jefferson Parish, to restore elevators services.

Nuisance Calls----
A nuisance call shall be defined as a call where the elevators shut-down was caused by a known or unknown source, and is outside of the scope of the contract, but the call is answered by the elevators personnel not knowing the cause. If time at the building is one (1) hour or less (to be documented by a person at the building), the cost is to be absorbed by the contractor. Any fraudulent documentation shall be cause for cancellation of the contract.

Section 4.1 – Communications Monitoring:

The contractor shall provide twenty-four (24) hour emergency communications monitoring services for the duration of the maintenance contract. These services shall monitor all elevators emergency phones covered by this agreement and forward such calls to the appropriate authority. It shall be the responsibility of the owner to provide a list of contact persons to be notified in the event of an emergency. The elevators service contractor shall respond to appropriate calls such as persons stuck in the elevators. Jefferson Parish shall be provided with a printed record of the time, date, and location of each call with the necessary response.

The owner shall provide a dedicated (non-PBX), touch-tone, business telephone line, terminated in the machine room. If the phone line is provided for remote elevators monitoring (REM), this same phone line can be shared with the elevators phones, in which preference is given to the elevators phones. Contractor shall maintain existing phone(s) and replace as required.

Section 5.0 – Liquidated Damages:

If the contractor fails to report with a qualified serviceman for a period in excess of two (2) hours from the time of the call of complaint, it is mutually agreed that the Parish my withhold, as liquidated damages for each one (1) hour period, including the initial period thereof, the sum of $50.00 from the succeeding month's billing, for each failure to report in a timely manner to a request for service. Further, it is mutually agreed that this sum is indicated, or is selected as a liquidated damage because of the impossibilities of determining the amount of actual damages the Parish may suffer as a result of the contractor's failure to comply with this provision.

If an elevators remains out of service for a period in excess of forty-eight (48) hours due to neglect or failure to comply with the provisions of these specifications, or should the contractor fail to report with a qualified serviceman within the stated time frame, it is

mutually agreed that the Parish may withhold, as liquidated damages for each twenty-four (24) hour period, including the initial period thereof, the sum of $100.00 from the succeeding month's billing for each failure to report in a timely manner to a request for service. Further, it is mutually agreed that this sum is indicated, or is selected as liquidated damages, because of the impossibilities of determining the amount of actual damages the Parish may suffer as a result of the contractor's failure to comply with this provision.

Section 6.0 – Guaranty:

The contractor shall guaranty for a period of one (1) year from the date of installation or performance, all materials and/or labor provided. The contractor shall also guaranty that he will hold the Parish harmless from any damage arising from faulty workmanship or materials performed and/or installed within the duration of this contract.

All parts furnished and installed by the contractor shall be genuine replacements made especially for the elevators specified in this bid, unless substitution is specifically approved by the Parish of Jefferson. All workmanship shall be in accordance with the National Electric and/or Safety Code for Elevators, and the National Fire Protection Association (N.F.P.A.) Code.

In all cases the burden of proof that the proposed product offered for substitution is equal or superior in construction and efficiency to that named in the specifications or contract shall rest on the contractor, and unless the proof is satisfactory to the Department of General Services, the substitution will not be approved.

At the termination of this contract, the Parish shall retain all blueprints, wiring, diagrams, and any other pertinent data that may have been furnished by the Parish, the contractor, or the maintenance company.

All lubricants, cleaning materials, paint, cotton waste, hydraulic fluid, etc. shall be furnished by the contractor. All lubricants shall be of the proper type or grade for the use intended. The use of dirty, contaminated, or deteriorated lubricants is prohibited. Waste lubricants shall be disposed of by the contractor within the work day. The contractor will store all lubricants, fluids, etc., in approved containers and in a manner and place as designated by a representative of the Parish and selected by the Department of General Services. No open containers will be allowed to be stored on the premises, and the contractor shall supply all containers.

Section 7.0 – Accident Prevention:

Precaution shall be exercised at all times for the protection of persons and property. Safety provisions of applicable laws, building and construction codes shall be observed. Machinery, equipment, and all hazards shall be guarded or eliminated in accordance with the safety provisions of the Manual of Accident Prevention in Construction, published by the Associated General Contractors of America, to the extent that such provisions are not

in contravention of applicable laws. The contractor shall also comply with applicable requirements of the Occupational Safety and Health Act of 1970 and the latest revisions thereto.

Section 8.0 – Cleaning and Safety:

Job sites 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. Inflammable materials must be removed from the jobs site daily, because storage will not be permitted on the premises. Precautions must be exercised at all times to safeguard the welfare and safety of the general public, employees of Jefferson Parish, and other Parish Officials.

Section 9.0 – Special Instructions:

It is the contractor's responsibility to have trained personnel at all times to perform major repair work, as well as routine maintenance. These trained personnel shall be directly employed and supervised by the contractor.

The contractor must maintain a sufficient supply of emergency parts for repairs of these elevators in his maintenance warehouse. These supplies and parts must be available for immediate delivery and installation at all times. The Parish of Jefferson reserves the right to make periodic on-site checks of the contractor's maintenance warehouse in order to determine that a sufficient supply of emergency parts is actually stored there.

The following tests and parts lists are subject to check by the Department of General Services or their designated representative. If parts are not available in type and number of each unit of vertical transportation covered by these specifications, then the contractor must document that these parts are on order and when they will be placed on the job and in the warehouse.

The maintenance contractor shall have available upon request:

1. Complete up-to-date wiring diagrams
2. Complete parts leaflets
3. Engineering data for all load reactions and safety devices
4. Lists of both the parts and part numbers of stock listed under maintenance replacement parts that are stocked in the contractor's warehouse ready for immediate delivery, and those parts that can be delivered within twenty-four (24) hours.

The Department of General Services reserves the right to bring in an outside consultant to inspect the elevators listed in theses specifications, at anytime throughout the duration of the specified contract period, to determine the quality of service being performed as required within the terms of these specifications.

The contractor shall maintain a sufficient supply of the emergency parts in his/her warehouse for repair of each elevators. These parts shall be available for immediate delivery and installation. This inventory shall include as a minimum, the following for each size and type housed. Materials and/or parts to be used are to be genuine original manufacturer's renewal parts, or equal to those furnished with the original installation. The contractor shall maintain an up-to-date inventory of spare parts by part number. The inventory for each elevators covered in these specifications must be warehoused locally. The following parts must be available for immediate delivery:

1. Coils - minimum of one (1) for each type relay contractor used
2. Contacts - minimum of three (3) for each type used
3. Conductor- a supply for each type used
4. Motor Brushes- minimum of one (1) set for each type used
5. Supply of Lubricants for each requirement
6. Supply of Fuses
7. Interlock Rollers and Contacts - minimum of two (2) each type
8. Car and Hoistway Door Hanger Rollers - minimum of two (2) each type
9. Car and Hoistway Door Gibs - minimum of one (1) set each type
10. Car and Hoistway Door Closer Parts (Springs and Spirators, etc.)
11. Door Operator Belts, Chains and Brushes - minimum of one (1) set each type
12. Door Operator Drive Block, Clutch Rollers, and Fingers - minimum of one (1) set each type
13. Photo Electric Tube – minimum of one (1) each type
14. Landing Switch Equipment of Magnetic Inductor - minimum of one (1) each type
15. Solid State Timers and Printed Circuit Regulator Boards – minimum of one (1) each type
16. Saf-T-Edge Pivot Arm Assembly and Switch – minimum of one (1) each type
17. Signal Fixture Lamps – minimum of five (5) each type
18. Selector Cams and Contact Assembly – minimum of one (1) each type
19. Brake Contact – Minimum of one (1) each type
20. Normal Renewal Parts particular to equipment covered by these specifications
21. Supply of Selector Tapes to handle highest rise
22. Roller Guides and Gibs for car and counterweight
23. Power Supplies and Pre-Amplified for electronic proximity device
24. Car and Hoistway Door Shields
25. Car Door Electric Eye Photo Cell Replacement Units
26. Complete Car Door Safety Edge (Mechanical)
27. Transformers and Rectifiers for all controller power supplies
28. Door Operator Motors for each type used
29. Door Operator Gear Reduction Units for each type used
30. Controller and Selector Coils for each type used
31. Component Parts, Including Contacts, for each type switch used

32. Car and Hall Buttons, including electronic, with contacts for each type used
33. Solid State Components and Solid State Cards of type specified by manufacturer
34. Hatch Switch Cams Supports to handle highest rise. Replacement Relay for each type used
35. Selector Drive Motor
36. Machine Brake Shoes and Lining Assembly; minimum of one (1) set for each type
37. Replacement Relay for each type used
38. Hydraulic Jack Packing, or Seals, Gasket, Wiper Ring – minimum of one (1) for each type used
39. Dash Pot and Thermal Overloads – minimum of one (1) each type
40. Hydraulic Valves, Pistons, Springs, Gasket/"O" Ring Kit, Solenoid Needle, Solenoid Coil
41. Bearings for each type used
42. Hydraulic Valve Parts, Gaskets, "O" Rings and Hoses – minimum of one (1) for each type used. Valve includes Relief, Pilot, Lowering, Up and Check Valve, or any or the parts thereof
43. Hydraulic Fluid (110 gallons) as per original manufacturer's lubrication specifications

The following replacement parts are to be available and ready for delivery to the building within twenty-four (24) hours:

1. Rotating Elements for each type and size used
2. Stator and Filed Coils for each type used
3. Brake Coils for each type and size used

Where any of the parts listed are not required, these may be deleted. The contractor hereby agrees to allow the Jefferson Parish Department of General Services, or their authorized representative, to visit the contractor's parts storage facilities before the effective date of this contract in order to determine that the inventory is complete and in compliance with the terms set forth in these specifications.

Section 10.0 – Qualifications of Bidders:

The bidder must supply a list of elevators currently under contract duplicating in type (duplicate controller designation), complexity, manufacturer, control, and technology as those called for under these specifications.

Bidders shall presently have and own all recognized test equipment necessary to service and maintain the specified hydraulic elevators and shall have current experience with this particular type of equipment. The apparent low bidder must provide proof of ownership of test equipment to a representative of the Department of General Services within seven (7) days after the bid opening or your bid will be disqualified.

All bidders shall be required to provide proof of their capabilities and competency to perform the work specified in this proposal, due to the critical nature of the work involved. Bidders shall be familiar and experienced with, and regularly engaged in the maintenance, installation, repairs, and servicing of the elevators covered in this proposal. Bidders shall be required to provide proof of currently having under contract, and for the three (3) preceding years, an amount of the equipment equal to at least five (5) times the amount of the equipment upon which he/she is bidding under the terms as stated in these specifications.

The apparent low bidder must submit all proof required and financial reports required to a representative of the Department of General Services within seven (7) days of the bid opening date or your bid will be disqualified.

All bidders must complete form **ELESPC91-2**, in accordance with is Section 10.0, Qualifications of the Bidder, of these specifications.

Section 11.0 – Contract Award:

The Department of General Services will consider the following elements in making its recommendation:

1. Whether the bidder is a contractor with experience in the type of work involved.
2. Whether the bidder has adequate plant, equipment, and personnel to perform the work properly and expeditiously.
3. Whether the bidder has a suitable financial status and reputation for the kind of work specified.
4. Whether the bid price is reasonable and equitable in relation to the Parish's needs and the extent of the work involved.

Section 12.0 – Records:

The contractor shall maintain a complete, orderly, and chronologic file, including drawings, parts lists, specifications, and copies of all prepared reports. A record of all callbacks and repairs must be kept by the contractor, indicating any difficulties experienced and the corrective measures taken to eliminate these difficulties. A copy of all routine maintenance reports and trouble calls must be forwarded to the Department of General Services on a monthly basis. The reports, or trouble calls, must be verified and signed by a person designated by the Parish. The parish designee must be given, and will retain, a copy of these reports.

Section 13.0 – End of Contract Check List:

At the completion of the contract period, all repairs and maintenance to the elevators specified in this proposal must be completed in accordance with the terms set forth in these specifications, and a check list of all completed repairs and maintenance must be

submitted to the Department of General Services for approval. Also, coinciding with the consummation of the original contract period, the warranty period stipulated in Section 6.0 of these specifications shall revert to the original manufacturer's warranty period unless the new contract is awarded to the same vendor.

All incomplete work will also be noted on a check list and submitted to the Department of General Services. All incomplete work listed on this check list, and any other repairs or maintenance deemed incomplete by the Department of General Services, must be performed and accomplished within a maximum of three (3) weeks after the duration of the contract period.

It is mutually agreed by the Parish and the successful bidder that he will complete the work noted by the Department of General Services, but related only to the contract period specified in this bid.

Section 14.0 – Specific Duties of the Contractor:

Each visit to the site must be documented and signed by the owner designated building representative.

The contractor shall visit the owner representative upon each arrival and investigate and correct any complaints or requests within the scope of this contract. The contractor shall leave a copy of the service ticket with the owner representative.

The contractor shall clean, adjust, and lubricate the elevators and its equipment as specified below:

1. The contractor must maintain the efficiency and speed as designed by the manufacturer of the equipment at all times, including the following:
   A. Accelerations
   B. Retardation
   C. Contract speed in feet per minute – with or without full load
   D. Floor to floor time
   E. Door opening and closing time
   F. Keeping dispatching system adjusted for maximum operation
2. The contractor shall regularly and systematically examine, adjust, and lubricate the following equipment as required, if conditions warrant: power unit and controllers including motor windings, bearing rotating elements, sheaves, contacts, coils, resistance for any motor circuits, magnetic frames, leveling valves, packing, seals, wiper rings, gaskets, "O" rings, leveling devices and cams, all relays, resistors, condensers, transformers, leads, timing devices, rectifiers, complete automatic power door operation, motors, cams, switches, contacts, resistors, sheaves, shafts, v-belts, drive arms, auxiliary door closing devices, hoistway door interlocks, interlock pick up assemblies, car door contacts, door protective devices, call bells, guide rails, hoistway switches, all indicating and/or

signal lamps and sockets, all solid state components, dashpots, computer devices, selectors, selector tapes, traveling cables, valve coils, body, adjusting stems and/or screws, all internal valve parts, and other mechanical or electrical parts. The contractor shall supply, repair, or replace all parts of every description made necessary by wear and tear. All replacements shall be made with original manufacturer's parts, or equal.

3. The contractor shall keep the guide rails clean and properly lubricated. Except when roller type guides are involved, no rail lubrication shall be used. The contractor shall regularly brush lint and dirt from the guide rails, overhead sheaves and beams, car tops, bottom of platforms and remove dirt, oil residue, and accumulated rubbish from pits and machine room floors.
4. The contractor shall lubricate all sheave bearings, and will use hydraulic fluid and lubricants which are especially prepared and compounded to meet the original manufacturer's specifications, or equal.
5. The contractor shall renew conductor and traveling cable as often as it is deemed necessary.
6. When necessary, the contractor shall renew the guide shoes or rollers, as required, to ensure smooth and quiet operation.
7. Group Supervisor System –
   The contractor shall check the group dispatching systems and make necessary tests and adjustments to ensure that all circuits and time settings are properly adjusted, and that the systems perform as designed and installed by the original manufacturer.
8. The contractor shall paint all elevators equipment room floors as deemed necessary by Jefferson Parish (owner), within the first ninety (90) days of the contract. The contractor shall maintain these areas in a workmanlike manner for the duration of this agreement.
9. The contractor shall fabricate, install, and maintain filters to control carbon dust from the MG sets.
10. The contractor shall keep the exterior of the machinery and other parts properly painted and presentable at all times.
11. When necessary, the contractor shall periodically check the motor windings and controller coils and treat with proper insulating compound to prevent failure.
12. All control Cabinet doors shall be kept closed when not in use for service.
13. The contractor shall maintain/repair/replace battery lowering device and its components if applicable.

Section 15.0 – Exclusions:

The following items of equipment are not included in this contract:

1. Elevators cabs
2. Power switches and feeders to all controllers

3. Shaftway enclosures
4. Shaftway doors, frames, sills, and cab doors
5. Underground piping

Section 16.0 – Vandalism:

The misuse by vandalism will not be accepted as extra cost to the Parish. Vandalism shall be defined as the intent to destroy by use of an instrument with the potential for destruction.

Section 17.0 – Minimum Required periodic Services Check:

1. Monthly
   A. Ride each car
   B. Check operation, leveling, door operation, etc.
   C. Correct problems found, including replacement of lamps, bells, and gongs
   D. Remove dust and dirt from the door guide channels
   E. Remove dust and dirt from interior and exterior door floor tracks
   F. Push alarm button – test operation
   G. Check operation of exhaust fan
   H. Check operation of emergency lights, where applicable
   I. Examine machine room equipment – Check oil level and oil leaks, where applicable.
   J. Examine machine room equipment – Check oil level
   K. Observe operation of controls, selectors, machines, brakes, motors, MG sets and clean and adjust as needed.
   L. Check lubrication of machines, motors, MG sets, and overhead sheaves
   M. Check filters on generators to control carbon dust – change as necessary
   N. Check lubrication of door operators
   O. Check lubrication of selectors
   P. Clean pit – pit must be free of all trash and debris, water, and oil. Notify owner if pit contains water.
   Q. Maintain oil in tank at proper levels (Check oil sump heaters)
   R. Check contacts of controller
   S. Check jack assembly for leakage, etc.
   T. Check photo cell, infrared safety edge and retraction of car door
   U. Check guides and guide shoes for lubrication, wear and condition – fill oilers are required.
   V. Check roller guides for wear – replace as required
   W. Clean and sweep elevators equipment rooms

2. Quarterly
   A. Check waiting times on corridor calls
   B. Test and record rectifier voltages of control supply
   C. Check car doors, door operation adjustments, and hoistway doors at upper and lower levels (departure and arrive ramps)

D. Check all cables – lubricate and adjust as required
E. Lubricate selector tapes – clean as needed
F. Check main line fuses for heating
G. Check for oil leaks
H. Check for excessive leaks around pump and valves
I. Check alarm bell system

3. Semi-Annually
   A. Clean controllers with blower, check alignment of switches, lubricate hinge pins
   B. Check all resistance tubes and grids
   C. Clean and examine saf-t-edge, door guides and fastenings, if applicable

4. Annually
   A. Lubricate car fan or blower
   B. Lubricate motor bearings – as per manufactuer's instructions
   C. Clean fuses and holders – check all electrical connections and retighten as necessary.
   D. Check junction box cable and traveling cable for wear and insulation
   E. Clean, oil, and adjust all hoistway doors
   F. Perform leak test of jack casing
   G. Inspect elevators for annual certification

Where any of the above services are not applicable, these may be deleted.

Section 18.0 – Inspection, Tests, and Reports

The contractor shall examine periodically, all safety devices and governors and conduct annual no-load test and all other required tests. The tests are to be in accordance with the procedures stated in the last edition of the ANSI code book, Section A17.1. These tests shall include a yearly hydraulic inspection and tests of the pressure relief valves. Any repairs required after the tests and resulting from the tests shall be the responsibility of the contractor except blowing the hydraulic shaft casing. All tests, i.e. safety, pressure, governor, etc., shall be conducted within the first month of the contract period and every twelfth month thereafter.

Contractor shall perform an annual leak test of the jack casing if applicable.

It will be incumbent upon the contractor to submit a report to the Department of General Services stating the results of these tests and to make the necessary repairs to place this equipment into condition that at least meets or exceeds the current safety requirements as proposed by ANSI and those of the State of Louisiana and the Parish of Jefferson.

The contractor shall provide all requirements including inspection and documentation necessary to obtain an annual Jefferson Parish Elevators Mechanical Inspection Certificate.

All test reports must be submitted to the Department of General Services within one (1) month of the completion of each test. The contractor shall be responsible for any damages caused during the performance of any tests, unless otherwise specified in this agreement.

Form **ELESPC91-3** must be completed by the successful contractor in accordance with this Section 18.0 of these specifications after completing these tests.

Overhead and pit clearance test results should be listed on for **ELESPC91-1**. These tests should comply with National Elevators Safety Codes (ANSI A17.1-1984), including revisions.

If a full load safety test is required during this agreement, it shall be scheduled on Saturdays by the Department of General Services and completed by the successful contractor at no additional cost to Jefferson Parish.

Section 19.0 – Permits:

The contractor shall obtain any and all permits required by the Jefferson parish Department of Inspection and Code Enforcement and the City of Gretna (if applicable). The contractor shall also be responsible for payment of these permits. All permits must be obtained prior to the start of the project.

Certificate of Final Inspection must be submitted to the Department of General Services before final payment is rendered.

Section 20.0 – Performance Bond:

A performance bond will be required; bidders must submit proof of currently having a bonding agency.

If the successful bidder does not provide a performance bond, the project may be awarded to the next or subsequent successful bidder.

Section 21.0 – Cancellation Clause:

The Parish of Jefferson reserves the right to cancel the contract at anytime and for any reason by issuing a thirty (30) day written notice to the contractor.

TESTS: ACCEPTANCE AND PERIODIC

Building:	
Address:	

Elevator Manufacturer:	
Installation Date:	
Type:	Capacity:
PASS:	Number:
PRT:	Speed:

USE CURRENT ELEVATOR CODE FOR REFERENCE

GOVERNOR DATA

Type:	Size Rope:
Gov. Jaws:	
Jaw Pull Through:	lbs.
Actual Tripping Speed:	PPM
Governor SW Trips:	PPM
Seal Number:	
Tagged and Dated:	

CAR SAFETY

Type:	Rope Pull Out:
Release Pull Out:	lbs.
Marks (R) Rail: feet	inches
Marks (L) Rail: feet	inches
Turns Rope on Drum Before Test:	
Turns Rope on Drum After Test:	
Platform Level:	
Tagged and Dated:	

BUFFERS

Car Type:	CWT Type:
Weight on Buffer:	Return Time: Sec.
Seal Number:	Pounds Load:
Tagged and Dated:	

Elevator Contractor:
Signature:
Date:
Witnesses:

VERIFICATION OF QUALIFICATIONS

In keeping with the specifications, we list the following ***Otis Hydraulic,*** *passenger elevator we now have under full maintenance contractual service:*

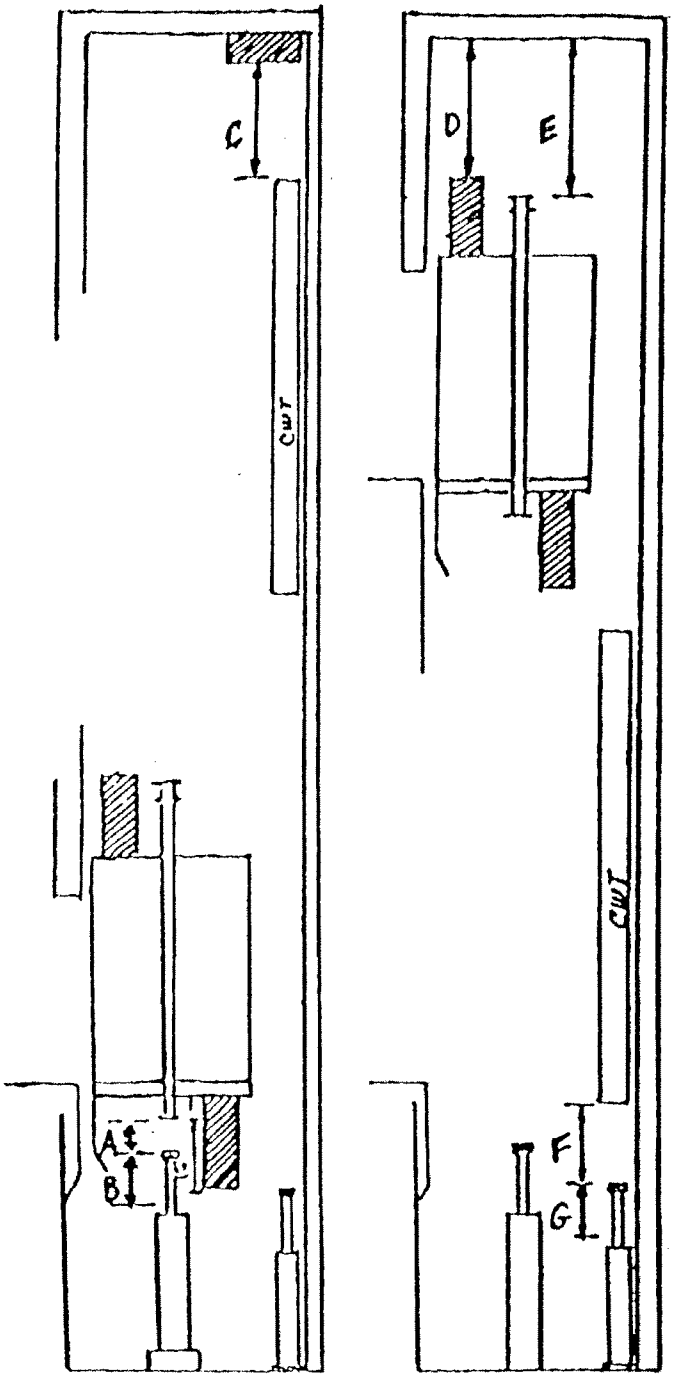
Building:	Building:
Address:	Address:
Building:	Building:
Address:	Address:
Building:	Building:
Address:	Address:

We also have the following tools designed specifically for programming and adjusting these elevators:

1.	11.
2.	12.
3.	13.
4.	14.
5.	15.
6.	16.
7.	17.
8.	18
9.	19.
10.	20.

Signature:	Notarized By:
Title:	Date:
Date:	

USE CURRENT ELEVATOR CODE FOR REFERENCE



Date:

OVERHEAD
AND
PIT CLEARANCES

Elevator Identification No.

A.
B.
C.
D.
E.
F.
G.

Company Name:
Address:
Representative:

ELESPC91-1 *Revised: November 8, 1991*

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 AND RECEIPT THEREFOR 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

INSURANCE REQUIREMENTS

All insurance requirements shall conform to Jefferson Parish Resolution No. 113646 or No. 113647 dated 12/09/09.

The contractor shall not commence work under this contract until he has obtained all insurance and complied with the requirements of the specifications and Resolution No. 113646 or No. 1113647.

WORKER'S COMPENSATION INSURANCE

As required by Louisiana State Statute, exception; Employer's Liability, Section B 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, otherwise this limit shall be no less than $500,000 per occurrence.

COMMERCIAL GENERAL LIABILITY

Shall provide limits not less than the following: $1,000,000.00 Combined Single Limit per Occurrence for bodily injury and property damage.

COMPREHENSIVE 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.

DEDUCTIBLES

No insurance required shall include a deductible not greater than $10,000.00. The cost of the deductible be borne by the contractor.

UMBRELLA LIABILITY COVERAGE

An umbrella policy or excess may be used to meet minimum requirements.

CONSTRUCTION AND RENOVATION PROJECTS REQUIRE THE FOLLOWING:

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.