



UNIVERSITY of
LOUISIANA
L A F A Y E T T E

INVITATION TO BID

SOLICITATION FILE No.: 25001

TITLE: ELEVATOR REPAIR & MAINTENANCE (RENEWABLE CONTRACT)

BID SCHEDULE:

1. PRE-BID MEETING (in-person): NONE
2. DUE DATE/TIME (email only): Tuesday, May 28, 2024 2:00PM
3. BID OPENING (Zoom only): Wednesday, May 29, 2024 10:00AM
MEETING ID: 984 5157 1618 PASSWORD: 25001

SUBMIT BID TO:*

University of Louisiana at Lafayette
Office of Purchasing

ULLafayetteBids@louisiana.edu

To maintain the integrity of the bid process, please **do not cc** any other University email address when submitting your bid.

BUYER OF RECORD: Martina Howard

BUYER PHONE: (337) 482-1079

EMAIL: martina.howard@louisiana.edu

General Instructions to Bidders

1. Hard copies of sealed bids will no longer be accepted. All bids must be received electronically by the due date and time to be considered.
2. Sealed bids for furnishing the items and/or services specified are hereby solicited and will be received by the issuing UL Lafayette Campus/Department at the "Submit Bid To" address stated above, until the specified due date and time. Bidder is solely responsible for the timely delivery of bid. The Purchasing Office is not responsible for any delays.
3. Bid submissions must be signed by a person authorized to bind the vendor. In accordance with Louisiana R.S. 39:1594, the person signing the bid must be: (1) any corporate officer listed on the most current annual report on file with the secretary of state, or the signature on the bid is that of any member of a partnership or partnership in commendam listed in the most current partnership records on file with the secretary of state; or (2) an authorized representative of the corporation, partnership, or other legal entity and the Bidder submits or provides upon request a corporate resolution, certification as to the corporate principal, or other documents indicating authority which are acceptable to the public entity, including registration on an electronic Internet database maintained by the public entity; or (3) entity has filed in the appropriate records of the secretary of state in which the public entity is located, an affidavit, resolution, or other acknowledged or authentic document indicating the names of all parties authorized to submit bids for public contracts.
4. When bid is submitted by email, **the subject line must show the Solicitation/File No.** and submission must be received by bid deadline.
5. Read the entire solicitation, including all terms, conditions and specifications.
6. All bid information and prices must be typed or written in ink. Any corrections, erasures or other forms of alteration to unit prices are to be initialed by the Bidder.
7. Bid prices shall include all delivery charges paid by the vendor, F.O.B. UL Lafayette Destination, unless otherwise provided in the solicitation. Any invoiced delivery charges not quoted and itemized on the UL Lafayette purchase order are subject to rejection and non-payment.
8. Payment terms: Net 30 after receipt of properly executed invoice or delivery and acceptance, whichever is later.
9. By signing this solicitation, the Bidder certifies compliance with all general instructions to Bidders, terms, conditions and specifications; and further certifies that this bid is made without collusion or fraud.
10. **MANDATORY** bid requirements are detailed immediately following the Standard Terms & Conditions section.
11. **There will be no pre-bid meeting for this solicitation.**
12. Quantities listed in these specifications are approximate and are not guaranteed by the University. The University reserves the right to **increase or reduce** quantity as needed if in the best interest of the University.

These standard terms and conditions shall apply to all UL Lafayette solicitations, unless otherwise specifically amended and provided for in the special terms and conditions, specifications, or other solicitation documents. In the event of conflict between the General Instructions to Bidders or Standard Terms & Conditions and the Special Terms & Conditions, the Special Terms & Conditions shall govern.

Bids submitted are subject to provisions of the laws of the State of Louisiana, including but not limited to: the Louisiana Procurement Code (R.S. 39:1551-1736); Purchasing Rules and Regulations (Title 34 of the Louisiana Administrative Code); Executive Orders; and the terms, conditions, and specifications stated in this solicitation.

1. Bid Delivery and Receipt

To be considered, Bidders may submit bids electronically to ULLafayetteBids@louisiana.edu. When bid is submitted by email, the subject line must show the Solicitation/File No. and must be received by bid deadline.

Bidders are advised that the U.S. Postal Service does not make deliveries to the Purchasing Office. Bids will no longer be accepted by mail or in person. Bidder is solely responsible for the timely delivery of its bid, and failure to meet the bid due date and time shall result in rejection of the bid.

2. Bid Forms

Bids are to be submitted on and in accordance with the UL Lafayette solicitation forms provided, and must be signed by an authorized agent of the vendor. Bids submitted on other forms or in other price formats may be considered informal and may be rejected in part or in its entirety. Bids submitted in pencil and/or bids containing no original signature indicating the Bidder's intent to be bound will not be accepted.

3. Interpretation of Solicitation/Bidder Inquiries

If Bidder is in doubt as to the meaning of any part or requirement of this solicitation, Bidder may submit a written request for interpretation to the Buyer-of-Record at the email address on page 1 of this solicitation. Written inquiries must be received in the UL Lafayette Office of Purchasing no later than five (5) calendar days prior to the opening of bids, and shall be clearly cross-referenced to the relevant solicitation/specification in question.

No decisions or actions shall be executed by any Bidder as a result of oral discussions with any UL Lafayette employee or consultant. Any interpretation of the documents will be made by formal addendum only, issued by the UL Lafayette Office of Purchasing, and mailed or delivered to all Bidders known to have received the solicitation. UL Lafayette shall not be responsible for any other interpretations or assumptions made by Bidder.

4. Bid Opening

In-person bid openings have been suspended for the foreseeable future. Bidders may attend the public bid opening of sealed bids and proposals conducted on Zoom. No information or opinions concerning the ultimate contract award will be given at bid opening or during the evaluation process. Written bid tabulations will not be furnished. Bids may be examined within 72 hours after bid opening. Information pertaining to completed files may be secured by submitting a written request to the Buyer-of-Record at the email address shown in header.

5. Special Accommodations

Any "qualified individual with a disability" as defined by the Americans with Disabilities Act, who has submitted a bid and desires to attend the public bid opening, must notify the UL Lafayette Office of Purchasing in writing not later than seven days prior to the bid opening date of their need for special accommodations. If the request cannot be reasonably provided, the individual will be informed prior to the bid opening.

6. Standards of Quality

Any product or service bid shall conform to all applicable federal, state and local laws and regulations, and the specifications contained in the solicitation. Any manufacturer's name, trade name, brand name, or catalog number used in the specification is for the purpose of describing the standard of quality, performance, and characteristics desired; and is not intended to limit or restrict competition. Bidder must specify the brand and model number of the product offered in his bid. Bids not specifying brand and model number shall be considered as offering the exact product specified in the solicitation.

7. New Products/Warranty/Patents

All products bid for purchase must be new, never previously used, of the manufacturer's current model and/or packaging, and of best quality as measured by acceptable trade standards. No remanufactured, demonstrator, used or irregular products will be considered for purchase unless otherwise specified.

The manufacturer's standard published warranty and provisions shall apply, unless more stringent warranties are otherwise required by UL Lafayette and specified in the solicitation. In such cases, the Bidder and/or manufacturer shall honor the specified warranty requirements, and bid prices shall include any premium costs of such coverage.

Bidder guarantees that the products proposed and furnished will not infringe upon any valid patent or trademark; and shall, at its own expense, defend any and all actions or suits charging such infringement, and shall save UL Lafayette harmless.

8. Descriptive Information

Bidders proposing an equivalent brand or model are to submit descriptive information (such as literature, technical data, illustrations, etc.) sufficient for UL Lafayette to evaluate quality, suitability, and compliance with the specifications with the bid submission. Failure to submit descriptive information may cause bid to be rejected. Any changes made by Bidder to a manufacturer's published specifications shall be verifiable by the manufacturer. If items bid do not fully comply with specifications, Bidder must state in what respect items deviate. Bidder's failure to note exceptions in its bid will not relieve the Bidder from supplying the actual products requested.

9. Bids/Prices/F.O.B. Point

- The bid price for each item is to be quoted on a "net" basis and F.O.B. UL Lafayette Destination, i.e. title passing upon receipt and inclusive of all delivery charges, any item discounts, etc.
- Bids other than F.O.B. UL Lafayette Destination may be rejected.
- Bids indicating estimated freight charges may be rejected.
- Bids requiring deposits, payment in advance, or C.O.D. terms may be rejected.
- Bidders who do not quote "net" item prices and who separately quote an overall "lump sum" freight cost or discount for all items shall be considered as submitting an "all-or-none" bid for evaluation and award purposes; and risk rejection if award is made on an item basis.
- Prices shall be firm for acceptance for a minimum of 30 days, unless otherwise specified. Bids conditioned with shorter acceptance periods may be rejected.
- Prices are to be quoted in the unit/packaging specified (e.g. each, 12/box, etc), or may be rejected.
- In the event of extension errors, the unit price bid shall prevail.

13. Taxes

Vendor is responsible for including all applicable taxes in the bid price. UL Lafayette is exempt from all Louisiana state and local sales and use taxes. By accepting an award, resident and non-resident firms acknowledge their responsibility for the payment of all taxes duly assessed by the State of Louisiana and its political subdivisions for which they are liable, including but not limited to: franchise taxes, privilege taxes, sales taxes, use taxes, ad valorem taxes, etc.

11. Terms and Conditions

This solicitation contains all terms and conditions with respect to the purchase of the goods and/or services specified herein. Submittal of any contrary terms and conditions may cause your bid to be rejected. By signing and submitting a bid, vendor agrees that contrary terms and conditions which may be included in its bid are nullified; and agrees that this contract shall be construed in accordance with this solicitation and governed by the laws of the State of Louisiana.

12. Vendor Forms/ UL Lafayette Signature Authority

The terms and conditions of the UL Lafayette solicitation, purchase order and contract shall solely govern the purchase agreement, and shall not be amended by any vendor contract, form, etc.

The University's Vice President of Administration and Finance, chief procurement officer, or authorized designee, is delegated sole authority to execute/sign any vendor contracts, forms, etc., on behalf of UL Lafayette. Departments are expressly prohibited from signing any vendor forms.

Any such vendor contracts/forms bearing unauthorized signatures shall be null and void, shall have no legal force, and shall not be recognized by UL Lafayette in any dispute arising therefrom. Vendors who present any such forms to department users for signature without regard to this strict UL Lafayette policy may face contract cancellation, suspension, and/or debarment.

13. Awards

The intent is to award this bid on an all-or-none basis to the lowest responsible and responsive Bidder. UL Lafayette reserves the right: (1) to award items separately, grouped, or on an all-or-none basis, as deemed in its best interest; (2) to reject any or all bids and/or items; and (3) to waive any informalities.

All solicitation specifications, terms and conditions shall be made part of any subsequent award as if fully reproduced and included therein, unless specifically amended in the formal contract.

14. Acceptance of Bid

Only the issuance of an official UL Lafayette purchase order, contract, Notification of Award letter, or a Notification of Intent to Award letter shall constitute the University's acceptance of a bid. UL Lafayette shall not be responsible in any way to a vendor for goods delivered or services rendered without an official purchase order and/or contract.

15. Applicable Law

All contracts shall be construed in accordance with and governed by the laws of the State of Louisiana.

16. Awarded Products/Unauthorized Substitutions

Only those awarded brands and numbers stated in the UL Lafayette contract are approved for delivery, acceptance, and payment purposes. Any substitutions must be reviewed and approved by the UL Lafayette Office of Purchasing prior to awarding the contract. Unauthorized product substitutions are subject to rejection at time of delivery, post-return at vendor's expense, and non-payment.

17. Testing/Rejected Goods

Vendor warrants that the products furnished will be in full conformity with the specification, drawing or sample, and agrees that this warranty shall survive delivery, acceptance, and use. Any defect in any product may cause its rejection. UL Lafayette reserves the right to test products for conformance to specifications both prior to and after any award. Vendor shall bear the cost of testing if product is found to be non-compliant. All rejected goods will be held at vendor's risk and expense, and subject to vendor's prompt disposition. Unless otherwise arranged, rejected goods will be returned to the vendor freight collect.

18. Delivery

Vendor is responsible for making timely delivery in accordance with its quoted delivery terms. Vendor shall promptly notify the UL Lafayette Department and/or UL Lafayette Office of Purchasing of any unforeseen delays beyond its control. In such cases, UL Lafayette reserves the right to cancel the order and to make alternative arrangements to meet its needs.

19. Default of Vendor

Failure to deliver within the time specified in the bid/award will constitute a default and may be cause for contract cancellation. Where the University has determined the vendor to be in default, UL Lafayette reserves the right to purchase any or all goods or services covered by the contract on the open market and to surcharge the vendor with costs in excess of the contract price. Until such assessed surcharges have been paid, no subsequent bids from the defaulting vendor will be considered for award.

20. Vendor Invoices

Invoices shall reference the UL Lafayette purchase/release order number, vendor's packing list/delivery ticket number, shipping/delivery date, etc. Invoices are to be itemized and billed in accordance with the order, show the amount of any prompt payment discount, and submitted on the vendor's own invoice form. Invoices submitted by the vendor's supplier are not acceptable.

21. Delinquent Payment Penalties

Delinquent payment penalties are mandated and governed by Louisiana R.S. 39:1695. Vendor penalties to the contrary shall be null and void, shall have no legal force, and shall not be recognized by UL Lafayette in any dispute arising therefrom.

22. Assignment of Contract/Contract Proceeds

Vendor shall not assign, sublet or transfer its contractual responsibilities, or payment proceeds thereof, to another party without the prior written consent and approval of the UL Lafayette Office of Purchasing. Unauthorized assignments of contract or assignments of contract proceeds shall be null and void, shall have no legal force, and shall not be recognized by UL Lafayette in any dispute arising therefrom.

23. Contract Cancellation/Termination

UL Lafayette has the right to cancel any contract for cause, in accordance with purchasing rules and regulations, including but not limited to: (1) failure to deliver within the time specified in the contract; (2) failure of the product or service to meet specifications, conform to sample quality or to be delivered in good condition; (3) misrepresentation by the vendor; (4) fraud, collusion, conspiracy or other unlawful means of obtaining any contract with the University; (5) conflict of contract provisions with constitutional or statutory provisions of state or federal law; (6) any other breach of contract.

UL Lafayette has the right to cancel any contract for convenience at any time by giving thirty (30) days written notice to the vendor. In such cases, the vendor shall be entitled to payment for compliant deliverables in progress.

24. Prohibited Contractual Arrangements

Per Louisiana R.S. 42:1113.A, no public servant, or member of such a public servant's immediate family, or legal entity in which he has a controlling interest shall bid on or enter into any contract, subcontract, or other transaction that is under the supervision or jurisdiction of the agency of such public servant. See statute for complete law, exclusions, and provisions.

25. Equal Employment Opportunity Compliance

By submitting and signing this bid, vendor agrees to abide by the requirements of the following as applicable: Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972; federal Executive Order 11246; federal Rehabilitation Act of 1973, as amended; the Vietnam Era Veteran's Readjustment Assistance Act of 1974; Title IX of the Education Amendments

of 1972; the Age Act of 1975; the Americans with Disabilities Act of 1990. Vendor agrees not to discriminate in its employment practices, and will render services under any contract entered into as a result of this solicitation without regard to race, color, religion, sex, age, national origin, veteran status, political affiliation, handicap, disability, or other non-merit factor. Any act of discrimination committed by vendor, or failure to comply with these statutory obligations when applicable, shall be grounds for termination of any contract entered into as a result of this solicitation.

26. Mutual Indemnification

Each party hereto agrees to indemnify, defend, and hold the other, its officers, directors, agents and employees harmless from and against any and all losses, liabilities, and claims, including reasonable attorney’s fees arising out of or resulting from the willful act, fault, omission, or negligence of the indemnifying party or of its employees, contractors, or agents in performing its obligations under this agreement, provided however, that neither party hereto shall be liable to the other for any consequential damages arising out of its willful act, fault, omission, or negligence.

27. Certification of No Suspension or Debarment

By signing and submitting this bid, Bidder certifies that its company, any subcontractors, or principals thereof, are not suspended or debarred under federal or state laws or regulations. A list of parties who have been suspended or debarred by federal agencies is maintained by the General Services Administration and can be viewed on the internet at www.epls.gov.

28. Substitution of Personnel

If applicable, the University intends to include in any contract resulting from this ITB the following condition:

Substitution of Personnel: If, during the term of the contract, the Contractor or subcontractor cannot provide the personnel as proposed and requests a substitution, that substitution shall meet or exceed the requirements stated herein. A detailed resume of qualifications and justification is to be submitted to the University for approval prior to any personnel substitution. It shall be acknowledged by the Contractor that every reasonable attempt shall be made to assign the personnel listed in the Contractor’s bid.

29. Insurance Requirements

Please note attached insurance requirements section included in these bid specifications.

If applicable to the services procured in this solicitation, the successful Bidder will be required to furnish a certificate of insurance evidencing required coverages and naming the University of Louisiana at Lafayette as an additional insured on all liability policies.

30. Nonperformance

Successful Bidder is required to perform in strict accordance with all contract specifications, terms, and conditions. Successful Bidder will be advised in writing of nonperformance issues and shall be required to promptly implement corrective actions to ensure contract compliance and to prevent recurrences. In the event the successful Bidder is issued three or more complaints of nonperformance, UL Lafayette reserves the right at its sole discretion to cancel the contract with a ten (10) day written notice. Contract cancellations due to nonperformance may be cause to deem vendor non-responsible in future solicitations.

31. Official University Recognized Holidays

The following is a list of officially recognized University Holidays:

New Year’s Day	July 4 th
Martin Luther King Day	Labor Day
Mardi Gras Day	Thanksgiving Day
Good Friday	Acadian Day
Memorial Day	Christmas Day
Juneteenth	

32. No Smoking Campus

The Successful Bidder shall be responsible for compliance with all University policies, security measures and vehicle regulations. Specifically, the University is a NO SMOKING campus and all prospective Bidders are cautioned that smoking will not be permitted inside or outside on ANY part of this facility at any time. Any employee who is found to be in violation of this policy will be subject to immediate dismissal.

33. Non-Exclusivity

This agreement is non-exclusive and shall not in any way preclude UL Lafayette from entering into similar agreements and/or arrangements with other Vendors or from acquiring similar, equal, or like goods and/or services from other entities or sources.

34. Contract Amendments

Requests for contract changes must be made in writing by an authorized agent/signatory of the Vendor and submitted to UL Lafayette Office of Purchasing for prior approval. Requests shall include detailed justification and supporting documentation for the proposed amendment.

Contract revisions shall be effective only upon approval by UL Lafayette Office of Purchasing and issuance of a formal UL Lafayette Contract Amendment. The Vendor shall honor purchase orders issued prior to the approval of any contract amendment as applicable.

35. Term of Contract

The duration of this Contract commences from the date specified herein or date of award notification and continues until University accepts final delivery of all deliverables. Total initial contract period not to exceed Twelve (12) months.

Based upon mutual agreement between the University and the successful Bidder, this contract may be extended for four (4) additional twelve (12) month periods under the same terms. *The successful bidder may be allowed to increase the unit price by up to 5% annually upon negotiation and agreement by both parties. Both parties must agree to any increase and/or extension, and a decision will be made at each twelve (12) month interval.*

All terms of the solicitation shall be firm for the duration of Contract.

36. Notification of Fund Appropriation

The continuation of this contract is contingent upon the appropriation of funds to fulfill the requirements of the contract by the Legislature. If the Legislature fails to appropriate sufficient monies to provide for the continuation of the contract or if such appropriation is reduced by the veto of the Governor or by any means provided in the Appropriations Act to prevent the total appropriations for the year from exceeding revenues for that year or for any lawful purpose and the effect of such reduction is to provide insufficient monies for the continuation of the contract, the contract shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.

All Bidders should be aware that our Legislative process is such that it is often impossible to give prior notice of the non-appropriation of funds.

37. Number of Bid Response Copies

Each Bidder must submit one (1) signed original bid to the Office of Purchasing at the mailing address specified in this solicitation document. The original must CONTAIN ORIGINAL SIGNATURES of those company officials or agents duly authorized to sign on behalf of the organization. Bidders may be required to mail in the original documents upon award.

38. PROHIBITION OF DISCRIMINATORY BOYCOTTS OF ISRAEL

In accordance with LA R.S. 39:1602:1, for any contract for \$100,000 or more and for any contractor with five or more employees, Contractor, or any Subcontractor, shall certify it is not engaging in a boycott of Israel, and shall, for the duration of this contract, refrain from a boycott of Israel.

The State reserves the right to terminate this contract if the Contractor, or any Subcontractor, engages in a boycott of Israel during the term of the contract.

39. PRE-BID MEETING

There will be no pre-bid meeting for this solicitation.

40. SITE VISIT/CONTACT INFORMATION

It is the responsibility of the prospective bidder to visit and examine the jobsite, take measurements to his/her own satisfaction, and determine conditions under which work is to be done. Owner will not accept responsibility for conditions which careful examination of premises would have shown existed.

To visit jobsite and for further information, prospective bidder is to contact Rob McPherson, 337-482-2001.

41. PIGGY BACK CLAUSE

University of Louisiana Lafayette is asking all responding vendors to indicate their willingness to extend the terms of resulting contracts, inclusive of price, to other Louisiana state agencies and/or universities. While this clause in no way commits any state agency and/or university to purchase from the awarded vendor, nor does it guarantee any additional orders will result, it does allow state agencies and/or universities, at their discretion, to make use of the University of Louisiana at Lafayette's competitive process (provided said process satisfies their own procurement guidelines) and purchase directly from the awarded contractor. All purchases made by other state agencies and/or universities shall be understood to be transactions between that state agency and/or university and the awarded vendor. The University of Louisiana at Lafayette shall not be responsible for any such purchases.

MANDATORY BID REQUIREMENTS

Failure to meet all of the listed mandatory requirements will result in rejection of bid without further consideration.

1. CERTIFICATION STATEMENT

The Bidder **must** sign and include the Certification Statement as set forth in solicitation document. The signature of Bidder's Authorized Representative **must be an ORIGINAL signature** - not a typed/electronic signature. Documents signed in the DocuSign™ program are the only exceptions to this policy.

2. BID SHEET/FORM

The Bidder must submit bid on the form herein provided. The proposal must be signed in ink, and blank space(s) should be filled in for every applicable blank in the UNIT PRICE and EXTENDED TOTAL column. Items left blank will not be awarded to that bidder. It is not necessary to bid on all items. However, if you are not bidding on a particular item, or find a blank that is not applicable to your submission, write "NO BID" or "N/A" in the provided space(s). The Bidder must state the UNIT price (written in ink or typewritten) for each item and shall show the total amount for each item based on the quantities listed.

3. CONTRACTOR QUALIFICATIONS

A. LICENSE REQUIREMENTS - License number shall be listed on the bid form. Contractors or contracting firms submitting bids in the amount of \$50,000.00 or more shall be licensed under L.A. R.S. 37:2150-2163 in a classification such as:

A. Special Contractor Requirements: LICENSE REQUIREMENTS - Contractors or contracting firms submitting bids in the amount of \$10,000.00 or more shall be licensed under L.A. R.S. 37:2150-2163 in a classification such as: **LIMITED SPECIALTY LICENSE such as SPECIALTY-ELEVATORS, DUMBWAITERS AND ESCALATORS.** License number shall be listed on the bid form.

B. REFERENCE LETTERS - Two (2) letters of reference from current contract holders from listing above shall be supplied with the bid. Failure to supply this information shall be grounds for rejection of the bid.

4. CERTIFICATE OF INSURANCE

Bidder shall submit a certificate of insurance with bid submission or by provide the following information: Policy number, names and addresses of carriers and Agents, amounts of coverage, types of coverage, and effective dates on the bid form enclosed.

CONTACT INFORMATION

ELECTRONIC BID SUBMISSIONS (ONLY) *Do not email questions about the bid to this email address.*

ULLafayetteBids@louisiana.edu

Be sure to include the solicitation number in the subject line.

Do not send your submission to any other University email address.

QUESTIONS/CONCERNS ABOUT SPECIFICATIONS

purchasing@louisiana.edu

BidQuestions@louisiana.edu

Do not email bid submissions to either of these addresses.

To contact Purchasing by phone: 337.482.2955.

CAMPUS DELIVERIES

The campus is not fully open for receiving deliveries by courier at this time. Please send samples or other associated documents via US Mail only when a hard copy is requested or deemed necessary. The UL Post Office (located inside the Student Union) will accept bid packages with proper postage to place in the Purchasing Department's mailbox. The phone number is 337.482.6113.

DEFINITIONS

Agent - The University's representative in the Facility Management who is referred to throughout these documents as singular in number.

Contractor - The person/company who contracts with UL Lafayette to perform the work as called for on these documents who is referred to as singular in number.

Owner - The University of Louisiana at Lafayette (UL Lafayette)

IMPORTANT NOTES:

- 1. VENDOR BIDDING ANYTHING OTHER THAN EXACT GOODS/SERVICES SPECIFIED IN THESE SPECIFICATIONS IS TO SUBMIT DESCRIPTIVE AND ILLUSTRATIVE LITERATURE WITH BID FOR CONSIDERATION OF AWARD. FAILURE TO DO SO SHALL BE CAUSE FOR REJECTION OF BID.**
- 2. ALL PRICES QUOTED ARE TO REMAIN FIRM UNTIL ALL DELIVERABLE GOODS OR SERVICES ARE RENDERED TO AND ACCEPTED BY THE UNIVERSITY OF LOUISIANA AT LAFAYETTE.**
- 3. IN THE EVENT OF EXTENSION ERRORS, THE UNIT PRICE ON THE BID FORM SHALL PREVAIL.**
- 4. THE UNIVERSITY OF LOUISIANA AT LAFAYETTE ADHERES TO NET 30 PAYMENT TERMS. ALL OTHER PAYMENT TERMS MUST BE DISCLOSED WITH BID. BE ADVISED THAT STRICTER PAYMENT TERMS MAY BE CAUSE FOR REJECTION OF BID.**
- 5. QUANTITIES ARE APPROXIMATE AND ARE NOT GUARANTEED BY THE UNIVERSITY. THE UNIVERSITY RESERVES THE RIGHT TO INCREASE OR REDUCE QUANTITY AS NEEDED IF IN THE BEST INTEREST OF THE UNIVERSITY.**
- 6. THE UNIVERSITY RESERVES THE RIGHT TO AWARD PROPOSAL ON AN INDIVIDUAL ITEM BASIS, A COMBINATION OF ITEMS BASIS, OR AS A TOTAL PACKAGE TO ONE VENDOR, WHICHEVER IS IN THE BEST INTEREST OF THE UNIVERSITY.**
- 7. BID SUBMISSIONS MUST DISCLOSE ALL FEES INCLUDING SHIPPING, HANDLING, FREIGHT, FUEL SURCHARGES, ETC. NO ADDITIONAL FEES WILL BE ACCEPTED AFTER AWARD.**
- 8. FAILURE TO COMPLY WITH ANY MANDATORY REQUIREMENTS SHALL BE CAUSE FOR REJECTION OF BID.**
- 9. THE CONTRACT TERMS WILL EXTEND TO ELEVATORS, LIFTS AND ESCALATORS TO FUTURE BUILDINGS BUILT AND/ OR PROCURED BY THE UNIVERSITY.**

The University of Louisiana at Lafayette is a tax-exempt State Agency. Vendor is responsible for including all applicable taxes in the bid price. UL-Lafayette is exempt from all Louisiana state and local sales and use taxes. Resident and non-resident firms acknowledge their responsibility for the payment of all taxes duly assessed by the State of Louisiana and its political subdivisions for which they are liable, including but not limited to: franchise taxes, privilege taxes, sales taxes, use taxes, ad valorem taxes, and etcetera.

DETAILED SPECIFICATIONS

THE PURPOSE OF THIS SOLICITATION IS TO ESTABLISH A CONTRACT TO FURNISH ALL MAINTENANCE AND REPAIR LABOR, ROUTINE MAINTENANCE MATERIALS, EQUIPMENT, TRANSPORTATION, SUPERVISION, PERMITS, ETC. NECESSARY FOR OPERATION OF ELEVATORS, LIFTS, AND ESCALATORS IN THE VARIOUS BUILDINGS OCCUPIED BY THE UNIVERSITY OF LOUISIANA AT LAFAYETTE, IN LAFAYETTE AND NEW IBERIA, LOUISIANA, PROVIDE TECHNICAL SUPPORT AND MECHANIC PERSONNEL TO THE UNIVERSITY, IN ORDER TO, FULLY MAINTAIN THE EXISTING ELEVATORS, PERSONNEL, CARGO LIFTS AND ESCALATORS IN PROPERTIES OWNED AND/OR OPERATED BY THE UNIVERSITY OF LOUISIANA AT LAFAYETTE. DOCK LIFTS ARE EXCLUDED. SERVICES SHALL INCLUDE ROUTINE SCHEDULED MAINTENANCE, EMERGENCY CALL BACK SERVICE, TROUBLESHOOTING AND REPAIR OF MALFUNCTIONING EQUIPMENT, AS SHOWN IN THESE SPECIFICATIONS, UPON AWARD THROUGH JUNE 30, 2025, WITH THE OPTION TO RENEW FOR UP TO FOUR (4) ADDITIONAL TWELVE-MONTH PERIODS.

SCOPE OF WORK

1. The scope of work shall include the necessary labor to accomplish the items below with regards to the elevator, lift and escalator equipment in appendix A. This service will be extended to future elevators, lifts and escalators acquired by the University.
2. Provide technical support and mechanic personnel to the University to fully maintain the existing elevators, personnel, cargo lifts and escalators on properties owned and/or operated by the University of Louisiana at Lafayette. Dock lifts are excluded.
3. Services shall include routine scheduled maintenance, emergency call back service, troubleshooting and repair of malfunctioning equipment.

(RENEWABLE CONTRACT)

OTHER REQUIREMENTS

1. Invoices shall be submitted monthly during the month following service and shall indicate the Purchase Order Number.
2. Reports: A weekly report shall be submitted to the representative at the University indicating the date, personnel performing service, areas to be worked on and type of work, i.e. preventive maintenance, repairs, etc.
3. Uniforms: All contract personnel shall be required to wear uniforms with company patches or other identifying clothing which has to clearly identify the personnel as being an employee of the Contractor. T-shirts with company logo are acceptable.
4. The successful bidder shall provide the University with a certificate of insurance showing proof of coverage for the attached standardized insurance requirements for State of Louisiana Contracts. The certificate shall name UL LAFAYETTE as an additional insured and grant a waiver of subrogation. The successful bidder shall also provide a signed indemnification agreement.

ADDITIONAL SERVICES

The University desires to receive pricing for additional services not specified in the Statement of Work. Payment for these services will be in addition to the charges for those services described in the Statement of Work.

General Requirements:

Contractor agrees to provide and furnish all labor, technical support and services specified in this contract including permits necessary for maintenance (where conditions warrant, adjust, lubricate, repair or replace the mechanical, electrical, electron, and structural parts) of the types of elevators, lifts, escalators and related equipment located in the buildings on the campus of the University of Louisiana at Lafayette, Lafayette, Louisiana in accordance with these specifications.

The maintenance of vertical transportation covered by this contractual agreement shall include all labor and the performance of all tests, along with the frequency of examinations as required herein by these specifications unless specifically excluded.

It is the intention of these specifications that all systems be furnished complete with whatever necessary items are required to produce satisfactory equipment in a working order. The Contractor shall be responsible for bringing to the attention of the Owner any shortcomings of the design, or thereby, shall be responsible in full to meet the conditions set forth, that being, the system is to be in a satisfactory working order.

All material shall be installed in accordance with the instructions of the manufacturers. The work shall be done in strict compliance with state and local ordinances governing this class of work.

LABOR FORCE

The Contractor shall provide and maintain a full operation of labor force during the performance of the contract; a sufficient work crew to execute the work with dispatch. Anticipated labor required is one thousand sixty-four (1,664) non-overtime and one hundred fifty (150) hours overtime, per year of technician labor and technician support.

The Contractor shall be responsible for maintenance and repair of all equipment installed by the contractor, which fails due to substandard workmanship.

ENGINEERING RESPONSIBILITY

With the complexity of equipment and the liability exposure of today's vertical transportation, it is necessary to not only provide top quality maintenance, but to also have a professional engineering group to verify the quality of material and safe operation of any wiring changes being used or integrated into the system. Also, in the case of microprocessor equipment, the contractor shall have complete access to all software and diagnostic programs. Prior to award of the contract, the successful bidder shall demonstrate to the owner the ability to comply with this section. For the protection of the owner, passengers and other related exposures connected to fulfillment of this contractual obligation, the bidder will include in his bid, monies for engaging a Licensed Professional Engineer licensed by the State of Louisiana Board of Registration for Professional Engineers and Land Surveyors, with no less than five years' experience in specifying elevator materials and verifying software and control wiring changes and shall guarantee that all such changes are in accordance with all applicable codes. The name of the Licensed Professional Engineer committed by letter to this responsibility, along with his/her address and signature shall be provided in the space for the verification of this information on the form entitled "ENGINEERING RESPONSIBILITY" in Appendix B of these specifications.

The successful bidder must demonstrate support from a licensed. Professional Engineer Registered with the State of Louisiana. That engineer must have at least five (5) years' experience in specifying elevator materials and verifying software and control changes. Neither the *National Council of Examiners for Engineering and Surveying* nor the *Louisiana Professional Engineering and Land Surveying Board* recognize "Elevator Engineer" as any official discipline. Therefore, any Registered Louisiana Engineer with appropriate experience will suffice for this bid.

QUALIFICATIONS

All journeymen and technicians furnished under this contract listed in this document shall have no less than five (5) years' experience in elevator maintenance and repair including electronic controls and programmable logic controllers similar to the ones utilized in the University's elevator equipment, and must be fully qualified to diagnose, test, and repair all systems covered under this contract. The Contractor is advised that all technicians responding to calls for entrapment service from the University must be able to respond in person to the actual equipment in no more than one (1) hour from the time of the initial notification to the Contractor, and in this regard, the Contractor is strongly encouraged to choose technicians that reside within a reasonable distance from the campus in order to meet this requirement. To support these qualifications, the Contractor shall submit with his/her bid a detailed resume of at least three (3) technicians that will be assigned to this contract (i.e. will work on the campus). That resume must include at a minimum: the technician's name, prior work and formal educational experiences, and all training experiences. The Contractor must demonstrate that his/her technicians possess formal training and certification in the systems covered under this contract. The University will then have the option to choose the technician(s) they desire to provide the best service to the campus. Failure on the Contractor's part to demonstrate adequate technical staff necessary to complete the scope of this contract shall result in a dismissal of the bid.

The bidder shall submit with the bid a listing of elevators and lifts currently being maintained within a 50-mile radius of the UL Lafayette campus. In addition, two (2) letters of reference from current contract holders within the listing above (within 70-mile radius) shall be supplied. Failure to supply this information shall be grounds for rejection of the bid. On-site emergency response time by the technician must not exceed two hours.

The Contractor will be expected to utilize the same technicians to perform the maintenance and repair work specified in this contract for the duration of this contract, including any renewal periods, should these be exercised by both parties. The practice of changing technicians during the term of the contract can be grounds for the termination of the contract. The University must be notified in writing of any changing of personnel. That notification must contain the name and qualifications of the replacement technicians the Contractor proposes to assign to this contract. The University has the right to deny or disapprove any technician that does not meet our approval.

The Contractor shall be prepared to provide service in an amount of thirty-two (32) hours per week or one thousand six hundred and sixty-four (1,664) hours per year for executing the scope of work identified in this contract. The amount of actual labor utilized per week may be greater or less than thirty-two (32) hours, and could be carried over from week to week or month to month so long as the total number of hours at the end of the first yearly term does not surpass 1,664. Cost for travel time (the time it takes a technician to report to the elevator equipment and begin work) shall not be included in any way for this contract, and the Contractor may only bill the University for the cost of service provided once a technician physically arrives at the elevator.

The University's designated representative responsible for the elevators and lifts on campus shall be the direct contact of the elevator technicians and the contractor executing this contract.

APPROVALS FOR CHANGE

At no time shall the Contractor deviate from the intent of the specifications unless these deviations are approved in writing by the Engineer.

CODES AND PERMITS

Said work shall comply with all local codes and ordinances.

Compliance with the latest edition of A.S.M.E. A17.1 code with and including supplemental adoptions will be required. Where disputes in workmanship associated with the work described in this document exist, the State of Louisiana contracted elevator inspector will be consulted to determine a lawful and amicable resolution. By acceptance of these specifications, the Contractor agrees to the terms in this paragraph.

STANDARDS

All materials furnished under this contract shall be designed, constructed, and rated in accordance with the latest applicable standards, and shall pass inspection tests as recommended therein.

MATERIALS AND APPROVALS

The Bidder shall base his proposal on materials herein specified. Reference to specific manufacturers or trade names is not intended to limit or indicate preference to specific manufacturers, but to indicate a standard of quality.

EXAMINATION OF DOCUMENTS AND SITE

Bidders shall carefully examine the Bidding Documents and the sites to obtain first-hand knowledge of the scope and the conditions of the Work. Each Bidder, by submitting a proposal to perform a portion of the Work, represents and warrants that he has examined the Specifications and Site of the Work, and from his own investigation, has satisfied himself as to the scope, accessibility, nature and location of the Work; character of the equipment and other facilities needed for, the performance of the Work; the character and extent of other work to be performed; the local conditions; labor availability, practices and jurisdictions and other circumstances that may affect the performance of the Work. No additional compensation will be allowed by the Owner for failure to inform himself/herself as to the conditions affecting the Work.

INTERPRETATION OF DOCUMENTS

If any person contemplating submitting a bid for the proposal contract is in doubt as to the meaning of any part of these Specifications, he/she may submit to the University Purchasing Department, not later than seven (7) working days prior to the

date set for opening of bids, a written request for an interpretation or clarification. Bidders should act promptly and allow sufficient time for a reply to reach them before preparing their bids. Any interpretation or clarification will be in the form of an addendum duly issued. No alleged verbal interpretation or rulings will be held binding upon the University.

INTENT

The intent of this contract is to provide maintenance of the elevators, lifts and escalators for the University so that the elevators, lifts and escalators will perform in an efficient and safe manner, maintain occupant service and extend the equipment life.

1.1 TOOLS, EQUIPMENT AND TRANSPORTATION

Contractor shall furnish all necessary tools, test equipment, etc. to accomplish this work. All necessary transportation of employees and materials to and from the work sites shall be the Contractor's responsibility.

1.2 GUARANTEE

Should the Contractor fail to render the services ordered under this contract in the manner and within the time specified, the Owner reserves the right to cancel the contract for services that the Contractor has failed to render in the manner and within the time specified. Termination under this article shall not affect or relieve either party of any obligation or liability that may have occurred prior to such termination.

The Owner reserves the right from time to time to employ others to make such tests as they may deem advisable, and when it is found the systems are not up to proper standards, the University may immediately demand of the Contractor that the systems be placed in proper condition. If the demand is not promptly complied with, the University may cancel the agreement and enter an agreement with others to perform such work and deduct the total cost thereof, from the Contractor's monthly charge for the services specified, or if contract has expired pay additional cost incurred.

The University reserves the right to act as the sole Agent in determining if service is satisfactory, The Contractor's failure to comply with Owner's demands in this regard within a reasonable time will constitute a circumstance under which the Owner may immediately and without notice terminate the agreement.

Should the Contractor fall more than thirty (30) days behind the previously submitted and approved schedule, the University may cancel the contract upon written notification.

1.3 ACCESS

The Contractor shall be provided access to all areas required to perform the work covered under this contract. Some sensitive areas will require advance scheduling, and/or escort. All keys for sensitive areas are to be checked in and out daily. Keys for non-sensitive areas will be issued to the contractor and required to be returned at the University's request. Failure to do so, or lost keys may result in termination of contract with monetary penalties based on the cost to replace locks, keys and incurred labor.

1.4 LICENSE CLASSIFICATION

Contractors or contracting firms submitting bids in the amount of \$10,000.00 or more shall be licensed under L.A. R.S. 37:2150-2163 in a classification such as: **LIMITED SPECIALTY LICENSE such as SPECIALTY-ELEVATORS, DUMBWAITERS AND ESCALATORS**. Additional information relative to licensing may be obtained from the Louisiana State Licensing Board for Contractors, Baton Rouge, Louisiana.

FAMILIARITY WITH CONDITIONS

Prior to the submission of the bid proposal, the Prospective Bidder shall be deemed to have made a careful examination of the project site and specifications. The Prospective Bidder shall become familiar with the location, the character of terrain to be encountered, the kind of facilities required before, and during the project, to include general local conditions and all other matters that may affect the cost and the time of completion of the project.

It is the responsibility of the prospective bidder to visit and examine equipment that will be serviced under this contract, take measurements to his/her own satisfaction and determine conditions under which work is to be performed. Owner will not accept responsibility for conditions which careful examination of premises would have shown existed.

To visit jobsite and for further information, prospective bidder is to contact Martina Howard at martina.howard@louisiana.edu . For access to equipment contact Carter Hamilton, carter.hamilton@louisiana.edu or Allen Bonnet, allen.bonnet@louisiana.edu .

Work must be completed to the satisfaction of the University representative before invoices are approved. Failure to meet the objectives to the satisfaction of the University may result in cancellation of the contract and the Contractor being charged back for damages incurred.

By submitting your bid, you are acknowledging that you understand the schedule and agree that your company is capable of completing the required work in the timeline provided for the price(s) submitted in your bid.

1.5 CONTRACT TERMS

Based upon mutual agreement between the University and the successful bidder, this contract may be extended for FOUR (4) additional twelve (12) month periods. Both parties must agree to any extension, and a decision will be made at each twelve (12) month interval.

The continuation of this contract is contingent upon the appropriation of funds to fulfill the requirements of the contract by the Legislature.

If the Legislature fails to appropriate sufficient monies to provide for the continuation of the contract or if such appropriation is reduced by the veto of the Governor or by any means provided in the Appropriations Act to prevent the total appropriations for the year from exceeding revenues for that year or for any lawful purpose and the effect of such reduction is to provide insufficient monies for the continuation of the contract, the contract shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.

All Bidders should be aware that our Legislative process is such that it is often impossible to give prior notice of the non-appropriation of funds.

The University of Louisiana at Lafayette reserves the right to reject any or all bids submitted.

AUDITS

The University reserves the right to have representatives of the University and/or the State inspect the records maintained by the Contractor concerning the products and services described herein.

IMPORTANT NOTES: Quantities/dates listed in these specifications are approximate and are not guaranteed by the University. The University reserves the right to **increase or reduce** quantity as needed if in the best interest of the University.

The University reserves the right to monitor the service and results and to terminate the contract thirty (30) days after written notice if services are deemed unsatisfactory by the University.

BID PRICES ARE TO REMAIN FIRM THROUGH JUNE 30, 2025. The contractor may adjust labor rate on the renewal of the contract by no more than 5%. The rate increase must be submitted to the University by April 1 for approval. This date will allow the University to allow for sustainable time to decide to renew the existing contract.

REPLACEMENT PARTS

The following items are subject to inspection by the University of Louisiana at Lafayette or the designated representative. If these items are not available for each unit of vertical transportation covered by these specifications, then the contractor must document that they are on order and give a date when the parts will be delivered to campus.

The maintenance contractor shall have available on request:

1. Complete as-built and up-to-date wiring diagrams.
2. Complete parts leaflets.
3. Engineering data for all load reactions and safety devices.
4. When microprocessor control is utilized, the diagnostic tools shall be maintained on the job site. The tools shall be listed under verification of qualifications for the type of equipment applicable to this requirement. Up to date and as-built wiring diagrams and software are to be kept on the job site. Software programs may be kept in Contractor's nearest jobsite office not to exceed sixty (60) mile radius from jobsite. Diagnostic tools are the property of the Owner, and the Contractor is expected to return all diagnostic tools to the Owner in the same condition (normal wear and tear exempted) in which he received it.
5. A check sheet must be maintained in each machine room marked with dates, not check marks.

This entire document is considered a labor-only contract – replacement parts for scheduled and unscheduled maintenance will be considered on a case-by-case basis. The University has some parts and materials which may be used by the Contractor to provide repairs to its equipment. Upon acceptance of any replacement part from the University, the contractor is accepting these materials as suitable and fit for their intended use, their design use and their applicability. It is the contractor's responsibility to notify and resolve with the University all concerns about University-provided materials BEFORE they are installed on the University's equipment. For all other materials, the

Contractor shall provide a detailed and written proposal, which must be approved by the University BEFORE they are installed on the University equipment.

All parts will be paid upon receipt to the University. Parts will be shipped either to site location where work is to be performed or to the following address: University Receiving Dept.

429 Cherry Street
Lafayette, LA 70506
Attn: Elevator Parts

Once approval to order parts is given by the University Representative, the company will notify the University Representative of an estimated date of delivery within 10 working days. Received parts will be scheduled for installation within ten working days after delivered to site where work is to be performed or University Receiving Dept. Installation of parts will be installed on an agreed upon schedule with the University.

INITIAL INSPECTION OF EQUIPMENT

Contractor, at his/her expense, shall, within thirty (30) days from the commencement date of this contract, provide the University with a written copy of its initial inspection of the University's equipment. The purpose of this requirement is to establish a written mutually agreeable condition of each elevator at the beginning of the contract.

GENERAL MAINTENANCE ITEMS

The information given in this section (and Appendix A) is provided as guidance regarding the University's expectation of service for its elevators and wheelchair lifts. It is not intended to be technical advice. The Contractor is expected to be fully capable of providing this type of service on all equipment listed in this bid:

When necessary, renew guide rollers as required to insure a quiet operation.

Keep the exterior of the machinery and other parts of the equipment that are subject to rust, properly painted and presentable at all times. The motor windings and controller coils are to be periodically treated with proper insulating compound.

Only use lubricant furnished by the manufacturer of the equipment of those as recommended by the manufacturer.

Elevator Contractor shall provide labor to replace, maintain, adjust, service and install when and as necessary the following....

Machine, motors, pumps, pump bearings, sheaves and sheave assemblies, controllers, selector, worm gears, thrust bearings, radial bearings, brake magnet, coils, brake shoes, brushes and brush holders, motor and generator windings, rotating elements, commutators, commutations, armatures, overspeed governors, governor shafts and assemblies, governor jaws, gears, bearings, valves, packing glands, rotating elements, contacts, coils, generators, mechanical and electrical driving equipment, condensers, car and hoistway wiring, controller wiring, auxiliary door closing devices, load weighing equipment and devices, car and counterweight frames, car safety mechanism, buffers, platform, resistors for operating and motors circuits, machine room lighting and transformers, car top lighting, pit lighting, car ventilation fan and fan motor, car emergency lighting, firefighters service Phase I & II, dispatching systems, hall lanterns, car travel lanterns, starters, indicators and control panels, relay panels, all relays, electrical contacts and coils, control and isolation transformers, rectifiers, shunts, wiring harness, leveling devices, slow down devices, operating devices, switches on the car and in the hoistway, door re-opening devices, top and bottom limit switches, push buttons, annunciators, elevator signal and accessory system circuitry, leveling vanes, jack seals, scavenger pumps, valve body, solenoid, hoses, belts, all fuses, terminals, and connections, all car top operating devices, handicap signals, motor couplings, isolation pads, relay leads and wiring connectors, overload devices, corridor position indicators and car position

indicators, signal chimes, alarm bell, signal lamps and indicators, hoistway pushbuttons and indicators, timers, hoistway limit switches, computer devices, switch and switch assemblies, electronic circuit boards and discreet solid state components, two way communication devices, door operator motors, door safety edges, infra-red sensors, hoist cables and governor ropes, cable shackles, selector cables and tapes, travel cables, compensation cables, car and counterweight guide rails and brackets, equipment guards and covers, all sheaves and bearings, magnet frames, leveling devices, cams, hoistway door hangers, door tracks and guides, door eccentrics, car and hoistway door gibs, door closures car door and counterweight roller guides and slide guide assemblies.

The contractor shall keep the guide rails clean and properly lubricated where applicable. The contractor shall regularly brush lint and dirt from the guide rails, beams, sills, headers, and car tops, bottom of platforms and remove dirt and accumulated rubbish from pits and machine room floors. Chemicals, oily rags or other fire hazardous material shall be properly protected in the contractor furnished and approved containers or removed from station daily after the completion of the cleaning activity. The exterior of the machinery and any other parts of the equipment subject to rust will be painted using semi-gloss or gloss enamel industrial type paint as approved by the owner.

All wellways, hoistways, cars and weights shall be cleaned regularly (at least twice a year) and documented in writing, listing the date each unit was cleaned. Pits and machine rooms shall be cleaned at least once monthly.

Check charts shall be placed in each machine room. (And must be kept current.) The date that each item is examined must be entered on the check chart (or maintenance log).

The equipment room should be clean and free of debris. Control cabinet doors are to be closed and locked when not in use.

PERIODIC TESTS REQUIRED

The Contractor shall be responsible for conducting all tests required by current A.S.M.E. A17.1 code and these must be made when said test are due and shall be documented in writing to the University. It shall be the Contractor's responsibility to determine when all tests and inspections are required, and to coordinate these services with the elevator inspector hired by the State of Louisiana, Division of Administration. **The Contractor shall provide the labor, equipment, and tools necessary to perform these tests in the presence of the State-appointed elevator inspector (where applicable).**

The contractor shall examine periodically all safety devices and governors and conduct all required test (no-load, full load, and others as required) of safety mechanisms, overhead speed governors, car and counterweight buffer as required by ASME A17.1.

Reports shall be submitted to the University within thirty (30) days of the date the test was made. The report shall include: machine number, manufacturer, type governor, condition, tripping speed, type safety, safety rope pull out, car slide, pull through force of governor, then the governor setting shall be sealed and tagged with date of test and name of the mechanic performing test. All tests will be performed in accordance with A.S.M.E. A17.1 code. **The Contractor shall provide the labor, equipment and tools necessary to perform these tests.**

It is the responsibility of the Contractor to coordinate the dates for all required tests with the University representative and the certified elevator inspector provided by the State of Louisiana, Division of Administration.

A bi-annual inspection of each elevator by an independent elevator inspector shall be performed at the expense of the State. This inspection shall be conducted in accordance with a uniform maintenance plan formulated by The State of Louisiana, Office of Risk Management. Results and reports of such inspections will be furnished to the contractor. When it is found that any of the units of Vertical Transportation are not up to proper standards, safety requirements or tests are not being performed as required by the current A.S.M.E. A17.1 code, the University will notify the Contractor and if these demands are not promptly complied with, (within ten [10] days, of the mailing of a certified letter), The University may cancel this agreement and enter into an agreement with others to perform such work and deduct the total cost thereof from the contractor's charges for maintenance service. If the contract has been terminated or has expired the University will demand payment from the contractor or his bonding agent for the additional costs incurred.

The University reserves the right to have the elevator(s) re-inspected by an independent elevator inspector to ascertain that the deficiencies identified in the first inspection have been completed. The Contractor shall be responsible for payment of the fees for the re-inspection, if it is found that the repairs have not been satisfactorily completed.

ELEVATOR TEST SCHEDULES

A schedule of elevator tests shall be submitted to the Facility Management Department Offices for approval at least seven (7) days prior to the date of the test.

EXCLUSIONS

The Contractor is not expected to be able to perform maintenance or service on the following systems or components:

1. Hoistway entrance frames and door panels.
2. Car enclosure.
3. Finishes.
4. Floor coverings
5. Electrical work that requires an electrician (A/C 120 volts or higher). Note: for this work, the Contractor will be required to coordinate with the University's chosen electrician and provide safe access to the elevator shaft, elevator pit, and other areas needed to complete the work.
6. Smoke detectors, emergency power switches and other non-elevator controls. (All Equipment included in the elevator hoistway and machine room related to the operation or function of emergency power and fire service Phase I & Phase II shall be part of the elevator contract. The point at which these devices are attached to the controller shall be the dividing line between the elevator contractor's responsibility and other contractors).

OR EQUAL

Or equal, shall be measured as identical replacement of part or component installed by the manufacturer or a part or component proven superior. In no case shall a part or component with smaller parts or horsepower be considered equal or will a part that requires any modification to existing equipment be acceptable unless the part is a modification recommended by the engineering department of the original manufacturer.

PERFORMANCE

Performance shall be measured by that which was designed and built into the original installation.

NON-PERFORMANCE

The following conditions will be considered grounds for termination of the contract for non-performance:

1. If any vertical transportation is out of service for more than seven (7) days, (WITHOUT PERMISSION IN ADVANCE).
2. If a call is not answered in less than one (2) hours, or one (1) hour in the case of entrapment.
3. Any failure to perform regular inspections within one week (7 days) of schedule or falsifying records thereof.
4. Failure to correct problems after the fifth call-back for the same condition at the same equipment.
5. Failure to follow and document maintenance procedures and frequencies with the University each trip.
6. Non-compliance with minimum performance standards.
7. Failure to report to the University's designated agent for scheduling weekly maintenance repairs and requirements as noted in these specifications. The man-hours specified and required in these specifications shall be strictly enforced.

Failure to meet the preceding requirements shall give the University the right to suspend payments for that period of time at regular monthly billing rates or terminate the contract.

FREQUENCY OF REGULAR INSPECTIONS AND MAINTENANCE

It is absolutely necessary to lubricate, adjust and check operation of all units of vertical transportation at regular intervals as stipulated in these specifications. Anything less may place the contractor in default. Should the University find it necessary to have the contractor correct a problem with an elevator or handicapped lift on a frequent interval, then the contractor shall list these "call-backs" in the records as "call-backs" and not as inspections. Inspections must be scheduled.

The Contractor is expected to perform preventative maintenance as specified in this document including inspections, adjustments, cleaning, etc. at intervals as specified in the maintenance procedures for each individual type of vertical transportation or as follows, whichever is more frequent. The Contractor is encouraged to perform preventative maintenance at the same time he/she is responding to a callback or entrapment so long as the preventative maintenance is documented properly with the callback service ticket.

TYPE VERTICAL TRANSPORTATION

FREQUENCY

Geared Elevators	Once every 2 months
Hydraulic Elevators	Once every 2 months
Wheelchair Lifts	Once every 2 months
Material Lifts	Once every 2 months
Escalators	Once every 2 months
Test per current ASME A17.1	As required by code

SCHEDULING

A repair which results in an elevator or wheelchair lift being inoperative for an excessive amount of time or a repair that is not covered under this contract must be scheduled by the University before the Contractor can proceed.

ELEVATORS, LIFTS and ESCALATORS ON CAMPUS

Please refer to appendix C for the list of equipment to be included in this contract.

APPENDIX A

MAINTENANCE PROCEDURES

GEARED PASSENGER ELEVATORS

MINIMUM EQUIPMENT PERFORMANCE STANDARDS AND PREVENTATIVE MAINTENANCE REQUIRED UNDER THIS CONTRACT.

The information given in this Appendix is provided as guidance regarding the University's expectation of service for its elevators, wheelchair lifts, and vertical transportation. It is not intended to be technical advice. The Contractor is expected to be fully capable of providing this type of service on all equipment listed in this bid.

Specific Equipment Performance Standards

- a) Call-backs: Nominally twelve (12), excluding nuisance calls, per year average per elevator.
- b) Door Operator: If door light ray or infrared detector is used, the door closing speed must be within the limits of the current A.S.M.E. A17.1-2000 code. On car calls, doors can close 0.9 to 1.6 seconds after the last passenger clears the light ray. On a 1st floor or lobby call, doors can be set to close 4 to 7 seconds after the last person has cleared the light ray or infrared detector. If variable car call and hall call time are used, the hall calls should be set for walking distance at upper floors. If load weighting is used for dispatching, use percentage of load for dispatching.
- c) Nudging: Effective after 20 seconds +/- 10%, depending on traffic patterns. The doors should close, with a buzzer sounding, stopping only when the saf-T-edge is collapsed and then the doors should not reopen. If the manufacturer's manual has specific procedures, then the manual should be followed.
- d) Call Response Time: The Nominal expectation is that a call will be answered in an average waiting time of 25 to 30 seconds when all cars are in operation. Should the average corridor waiting time exceed 40 seconds with all cars running, a system failure is possible, and the cause should be investigated. If all cars are not running during any peak period, then the reason should be investigated.
- e) Annual Test: The contractor shall assist the Physical Plant Department maintenance personnel and an independent elevator consultant selected by the State in making a check of the system performance each year. The contractor shall make all corrections found during this inspection to be the responsibility of the Contractor within thirty (30) days after written notification. If corrections are not finished in thirty (30) days, contractor must submit plan for completion with target dates.
- f) Floor Levels: The car is to be level in accordance with A.S.M.E. A17.1-2000 code.

Minimum Expected Periodic Service Check, Oil, or Adjust

- a) Weekly: Ride each car; check operation and correct problems found.
- b) Every Two (2) Weeks: Observe operation of control, selector, machine, brake, and motor, MG set, clean and adjust as needed. Check lubrication of machine, motor, MG set, and overhead sheaves.
- c) Every Four (4) Weeks: Check lubrication of door operators and selectors.
- d) Every Thirteen (13) Weeks: Check waiting times on corridor calls, test and record rectifier voltages of control supply, check car doors and door operator adjustment and check hoistway doors. Check all hoist ropes, lubricate and adjust as required. Lubricate selector tapes or steel air cords and clean as needed.
- e) Every Twenty-six (26) Weeks: Lubricate (graphite/slipit) pushbutton guides, check overload relays and mark tripping time and date on tag and fasten to relay. Clean and examine saf-t-edge, roller guide shoes, lubricate, adjust and replace worn or damaged ones.
- f) Every Fifty-two (52) Weeks: Clean and check all control stations, car and corridor, clean and check hoistway switches, controllers selectors including all electrical connections for tightness, burning or oxidation. Check all safety equipment to see that it operates freely and lubricate if needed. Full brake check, oil, and adjustment, check worm and gear clearance.
- g) Other: Machine should be drained, flushed, and refilled every eighteen (18) months, and the door operator gear case every four (4) years.

Door and Door Operation

Frequency of inspection and adjustment shall be covered hereafter.

- a) Car and Hoistway Doors: Clean and lubricate track and hangers as needed. Check backplate and hanger to door fastenings, and relating devices, to insure tightness. Check up-thrust adjustment and fastening (normal 0.010" to track), should clearance exceed 0.035" it should be readjusted. Check and lubricate the door-closing device, check fastening, set closing adjustment to permit the doors to close without power and without interfering with the action of the saf-t-edge during door reversal. Door interlock adjustment should be set to permit the latch to drop within 3/8" but preferably less if full closure can be obtained. Check contact setting for pressure and contact wipe. Bottom door guides should be fastened tight and replaced when the panel may be moved in and out by 1/4" or more. Check and tighten non-vision wings or sight guards at each inspection. Car door contact should prevent movement of the car unless the car door is 2" or less from being fully closed.
- b) Saf-T-Edge: This device should be checked quarterly for freedom of movement to permit it to operate with a somewhat glancing blow, but not sloppy, permitting it to rub against door where retractable. Projection at opening should be slight and permit the door to be held open with pressure on the edge in closing. The edge should permit door to reopen within 1-1/2" of full closure or less. Reopening action should be such that reversal of the door movement will occur at such a point or before the leading edge of the vane and door are in the same plane, i.e. at or before complete collapse of the edge. Active contact line of edge should be free of cuts or bulges. Control contact cable and retracting cable, when used, should be held clear of snagging on other parts.

- c) Door Operator: Check, lubricate, and adjust quarterly. Where gear operators are used, gear oil level should be checked and the unit cleaned and flushed and refilled within five (5) years. Opening motion should be at designed speed with smooth start, slowdown and stop, with particular care being taken to avoid drag in the opening action as the door reaches full open position. Closing time should be adjusted to limit kinetic energy to that specified by the current code, permit reversal within travel and to avoid drift after the saf-T-edge has been activated.

Control

- a) Regular inspection and adjustment as outlined herein before. The effects of control fault can be most easily detected for individual car operation by riding the unit and observing operation. At each scheduled control inspection, the operation of the relays in the panel in normal service can suggest trouble areas, erratic relay operation or contact sparking. If the control includes solid-state modules or cards these should be checked periodically for loose clips, cold solder joints and open circuits. Touch-up adjustment suggested by these observations can frequently avoid drift off of adjustment and a major tune up, or failure of a more serious nature. Mechanical check of relay operation can best be done with power off testing contact pressure and wipe, as well as friction where relays appear sluggish. At first power cut off check frequent operating relays for overheating by touch. This should be done particularly for relays in the circuit where undue sparking is apparent. At the same time transformers and rectifiers should be checked for heat. The rectifier voltage should be periodically checked and compared to posted values, confirming periodic check and recording variation, if any. Contacts should be found to be clean if contact wipe is sufficient and they should only be dressed if they have developed ridges, blisters, or if they are excessively pitted. Should the condition be beyond correction they should be replaced. On occasion pins or relay fulcrum points may give rough or sluggish relay action and may need slight lubrication or dressing. Proper values of timing relays should be posted on the control cabinet or panel and checked at control inspection schedule. Particular attention should be paid to all overload and phase failure relays where they are used checking adjustment and freedom of movement. A log of corrections and adjustments of each controller, studied at each scheduled inspection can be a time saver in clearing troubles and preventative maintenance adjustment. Contractor is advised that any burn out; including fire, originating in his apparatus is his responsibility.
- b) Selector: Operation should be observed every two (2) weeks, lubricating the traveling nut carriage bearings, cams, and shafts as needed, and the ball bearings, hinge pins and lever pins, and the leveling switch magnet cores every six (6) months, with the leveling switch rollers to be lubricated every two (2) months. Tapes should be lubricated every three (3) months and cleaned as required.

Machine Motors, and Motor Generator Sets

- a) Machine should be checked every two (2) weeks for oil leakage, throwing away the oil which has dripped from the worm gland (some oil leakage at the gland prevents galding the worm shaft). Check the worm gear clearance at the time the brake is dismantled by turning the brake drum to see how far it may be moved before drive sheave moves. On machines, which can be reset, gear or worm may have to be recalibrated which should be done on those machines where the movement is 1/2" to 1". i.e. when clearance between worm and gear (normally 0.005") exceeds 0.075". Gear rock is virtually impossible to take out by recalibration and can only get worse. Also note when clearance can no longer be taken up, as we can no longer lower the gear, gear rock cannot be eliminated, and the replacement is inevitable. (Worms and gears are not shelf items and require three (3) to six (6) months lead-time). Clean, flush, and replace worm gear oil every 1-1/2 year, examine oil wiper between drive sheave and gear inside the machine to reduce oil seepage to drive sheave. Drive sheaves may be regrooved but never so deep that the metal below the groove is less than 1/2". If there is any chance that cutting the groove might be getting close to the required 1/2" minimum, the sheave should be replaced.

- b) Machine Brake: Should be thoroughly cleaned, lubricated, and checked for freedom of operation, at least once a year. Since this requires dismantling for thorough inspection and lubrication, counterweights should be landed. The brake should be set to handle 125% of full load and was so set at initial adjustment. To retain this setting, compressed length of the brake springs should be measured before dismantling and restored in reassembly. This length should be checked periodically, and the spring(s) readjusted as the shoes are brought closer to the brake pulley to compensate for brake lining wear. Lining should be replaced before wear reaches a point where the drum could be scored. Check operating armature and its guide for excessive wear to avoid erratic brake operation.
- c) Motor MG Set: Check bearings for heating and lubrication every two (2) weeks, check brushes and commutators for wear and color. Care should be exercised in brush wear, brush pressure and the type brushes used. Using the wrong brushes, the wrong pressure and allowing brushes to get too short will cause excessive wear on the commutator bars and eventually require turning and undercutting. Blow out yearly, check insulation of coils and apply insulating paint every three (3) years. Dry and brittle insulation can result in a burn out and fire. It must be remembered that coils in stock can get brittle and their insulation should be examined and restored as needed.

Hoistway Equipment

- a) Car and Corridor Stations: Should be opened up each year for cleaning and the switches each examined for positive action, contact pressure, wear and wipe. All connections should be checked to see that they are tight.
- b) Hoistway Switches: Should be checked for contact pressure, wear, and wipe, quarterly were involved in the landing of the elevator, annually for all safety equipment, slowdown and limits.
- c) Safety Equipment: Should be checked for freedom of movement yearly and lubricated as required, with governor and its tension sheave lubricated each quarter. Oil buffers should be checked for oil level yearly. Note: Should water level in pit rise above buffer reservoir, buffers should be drained, flushed, and refilled.
- d) Overhead Deflector Sheaves: Check lubrication and grooves annually, same stipulation to regrooving and groove depth as for drive sheaves.
- e) Guide Rails and Roller Guides: Should be cleaned annually, roller guides adjusted to rail where this is applicable, check guide oilers and refill as required where they are used. Should a safety have set for any reason, rail should be examined carefully for possible scoring and filed as needed.
- f) Cables: Should be examined every thirteen (13) weeks. Control cables for cover deterioration, which may be corrected by retaping unless the individual wire insulation is affected, or major portions of the cover are brittle. If wires are exposed, the traveling conductors or control cables should be replaced. When retaping a portion of a control cable, it should be done in such a manner that the ends of the tape do not become loose and hang down where they may become caught on an object in the hoistway. Guards or pads may be required to cover points, which may cause traveling conductor abrasion. Governor and hoist cables (hoist ropes) should be examined for breaks, particularly in the valley of the cable or rope, which could indicate internal breakage and ultimate strand separation. Hoist cables (hoist ropes) may need cleaning and on occasion dressing with rope lubricant. Governor cables (governor ropes) should not be lubricated so as to assure consistent setting of the governor trip. If there is any sign of any deterioration of the governor rope, a new rope should be installed, and the safety device tested to be certain that the new rope functions properly.

APPENDIX A - CONTINUED

GEARED FREIGHT ELEVATORS

MINIMUM EQUIPMENT PERFORMANCE STANDARDS AND PREVENTATIVE MAINTENANCE REQUIRED UNDER THIS CONTRACT.

Specific Equipment Performance Standards

- a) Call-backs: Nominally twelve (12), excluding nuisance calls, per year average per elevator.
- b) Call Response Time: The nominal expectation is that a call will be answered in an average waiting time of 25 to 30 seconds when all cars are in operation. Should the average corridor waiting time exceed 40 seconds with all cars running, a system failure is possible, and the cause should be investigated. If all cars are not running during any peak period, then the reason should be investigated.
- c) Annual Test: The contractor shall assist the Physical Plant Department maintenance personnel and an independent elevator consultant selected by the State in making a check of the system performance each year. The contractor shall make all corrections found during this inspection to be the responsibility of the Contractor within thirty (30) days after written notification. If corrections are not finished in thirty (30) days, contractor must submit plan for completion with target dates.
- d) Floor Levels: The car is to be level in accordance with A.S.M.E. A17.1-2000 code.

Minimum Expected Periodic Servicing, Checking and Adjustments

- a) Every Two (2) Weeks: Ride the car; observe operation of control, machine, brake, and motor. Clean and adjust as needed, check lubrication of machine and motor.
- b) Every Thirteen (13) Weeks: Test and record rectifier-voltages of control supply, normal landing switches and door operator.
- c) Every Twenty-six (26) Weeks: Check governor and governor tail sheave lubrication, all cables, adjust and lubricate as required. Clean and examine saf-T-edge, guide shoes, lubricate and adjust as needed.
- d) Every Fifty-two (52) Weeks: Clean oil and adjust all door hangers, check all control switches in hatch, including car and corridor stations. Thoroughly check all control parts in machine room, brake, machine, check gear clearance. Make sure all electrical connections are tight.
- e) Other: Machine should be drained, flushed, and refilled every two years and the door operator every four (4) years.

Doors and Door Operation

Frequency of inspections and adjustment shall be as hereinbefore.

- a) Car and Hoistway Doors: Clean and lubricate track and hangers as needed. Check backplate and hanger to door fastenings, relating devices to insure tightness. Check up-thrust adjustment and fastening (nominal 0.010" to track), should clearance exceed 0.035" it should be adjusted. Check tightness of relating devices. Door interlock adjustment to be set to permit the latch to drop within 3/8" or less of full closure. Check contact setting for pressure and contact wipe. Bottom door guides should be fastened tight and replaced when panel may be moved in and out by 1/4" or more. Check

and tighten non-vision wings/sight guards at each inspection. Final latch cam and spring adjustment to be set to fully close the doors to locking position when within 1" to 1 1/2" of full closure. Car door contact should be set to prevent car movement unless door is 2" or less from full closure.

- b) Saf-T-Edge: Device should be checked semi-annually for freedom of movement to permit it to operate with even a somewhat glancing blow, but not sloppy permitting it to rub against door. Where retractable projection is used at the opening it should be slight but permit the door to be held open with a slight pressure on the edge, in closing, edge should permit door to reopen within 1-1/2" of full closure or less. Reopening action should be such that reversal of the door movement will occur at such a point or before the leading edge of the vane and door are in the same plane, i.e. at or before the complete collapse of the edge. Active contact line of the edge should be free of cuts or bulges. Control contact cable, and retracting cable, where used, should be held clear of snagging on other moving parts.
- c) Door Operator: Check, lubricate, and adjust quarterly. Where gear operators are used, gear oil level should be checked, and the unit cleaned and flushed and refilled within five (5) years. Opening motion should be at design speed smooth start, slowdown and stop, with particular care being taken to avoid drag in the opening action as the door reaches fully open position. Closing time should be adjusted to comply with the current requirements on kinetic energy and smooth start and stop. Closing adjustment should permit door reversal within travel of the saf-T-edge as above without further drift.

Control

- a) Regular inspection and adjustments as outlined above. The effects of control fault can be most easily detected for individual car operation by riding the unit and observing operation. At each scheduled control inspection, the operation of the relays in the panel in normal service can suggest trouble areas, erratic relay operation or contact sparking. Touch up adjustment suggested by these observations can frequently avoid drift off of adjustment and a major tune up, or failure of a more serious nature. Mechanical check of relay operation can best be done with the power off, testing contact pressure and wipe, as well as friction where relays appear sluggish. At first power cut off check frequent operating relays for overheating by touch. This should be done particularly for relays in the circuit where undue sparking is apparent. At the same time transformers and rectifiers should be checked for heat. The rectifier voltage should be periodically checked and compared to posted values, confirming periodic check and recording variation, if any. Contacts should be found to be clean if contact wipe is sufficient, they should only be dressed if they have developed ridges, blisters, or are excessively pitted. Should the condition be beyond correction they should be replaced. On occasion pins or relay fulcrum points may give rough or sluggish relay action and may need slight lubrication or dressing. Proper values of timing relays should be posted on the control cabinet or panel and checked at control inspection schedule. Particular attention should be paid to all overload and phase failure relays where they are used checking adjustment and freedom of movement. A log of corrections and adjustment of each controller, studied at each scheduled inspection can be a time saver in clearing troubles and preventative maintenance adjustment.

Machines and Motors

- a) Machine: Should be checked every three (3) weeks for oil leakage, throwing away oil which has dripped from worm gland (some oil seepage at the gland prevents galling worm shaft). Check worm and gear clearance at the time the brake is dismantled by turning the brake drum to see how far it may move before the drive sheave moves. On machines which can be reset, gear should be lowered when this movement exceeds 1/4", when the movement exceeds this value, gear or worm may have to be reoperated which should be done on those machines where the movement is 1/2" to 1", i.e., when clearance between worm and gear (nominally 0.005") exceeds 0.075" gear rock is virtually impossible to take out by reoperation and can only get worse. Also note when clearance can no longer be taken up as we can no longer lower the gear, gear rock and replacement is inevitable. (Worms and Gears are not shelf items and require three (3) to six (6) months lead-time). Clean, flush and replace worm gear oil every 1-1/2 year, examine oil wiper between drive sheave and gear inside the machine to reduce oil seepage to drive sheave. Drive sheaves may be regrooved but never if the regrooving will approach the depth of leaving less than 1/2" of solid metal below the groove.
- b) Machine Brake: Should be thoroughly cleaned, lubricated and checked for freedom of operation, at least once a year. Since this requires dismantling for a thorough inspection and lubrication, counterweights should be landed. The brake should be set to handle 125% of full load and was so set at initial adjustment. To retain this setting, compressed length of the brake springs should be measured before dismantling and restored in reassembly. This length should be checked periodically, and spring(s) readjusted as the shoes are brought closer to the brake pulley to compensate for brake lining wear. Lining should be replaced before the wear reaches a point where the drum could be scored. Check operating armature and its guide for excessive wear to avoid erratic brake operation.
- c) Motor MG Sets: Check bearings for heating and lubrication every two (2) weeks. Care should be exercised in brush wear and the type brushes used. Blow the units out yearly, check insulation, and repaint with insulating varnish every three years. Dry and brittle insulation can result in a burn out and fire. If a fire occurs due to lack of maintenance, the Contractor shall be held liable.

Hoistway Equipment

- a) Hoistway Switches: Should be checked for contact pressure, wear and wipe quarterly were involved in the landing of the elevator, annually for all safety equipment, slowdown and limits.
- b) Safety Equipment: Should be checked for freedom of movement yearly and lubricated as required, with governor and tension sheave lubricated each quarter, oil buffers should be checked for oil level yearly. Note: Should water level in pit rise above buffer reservoir, buffers should be drained, flushed, and refilled.
- c) Overhead and Deflector Sheaves: Check lubrication and grooves annually. Same stipulation to regrooving as groove depths for drive sheaves.
- d) Guide Rails and Roller Guides: Should be cleaned and checked annually. Roller guides adjusted to rail where this is applicable. Check guide oilers and fill as required where they are used. Should a safety have set for any reason, rails should be examined carefully for possible scoring.

- e) Car and Corridor Stations: Should be opened each year for cleaning and the switches each examined for positive action, contact pressure, wear and wipe. All connections should be checked to see that they are tight.
- f) Cables: Should be examined every thirteen (13) weeks. Control cables or traveling conductors for cover deterioration, which may be corrected by retaping unless individual wire insulation is affected, or major portions of the cover are brittle. When retaping, care should be taken to secure the ends so that they do not hang on hoistway equipment. Guards may be required to cover points, which may cause traveling cable abrasion. Governor and hoist cables should be examined for breaks, particularly in the valley of the cable, which could indicate internal breakage and ultimate strand separation. Hoist cables may need cleaning and on occasion added lubricant (rope dressing). Governor cables should never be lubricated. They should remain dry in order to assure consistent setting should the governor trip.

APPENDIX A – CONTINUED

HYDRAULIC PASSENGER ELEVATORS

MINIMUM EQUIPMENT PERFORMANCE STANDARDS AND PREVENTATIVE MAINTENANCE REQUIRED UNDER THIS CONTRACT

Specific Equipment Performance Standards

- a) Call-backs: Nominally twelve (12), excluding nuisance calls, per year average per elevator.
- b) Door Operator: If door light ray or infrared detector is used, the door closing speed must be within the limits of the current A.S.M.E. A17.1-2000 code. On car calls, doors can close 0.9 to 1.6 seconds after the last passenger clears the light ray. On a 1st floor or lobby call, doors can be set to close 4 to 7 seconds after the last person has cleared the light ray. If variable car call and hall call time are used, the hall calls should be set for walking distance at upper floors. If load weighting is used for dispatching use percentage of load for dispatching.
- c) Nudging: Effective after 20 seconds +/- 10%, depending on traffic patterns. The doors should close, with a buzzer sounding, stopping only when the saf-T-edge is collapsed and then the doors should not reopen. If the manufacturers manual has specific procedures, then the manual should be followed.
- d) Call Response Time: The Nominal expectation is that a call will be answered in an average waiting time of 25 to 30 seconds when all cars are in operation. Should the average corridor waiting time exceed 40 seconds with all cars running, a system failure is possible, and the cause should be investigated. If all cars are not running during any peak period, then the reason should be investigated.
- e) Annual Test: The contractor shall assist the Department maintenance personnel and an independent elevator consultant selected by the State in making a check of the system performance each year. The contractor shall make all corrections found during this inspection to be the responsibility of the Contractor within thirty (30) days after written notification.
- f) Floor Levels: The car is to be level in accordance with A.S.M.E. A17.1-2000 code.

Minimum Expected Periodic Servicing, Checking, Oiling, and Adjustments:

- a) Every Two (2) Weeks: Ride the car observing operation; adjust in tank with car at top.
- b) Every Thirteen (13) Weeks: Check adjustment of car doors and door operator, adjust if needed, check landing switches, check guide lubricators and lubrication.
- c) Every Twenty-six (26) Weeks: Clean and examine saf-T-edge, door guides and fastenings.
- d) Every Fifty-two (52) Weeks: Clean, oil and adjust all hoistway doors, check all control switches, car and corridor stations. Check and make sure that all electrical connections are tight.
- e) Every Five (5) years: Change the oil.

Doors and Operation

Frequency of inspection and adjustment briefly covered above.

- a) Car and Hoistway Doors: Clean and lubricate track and hangers as needed. Check backplate and hanger to door fastenings, relating devices to insure tightness. Check up-thrust adjustment and fastenings (nominal 0.010" to track), should clearance exceed 0.035" it should be adjusted. Door relating cables should be taut enough that they will not sag in normal operation of opening and closing but provide some flexibility in door reversal to reduce the shock of reversal on the cable and fastenings. Door interlock adjustment to be set to permit the latch to drop within 3/8" or less of full closure. Check contact setting for pressure and wipe. Bottom door guides should be fastened tight and replaced when panel may be moved in and out by 1/4" or more. Check and tighten non-vision or sight guards at each inspection. Car door contact should be adjusted to prevent the movement of the car unless the car door is 2" or less from full closure.
- b) Saf-T-Edge: Device should be checked quarterly for freedom of movement to permit it to operate with even a somewhat glancing blow, but not sloppy, permitting it to rub against the door. Where there is a retractable projection at opening, it should be slightly in front of the door and should permit the door to be held in the open position with pressure on the edge, in closing, edge should permit door to reopen within 1-1/2" of full closure or less. Reopening action should be such that reversal of the door movement will occur at such a point or before the leading edge of the vane and doors are in the same plane, i.e. at or before the complete collapse of the edge. Action contact line of edge should be free of cuts and bulges. Control contact cable and retracting cable, where used, should be held clear of snagging on other moving parts.
- c) Door Operator: Check, lubricate and adjust quarterly. Where geared operators are used, gear oil level should be checked and the unit cleaned, flushed, and refilled within every five (5) years. Opening motion should be at designed speed with smooth start, slowdown and stop, with particular care being taken to avoid drag in the opening action as the door reaches full open position. Drag at this point can prevent full opening of the door and drop out of the opening relay preventing the door from closing. Closing time should be adjusted to the requirements of A.S.M.E. A17.1-2000 code, considering the weight and speed's effect on the kinetic energy developed. Closing adjustment should permit door reversal within travel of the saf-T-edge, as described above and without drift.

Control

- a) Regular inspection and adjustments as outlined in the above. The effects of control fault can most easily be detected from individual car operation by riding the unit and observing the operation. At each scheduled control inspection. The operation of the relays in the panel in normal service can suggest trouble areas, erratic relay operation or contact sparking. Touch up adjustment suggested by

these observations can frequently avoid drift off of adjustment and a major tune up, or failure of a more serious nature. Mechanical check of relay operation can best be done with the power off, testing contact pressure and wipe, as well as friction where relays appear to be sluggish. At first power cut off check frequent operating relays for overheating by touch. This should be done particularly for relays in the circuit where undue sparking is apparent. At the same time transformers and rectifiers should be checked for heat. The rectifier voltage should be periodically checked and compared with the posted values, confirming periodic check and recording variation, if any. Contacts should be found to be clean if contact wipe is sufficient, they should only be dressed if they have developed ridges, blisters or are excessively pitted. Should this condition be beyond correction they should be replaced. On occasion pins or relay fulcrum points may give rough or sluggish relay action and may need slight lubrication or dressing.

Proper values of timing relays should be posted on the control cabinet or panel and checked at control inspection schedule. Particular attention should be paid to all overload and phase failure relays where they are used for checking adjustment and freedom of movement. A log of corrections and adjustment of each controller, studied at each scheduled inspection can be a time saver in clearing troubles and preventative maintenance adjustment. Contractor is advised that any burn out; including fire, originating in his apparatus through its failure is his responsibility.

Valve and Power Unit

- a) Valve adjustment is only required when trouble is encountered with control contact and valve coil failures and is the first area to check. Strainers should be checked on a quarterly basis; with oil level checked each visit. The condition of the oil, clarity, color and odor should be checked each year or in the event of excessive leveling and speed adjustment problems. Any evidence of moisture in the oil suggests replacement, clarity, a cloudy oil should be filtered, and the filtering sequence repeated at least once several days later to make sure the residual oil in the cylinder circulates and is also filtered. Change in odor or color suggests that a chemical analysis is needed. Check the condition of belts and their tension on the power unit quarterly.
- b) Motor: Check bearings for heating and lubrication every four (4) weeks. Blow out yearly, check insulation of coils and apply insulating paint every three (3) years. Dry and brittle. Insulation can result in a burn out and fire. It must be remembered that coils in motors that are in stock can get brittle and their insulation should be examined and restored as needed.

Cupped Equipment

- a) Jack Unit and Piping: Plunger and guide bearing, packing gland, casing gasket, packing and piping system including valves should be checked quarterly and adjusted and repaired as required. It is understood that the casing, underground piping and inaccessible wall lines in wall and ceiling are not an obligation of the contractor.
- b) Cupped Switches: Should be checked for contact pressure, wear and wipe, quarterly where involved in the landing of the elevator, annually for all safety equipment, slowdown and limits.
- c) Guides and Guide Shoes: Should be checked monthly for lubrication, wear and condition. Oilers should be filled as required. Rails should be examined for possible scoring and redressed if necessary. If roller guides are used, they should be checked and lubricated as necessary. If there are signs of wear, deterioration or rough surfaces, new rollers should be installed to replace those removed.

- d) Car and Corridor Stations: Should be opened up each year for cleaning and switches each examined for positive action, contact pressure, wipe and wear. All connections should be checked to see that they are tight.

APPENDIX A - CONTINUED

HYDRAULIC FREIGHT ELEVATORS

MINIMUM EQUIPMENT PERFORMANCE STANDARDS AND PREVENTATIVE MAINTENANCE REQUIRED UNDER THIS CONTRACT

Specific Equipment Performance Standards

- a) Call-backs: Nominally twelve (12), excluding nuisance calls, per year average per elevator.
- b) Door Operator: If door light ray or infrared detector is used, the door closing speed must be within the limits of the current A.S.M.E. A17.1-2000 code. On car calls, doors can close 0.9 to 1.6 seconds after the last passenger clears the light ray. On a 1st floor or lobby call, doors can be set to close 4 to 7 seconds after the last person has cleared the light ray. If variable car call and hall call time are used, the hall calls should be set for walking distance at upper floors. If load weighting is used for dispatching use percentage of load for dispatching.
- c) Nudging: Effective after 20 seconds +/- 10%, depending on traffic patterns. The doors should close, with a buzzer sounding, stopping only when the saf-T-edge is collapsed and then the doors should not reopen. If the manufacturers manual has specific procedures, then the manual should be followed.
- d) Call Response Time: The Nominal expectation is that a call will be answered in an average waiting time of 25 to 30 seconds when all cars are in operation. Should the average corridor waiting time exceed 40 seconds with all cars running, a system failure is possible, and the cause should be investigated. If all cars are not running during any peak period, then the reason should be investigated.
- e) Annual Test: The contractor shall assist the Physical Plant Department maintenance personnel and an independent elevator consultant selected by the State in making a check of the system performance each year. The contractor shall make all corrections found during this inspection to be the responsibility of the Contractor within thirty (30) days after written notification.
- f) Floor Levels: The car is to be level in accordance with A.S.M.E. A17.1-2000 code.

Minimum Expected Periodic Service, Check and Adjustment

- a) Every four (4) Weeks: Ride or move the unit observing operation, adjust as needed.
- b) Every thirteen (13) Weeks: Check freight doors and their operation and adjustment.
- c) Every fifty-two (52) Weeks: Clean, oil and adjust all cupped doors, check control and control stations, make sure all electrical connections are tight. Check oil level and condition.

Freight Bi-Parting Doors

Check at frequency established above. Interlocks should be set so that latch will prevent door opening of no greater than 3/4" at any point. Car gates should prevent movement of the car unless the gate is within 2" or less of full closure. Check guide fastenings and maintain at least 1/2" to 1" of track engagement. The side play of the door should be maintained at a minimum to avoid racking.

Control

Where electrical controls involve relays and contacts, these should be checked annually for contact condition, pressure and wipe. The relays and contacts should be checked manually for freedom of movement and dressed and lubricated as needed. All operating and cupped switches should be examined annually for freedom of movement, contact condition, pressure and wipe. All electrical connections should be checked annually for tightness and coils and fuses for heating.

Valves and Power Unit

Valve adjustment is only required when trouble is encountered, with control contact and valve coil failures, the first areas to check are the contacts and relays in the circuitry of this function. Strainers should be checked on a quarterly basis, with oil level check at each visit. The condition of oil, clarity, color and odor should be checked every year, or in the event of speed and landing difficulty occurring frequently. Any evidence of moisture suggests replacement. When there is poor clarity or the oil is cloudy, it should be filtered and the filtering sequence should be repeated at least once, a week or two (2) later, to make sure that the residual oil in the cylinder circulates and is also filtered. Change in odor or color, suggests that a chemical analysis is needed. Check the condition of belts (if any) on the power unit semi-annually. Should oil seeped through packing be reintroduced, it should be checked for clarity.

Motor

Check bearings for heating and lubrication every inspection. If the motor has a commutator, check for color, wear, brush setting and condition. Blow out the motor on a yearly basis, check insulation of coils and apply insulating paint every three (3) years. Dry and brittle insulation can result in burnout and fire. It must be remembered that coils and stators in stock can get brittle and their insulation should be checked and restored as needed.

Cupped Equipment

- a) Jack Unit and Piping: Plunger and guide bearings, packing gland, casing gasket, packing, and piping system including valves should be checked semi-annually. Poor conditions and leaks should be corrected or repaired as needed. It is understood that the casing, underground piping, inaccessible wall lines in wall and ceiling are not the obligation of the contractor.
- b) Guide Rails: Should be cleaned and checked annually. Check guide oilers (where they are used) and refill as required.

Lubricants

All lubricants utilized by the contractor shall comply with the original equipment manufacturer's recommended specifications.

APPENDIX A – CONTINUED

VERTICAL WHEELCHAIR LIFTS

MINIMUM EQUIPMENT PERFORMANCE STANDARDS AND PREVENTATIVE MAINTENANCE REQUIRED UNDER THIS CONTRACT

Specific Equipment Performance Standards

- a) Call-backs: Nominally twelve (4), excluding nuisance calls, per year average per escalator.
- b) Annual Test: The contractor shall assist the Physical Plant Department maintenance personnel and an independent escalator consultant selected by the State in making a check of the system performance each year. The contractor shall make all corrections found during this inspection to be the responsibility of the Contractor within thirty (30) days after written notification. If corrections are not finished in thirty (30) days, contractor must submit plan for completion with target dates.

Minimum Expected Periodic Service Check, Oil, or Adjust

- a) Every Twelve (12) Weeks: Ride each car; observe the operation; adjust if needed for smooth and comfortable ride. Check drive belt tension and adjust if needed. Check landing switches, limit switches, door and gate switches. Check for adequate running clearances. Check the drive screw race for wear, replace as needed. Check for adequate lubrication of the unit as recommended by the manufacturer. Check for accurate car leveling when the car is at the floor landing. Check that the unit does not bog or hesitate during travel and the contract speeds are consistent. Observe and record if the unit meets A.S.M.E. A17.1-2000 code requirements.
- b) Every Twenty-six (26) Weeks: Check adjustments of hoistway landing gates/doors; adjust if needed. Check platform guides for smooth operation and lubrications; replace or adjust as needed. Check all key switches and control panel relays; replace or adjust as needed. Check and examine care safety devices to function as intended.
- c) Every Fifty-two (52) Weeks: clean, oil and adjust all door and gate mechanisms, all roller guides and bearings, drive screw, and moving parts requiring lubrication. Check the travel cable and that all electrical connections are tight. Test all safety devices and record the results.

Lubricants

All lubricants utilized by the contractor shall comply with the original equipment manufacturer's recommended specifications.

APPENDIX A - CONTINUED

ESCALATORS

MINIMUM EQUIPMENT PERFORMANCE STANDARDS AND PREVENTATIVE MAINTENANCE REQUIRED UNDER THIS CONTRACT.

Specific Equipment Performance Standards

- a) Call-backs: Nominally twelve (12), excluding nuisance calls, per year average per escalator.
- b) Annual Test: The contractor shall assist the Physical Plant Department maintenance personnel and an independent escalator consultant selected by the State in making a check of the system performance each year. The contractor shall make all corrections found during this inspection to be the responsibility of the Contractor within thirty (30) days after written notification. If corrections are not finished in thirty (30) days, contractor must submit plan for completion with target dates.

Minimum Expected Periodic Service, Check and Adjustment

- a) Every four (4) Weeks: Ride or move the unit observing operation, adjust as needed.
- b) Examine, lubricate and adjust components. These components are, but not limited to, step rollers, belts, controller parts, such as, resistors, timers, fuses, wiring, brake discs and shoes.

Control

Where electrical controls involve relays and contacts, these should be checked annually for contact condition, pressure and wipe. The relays and contacts should be checked manually for freedom of movement and dressed and lubricated as needed. All operating and cupped switches should be examined annually for freedom of movement, contact condition, pressure and wipe. All electrical connections should be checked annually for tightness and coils and fuses for heating.

Valves and Power Unit

Valve adjustment is only required when trouble is encountered, with control contact and valve coil failures, the first areas to check are the contacts and relays in the circuitry of this function. Strainers should be checked on a quarterly basis, with oil level check at each visit. The condition of oil, clarity, color and odor should be checked every year, or in the event of speed and landing difficulty occurring frequently. Any evidence of moisture suggests replacement. When there is poor clarity or the oil is cloudy, it should be filtered and the filtering sequence should be repeated at least once, a week or two (2) later, to make sure that the residual oil in the cylinder circulates and is also filtered. Change in odor or color, suggests that a chemical analysis is needed. Check the condition of belts (if any) on the power unit semi-annually. Should oil seeped through packing be reintroduced, it should be checked for clarity.

Motor

Check bearings for heating and lubrication every inspection. If the motor has a commutator, check for color, wear, brush setting and condition. Blow out the motor on a yearly basis, check insulation of coils and apply insulating paint every three (3) years. Dry and brittle insulation can result in burnout and fire. It must be remembered that coils and stators in stock can get brittle and their insulation should be checked and restored as needed.

Lubricants

All lubricants utilized by the contractor shall comply with the original equipment manufacturer's recommended specifications.

Minimum Expected Periodic Servicing, Checking and Adjustments

- A) Every four (4) Weeks: Ride the escalator, observe operation of control, machine, brake, and motor. Clean and adjust as needed, check lubrication of machine and motor.
- B) Every Twenty-six (26) Weeks: Check governor and governor tail sheave lubrication, all cables, adjust and lubricate as required. Clean and examine guide shoes, lubricate and adjust components as needed. These components are, but not limited to, step rollers, belts, controller components: resistors, timers, fuses, overloads, minor contacts, wiring, coils: brake: pads, lining, disks or shoes.
- C) Every Fifty-two (52) Weeks: Clean oil and check all control switches. Thoroughly check all control parts in machine room, brake, machine, check gear clearance. Make sure all electrical connections are tight. Brake, escalator machine and/or drive units, handrail: handrail drive chains, main drive chains or belts, solid state devices, contactors, sprockets, step chains.
- D) Other: Machine should be drained, flushed and refilled every two years and the door operator every four (4) years.

CONTRACT TERMS

Based upon mutual agreement between the University and the successful bidder, this contract may be extended for **FOUR (4)** additional twelve (12) month periods. Both parties must agree to any extension, and a decision will be made at each twelve (12) month interval.

*Special pricing terms: The successful bidder may be allowed to increase the unit price by up to 5% annually upon negotiation and agreement by both parties. **Both parties must agree to any increase and/or extension, and a decision will be made at each twelve (12) month interval.***

The continuation of this contract is contingent upon the appropriation of funds to fulfill the requirements of the contract by the Legislature.

If the Legislature fails to appropriate sufficient monies to provide for the continuation of the contract or if such appropriation is reduced by the veto of the Governor or by any means provided in the Appropriations Act to prevent the total appropriations for the year from exceeding revenues for that year or for any lawful purpose and the effect of such reduction is to provide insufficient monies for the continuation of the contract, the contract shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.

All Bidders should be aware that our Legislative process is such that it is often impossible to give prior notice of the non-appropriation of funds.

The University of Louisiana at Lafayette reserves the right to reject any or all bids submitted.

AUDITS

The University reserves the right to have representatives of the University and/or the State inspect the records maintained by the Contractor concerning the products and services described herein.

The University reserves the right to monitor the service and results and to terminate the contract thirty (30) days after written notice if services are deemed unsatisfactory by the University.

BID PRICES ARE TO REMAIN FIRM THROUGH JUNE 30, 2025.

IMPORTANT NOTE: Please submit questions to BidQuestions@louisiana.edu by close of business on Tuesday, May 21, 2024. If necessary, clarifications/responses to questions will be addressed via addendum.

PRICES QUOTED ARE TO REMAIN FIRM UNTIL ALL DELIVERABLES ARE MET UNDER THIS AGREEMENT.

INSURANCE REQUIREMENTS *Revised February 2019*

(for contractors doing business with the University of Louisiana at Lafayette)

I. Purpose and Scope

The purpose of this document is to ensure that third parties doing business with the University are adequately insured for the risk and liability associated with the goods, services, and/or work they provide to the University. This document sets forth the insurance language to be included in the bid and/or contract specifications when hiring contractors, vendors, or service providers to provide goods, perform services, and/or perform work for the University (“Contractors”). This document also sets forth the insurance language that should be included in all University contracts with Contractors (“Contracts”). This document applies to all Contracts to which the University is a party, including the individual departments and units of the University.

II. General Insurance Requirements

Except as expressly provided below with regard to Reduced Limits for Special Circumstances, the following language shall be included in (1) all Contractor bid and contract specifications, and (2) all Contracts. Requests for other variations in this language must be reviewed by the University’s Risk Manager, who will make the final decision as to the language to be used. Please note that hazardous, unusual or exceptional activities, or a change in Contract indemnification provisions, may necessitate additional insurance; questions regarding the need for other coverage should be directed to the University’s Risk Manager.

Contractor shall purchase, at its own cost and expense, and maintain for the duration of the Contract, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by Contractor, its agents, representatives, employees, or subcontractors. The insurance shall be obtained from a company, or companies lawfully authorized to do business in the State of Louisiana with a A.M. Best's rating of A-:VI or higher. Failure to comply with all terms of this section for the duration of the Contract places Contractor in breach of this Contract. Requests for any variation in this language will be reviewed by University’s Risk Manager, who will make the final decision.

A. Minimum Scope of Insurance and Limits

1. Workers Compensation

Contractor shall be in compliance at all times with the Louisiana Workers’ Compensation Law with respect to workers’ compensation insurance or proper certification of self-insured status.

2. Commercial General Liability

Contractor shall maintain Commercial General Liability insurance, including Personal and Advertising Injury Liability, which coverage shall have a minimum limit per occurrence of \$1,000,000 and a minimum general aggregate of \$2,000,000. The Insurance Services Office (ISO) Commercial General Liability occurrence coverage form CG 00 01 (current form approved for use in Louisiana), or equivalent, is to be used in the policy. Claims-made form is unacceptable.

Additionally, if alcohol is served in the execution of this Contract, then Contractor shall maintain Liquor Liability coverage in the minimum amount of \$1,000,000 per occurrence.

Additionally, if valet parking is performed in the execution of this Contract, then Contractor shall maintain Garage Keepers Liability coverage in the minimum amount of \$1,000,000 per occurrence.

3. Automobile Liability (if a Motor Vehicle owned, hired, or rented by the contractor is used in the performance of this Contract)

Contractor shall maintain Automobile Liability Insurance, which coverage shall have a minimum combined single limit per occurrence of \$1,000,000. ISO form number CA 00 01 (current form approved for use in Louisiana), or equivalent, is to be used in the policy. This insurance shall include third-party bodily injury and property damage liability for owned, hired, and non-owned automobiles.

B. Other Insurance Provisions

Contractor shall either (i) require each subcontractor and vendor to procure and maintain all applicable insurance of the type and limits specified in this section, or (ii) include all subcontractors as insureds under its policies.

Any deductibles or self-insured retentions must be declared to and accepted by University. Contractor shall be responsible for all deductibles and self-insured retentions. Any insurance or self-insurance maintained by University shall be excess and non-contributory of Contractor’s insurance. Contractor’s coverage shall contain no special

limitations on the scope of protection afforded to University. Contractor's insurance shall be primary as respects University, The Board of Supervisors for the University of Louisiana System ("Board"), and all of their respective officers, agents, employees, and volunteers.

Except for workers' compensation coverage, University and Board, and all of their respective officers, agents, employees, and volunteers, shall be named as an additional insured as regards negligence by Contractor. ISO Form CG 20 10 (current form approved for use in Louisiana), or equivalent, is to be used when applicable.

Contractor shall provide to University Certificates of Insurance ("Certificates") evidencing the foregoing coverage in advance of Contractor's delivery of goods and/or performance of work or services, and in all events, prior to any payment by University to Contractor. In addition to Certificates, Contractor shall submit to University the declarations page and the cancellation provisions for each insurance policy. University reserves the right to request complete certified copies of all required insurance policies at any time.

Certificates and all notices regarding coverage shall be addressed to:
University of Louisiana at Lafayette
ATTN: Purchasing Department
P.O. Box 40197
Lafayette, LA 70504

Certificates of Insurance shall reflect that, to the fullest extent allowed by law, the insurer shall agree to waive all rights of subrogation against University, its officers, agents, employees, and volunteers for losses arising from work performed by the Contractor for University.

Coverage shall not be canceled, suspended, reduced, or voided by either Contractor or the insurer except after 30 days written notice has been given to University. Ten-day written notice of cancellation is acceptable for non-payment of premium. Notifications shall comply with the standard cancellation provisions in Contractor's policy. Acceptance of goods or completed work by University, payment by University, failure of University to require proof of compliance, or University's acceptance of a non-compliant Certificate shall not release Contractor from its obligations under these insurance requirements. Failure of Contractor to purchase and/or maintain any required insurance shall not relieve Contractor from any liability or indemnification under the Contract.

III. Additional Insurance Requirements for Special Contracts

In addition to the foregoing insurance requirements, language specifying the following insurance requirements shall be included in: (1.) all bid and contract specifications for professional services and (2.) all Contracts for professional services, where applicable:

A. Professional Liability, Errors and Omissions, and Malpractice Insurance

If any of the following professionals provide services in the execution of the Contract, Contractor shall purchase and maintain Professional Liability Insurance, which coverage shall have minimum limits of \$1,000,000:

- Medical Professionals, such as physicians, nurses, dentists, and pharmacists;
- Architects and Engineers;
- Attorneys;
- Accountants and Professional Financial Advisors;
- Real Estate Brokers and Appraisers;
- Insurance Agents; and
- Consultants.

Claims-made coverage for Professional Liability Insurance is acceptable. The date of the inception of the policy must be no later than the first date of the anticipated work under this Contract. It shall provide coverage for the duration of this Contract and shall have an expiration date no earlier than 30 days after the anticipated completion of the Contract. The policy shall provide an extended reporting period of at least 24 months, with full reinstatement of limits, from the expiration date of the policy, if policy is not renewed.

B. Cyber Liability Insurance

For Contracts in which the Contractor shall be granted access to electronic data belonging to the University or others, including but not limited to corporate confidential information (CCI), personal financial information (PII), personal health

information (PHI), payment card information (PCI), and all personal student information (PSI) stored in electronic format, and for which there is a risk of electronic security breaches of this confidential data, including inadvertent release, hacking, viruses, improper destruction, etc., Cyber liability insurance, including first-party costs, shall be required with a minimum limit per occurrence of \$1,000,000. Claims-made coverage is acceptable. The date of the inception of the policy must be no later than the first date of the anticipated work under this Contract. It shall provide coverage for the duration of this Contract and shall have an expiration date no earlier than 30 days after the anticipated completion of the Contract. The policy shall provide an extended reporting period of not less than 36 months from the expiration date of the policy, if the policy is not renewed. The policy shall not be cancelled for any reason, except non-payment of premium.

IV. Reduced Limits for Special Circumstances

The scope of work for a bid or Contract may dictate that a reduction of insurance limits is necessary in order to facilitate competition and/or ensure the University's ability to hire qualified Contractors. Low risk activities which may justify a reduction in insurance limits include, but are not limited to:

- Services in which the owner/operator is the only Contractor employee;
- Services that do not involve the use of a motor vehicle;
- Services in which there is no use of hazardous or radioactive materials;
- Services in which there is no use of power machinery or tools;
- Services in which there is no use of high voltage equipment; and
- Services in which no work is actually performed on the University campus.

For these special circumstances, University's Director of Purchasing, at his/her discretion, may choose to reduce the insurance required of Contractor. If insurance requirements are so reduced, the reduction(s) must comply with the following guidelines:

A. Workers Compensation

University may waive workers' compensation insurance requirements for sole proprietors if they are the only person(s) employed by Contractor in performing the work or services specified in the Contract.

If coverage is so waived, the Contract must include language that Contractor agrees that such persons will have no cause of action against, and will not assert a claim against, University, the Board, and/or the State of Louisiana, whether pursuant to the workers' compensation law of Louisiana or any other state, or other similar state or federal law, under any circumstance.

The Contract must also include language that the parties agree that University, the Board, and the State of Louisiana, and all of their agents and employees, shall in no circumstance be, or considered as, the employer or statutory employer of Contractor, its owners, agents, or employees. The Contract must further include language that the parties agree that Contractor is a wholly independent contractor and is exclusively responsible for its own employees, owners, and agents, and that Contractor agrees to protect, defend, indemnify and hold University, the Board, and the State of Louisiana, and all of their agents and employees, harmless from any assertion or claim that may arise from the performance of this Contract.

B. Commercial General Liability

Commercial General Liability insurance, including Personal and Advertising Injury Liability, may be reduced to a minimum limit per occurrence of \$100,000. The Insurance Services Office (ISO) Commercial General Liability occurrence coverage form CG 00 01 (current form approved for use in Louisiana), or equivalent, is to be used in the policy. Claims-made form is unacceptable.

C. Automobile Liability

Automobile Liability Insurance requirements may be waived *only if* the scope of work does not involve the use of a motor vehicle.

Examples include but are not limited to:

1. Goods and/or services that will be delivered to University by a third party (not Contractor); and
2. Goods and/or services that will be delivered to University electronically.

D. Required Insurance Language

Notwithstanding any reduction or waiver made pursuant to this section, all bid/contract specifications and all Contracts must include the language set forth in the General Insurance Requirements section, above, subject to modification only for the specific reduction or waiver made.

END OF SECTION

SPECIAL HEALTH & SAFETY RELATED CONTRACT CLAUSES:

ADDITIONAL CONTRACTOR REQUIREMENTS AND LIMITATION OF LIABILITY

It is expressly understood and agreed by the parties that:

(a) CONTRACTOR shall not visit or utilize the facilities of University if CONTRACTOR (i) experiences symptoms of COVID-19, including, without limitation, fever, cough, or shortness of breath, or (ii) has a suspected or diagnosed/confirmed case of COVID-19, and CONTRACTOR shall notify University immediately if he or she believes that any of the foregoing access/use restrictions may apply;

(b) University has taken certain steps to implement recommended guidance and protocols issued by the Centers for Disease Control (“CDC”) and Louisiana Department of Health (“LDH”) for slowing the transmission of COVID-19, including, without limitation, the access/use restrictions, and distancing and sanitization requirements set forth herein, and that University may revise its procedures at any time based on updated recommended guidance and protocols issued by the CDC and LDH and CONTRACTOR agrees to comply with University’s current and revised procedures prior to utilizing the facilities of University;

(c) CONTRACTOR acknowledges and agrees that, due to the nature of the facilities and the services CONTRACTOR is providing to University, social distancing of six (6) feet per person may not always be possible and CONTRACTOR fully understands and appreciates both the known and potential dangers of utilizing the facilities of University and acknowledges that use thereof by CONTRACTOR may, despite University’s reasonable efforts to mitigate such dangers, result in exposure to COVID-19, which could result in quarantine requirements, serious illness, disability, and/or death; and

(d) while University has instituted measures to sanitize common areas, CONTRACTOR shall be responsible for the daily sanitization of his/her personal workspace prior to and immediately preceding CONTRACTOR’s use of the space. Under no circumstances shall University be liable to CONTRACTOR, or CONTRACTOR’s personal representatives, assigns, heirs, and next of kin for any loss or damage, or any claim or demands on account of any property damage or any injury to, or an illness or the death of, the CONTRACTOR (or any person who may contract COVID-19, directly or indirectly, from the CONTRACTOR) whether caused by the negligence, active or passive, of University or otherwise while CONTRACTOR is in, upon, of about the premises or any facilities or equipment therein of University.

FORCE MAJEURE

Notwithstanding anything to the contrary in this Agreement, neither party shall be liable to the other or be deemed to be in breach of this Agreement for any failure or delay in whole or partial performance under this Agreement when such failure or delay is caused in whole or in part by a “Force Majeure Event,” which shall be defined as any event beyond the control of a party, including, but not limited to: labor disputes, strike, riot, vandalism, sabotage, terrorist act, war (whether declared or undeclared), inclement weather, flood (whether naturally occurring or manmade), tidal surge or tsunami, landslide, earthquake, fire (whether naturally occurring or manmade), explosion, power shortage or outage, fuel shortage, embargo, congestion or service failure, epidemic, or government regulation, proclamation, order, or action; and in each case not involving the fault or negligence of a party. If any Force Majeure Event occurs affecting a party’s performance under this Agreement, the affected party will give written notice within five (5) days of the occurrence of the Force Majeure Event to the other party and will use commercially reasonable efforts to minimize the impact of the Force Majeure Event. In the event of a Force Majeure Event resulting in a total or partial performance or service failure by either party, the University, in its sole discretion, may immediately terminate this Agreement. To the extent that services have been rendered and deemed acceptable by University, the service fee and other fees and charges payable by University hereunder shall be paid to the Contractor on a pro-rata basis. For those services which the Contractor is unable to perform under this Agreement as a result of such Force Majeure Event, University shall suspend all related payments until such services are restored.

END OF SECTION

BID SHEET (continued)

BID SUBMISSION DEADLINE:
Bid submissions for this solicitation are **due on Tuesday, May 28, 2024 at 2:00PM CST** – must be received electronically at ULLafayetteBids@louisiana.edu. There are no exceptions to this deadline.

BID OPENING:
The public bid opening will take place on **Wednesday, May 29, 2024 at 10:00AM CST** on Zoom, which is available for viewing by registering at:
https://ullafayette.zoom.us/meeting/register/tJwpcuitqTosG9ygyt8XEf1Z9m_tvkA-1ast

ZOOM MEETING ID: 984 5157 1618 PASSWORD: 25001

Opening of the bid packages begins at five (5) minutes past the hour to allow all who wish to attend to log in properly.

For further information about the bid or to view job/delivery site, prospective bidder is to email the Buyer of record, martina.howard@louisiana.edu.

ADDENDA ACKNOWLEDGEMENT(S)

BIDDER ACKNOWLEDGES RECEIPT OF THE FOLLOWING ADDENDA (if applicable):

ADDENDUM NO. _____ DATED: _____

ADDENDUM NO. _____ DATED: _____

ADDENDUM NO. _____ DATED: _____

FIRM NAME _____

SIGNED BY (signature) _____

SIGNED BY (printed) _____

***In lieu of a certificate of insurance the following information will be accepted review until bid is awarded.**

Policy number	Name(s) and address(es) Carrier(s) and Agent(s)	Amount(s) of coverage	Type(s) of coverage	Effective date(s)

The actual certificate of insurance shall be due from the successful bidder within ten (10) days of request.

Bidder's comments: _____

CERTIFICATION STATEMENT

The undersigned hereby acknowledges she/he has read and understands all requirements and specifications of the Invitation to Bid (ITB), including any attachments.

OFFICIAL CONTACT. The University requests that the Bidder designate one person to receive all documents and the method in which the documents are best delivered. Identify the Contact name and fill in the information below: (Print Clearly)

Date _____ Official Contact Name: _____

A. E-mail Address: _____

B. Telephone Number with area code: () _____

C. Facsimile Number with area code: () _____

Bidder certifies that the above information is true and grants permission to the University to contact the above named person or otherwise verify the information provided. By its submission of this Proposal and authorized signature below, Bidder certifies that:

1. The information contained in its response to this ITB is accurate;
2. Bidder complies with each of the mandatory requirements listed in the ITB and will meet or exceed the requirements specified therein;
3. Bidder agrees to provide all tasks, services, and deliverables listed in Scope of Services for the total cost stated on Bid Form;
4. Bidder accepts the procedures, evaluation criteria, mandatory contract terms, and all other administrative requirements set forth in this ITB.
5. Bidder confirms that its bid will be considered valid until award is made.
6. In making this bid, each Bidder represents that: They have read and understand the bid documents and the bid is made in accordance herewith, and the bid is based upon the specifications described in the bid documents without exception.
7. Bidder certifies, by signing and submitting a proposal for \$25,000 or more, that their company, any subcontractors, or principals are not suspended or debarred by the General Services Administration (GSA) in accordance with the requirements in OMB Circular A-133. (A list of parties who have been suspended or debarred can be viewed via the internet at www.epls.gov.)

Professional Job Title: _____

Official Company Name: _____

Federal Identification Number: _____

Street Address: _____

City: _____ State: _____ Zip: _____

SIGNATURE of Bidder’s Authorized Representative: _____
(Signature MUST be HAND SIGNED and should be in Blue ink)

Date: _____

APPENDIX C

**ULL ELEVATOR/WHEELCHAIR LIFT EQUIPMENT
SOLICITATION FILE NO. 25001
DUE TUESDAY MAY 28, 2024 2:00PM**

No.	Elevator Bldg/description	Address	City	Zip	Room #	Unit Des	Unit #	# Stops	Architecture	Mod/Ser#	Phone	Control Rm #
1	Agnes Edwards Hall Left	110 REX STREET	Lafayette	70503	100A	ELEV	1	6	Traction	10-13879-1	262-1385	Roof Top
2	Agnes Edwards Hall Right	110 REX STREET	Lafayette	70503	100B	ELEV	2	6	Traction	10-13879-2	262-1385	Roof Top
3	A. Hayes Town Passenger	710 East St. Mary Blvd	Lafayette	70503	GEN	ELEV	1	2	Hydraulic	C1940	262-1292	200B
4	Abdalla Hall	635 CAJUN DOME BLVD	Lafayette	70506	100E	ELEV	1	2	Hydraulic	568031	262-1294	154
5	Angelle Service Elevator	601 ST. MARY BLVD, EAST	Lafayette	70503	100E	ELEV	1	2	Hydraulic	C9726	262-2241	200D (stair)
6	Angelle Wheelchair Lift Auditorium	601 ST. MARY BLVD, EAST	Lafayette	70503	102	LIFT	1	2	St. Climber	2003711	60604	n/a
7	Angelle Wheelchair Lift Hallway	601 ST. MARY BLVD, EAST	Lafayette	70503	100A	LIFT	2	2	W/C Lift	40891	60604	n/a
8	Art Museum Freight	710 East St. Mary Blvd	Lafayette	70503	100D	ELEV	2	2	Hydraulic	G4276	262-1295	116
9	Art Museum Loading Dock	710 East St. Mary Blvd	Lafayette	70503	100D	LIFT	3	2	Material Lift	NA	none	n/a
10	Art Museum Passenger	710 East St. Mary Blvd	Lafayette	70503	100G	ELEV	1	2	Hydraulic	468730	262-1295	204
11	Baker Hall Left	600 TAFT ST., WEST	Lafayette	70503		ELEV	1	4	MRL	CV A608	262-1059	134
12	Baker Hall Right	600 TAFT ST., WEST	Lafayette	70503		ELEV	2	4	MRL	CV A609	262-1059	134
13	Baseball Stadium (Russo Park)	121 Reinhardt ST.	Lafayette	70506		ELEV	1	3	MRL		262-1133	430A
14	Billeaud Hall	410 ST. MARY BLVD, EAST	Lafayette	70503	100E	ELEV	1	3	Hydraulic	18512	262-1302	127
15	Blackham Wheelchair Lift	2330 JOHNSTON STREET	Lafayette	70503	101	LIFT	1	2	W/C Lift	21243	none	n/a
16	Bonin Hall Left Passenger	410 UNIVERSITY AVE, EAST	Lafayette	70503	100B	ELEV	1	4	Hydraulic	EV615	262-1164	126
17	Bonin Hall Right Passenger	410 UNIVERSITY AVE, EAST	Lafayette	70503	100B	ELEV	2	4	Hydraulic	EV616	262-1164	126
18	Bourgeois	225 CAJUN DOME BLVD	Lafayette	70506	100G	ELEV	1	2	Hydraulic	912726	262-1285	100G
19	Brooks St. Annex 2	413 BROOK AVENUE	Lafayette	70506	200A	ELEV	1	2	Traction	34346E	262-1219	207
20	Broussard Hall	240 HEBRARD BLVD	Lafayette	70503	100D	ELEV	1	3	Hydraulic	20018	262-1381	basement
21	Buchanan Hall	111 BOUCHER STREET	Lafayette	70503		ELEV	1	3	Hydraulic	5EAV 619	262-2211	basement
22	Burke Hall	231 HEBRARD BLVD	Lafayette	70503	100F	ELEV	1	2	Hydraulic	08-11533	262-1953	125
23	Cajun Field (Football Stadium)	2351 WEST CONGRESS ST.	Lafayette	70506	E2	ELEV	1	4	Traction	05 8469	262-1222	Roof Top
24	Cecil Picard Building	200 E. Devalcourt Steet	Lafayette	70506		ELEV	1	2	Hydraulic	19204	262-2591	132
25	CGI Building	538 Cajundome Blvd.	Lafayette	70506		Elev	1	2	Hydraulic	smart rise	262-2070	109A
26	Computer Science Passenger	301 EAST LEWIS ST.	Lafayette	70503	100	ELEV	1	3	Hydraulic	EV-3383	262-1383	114A
27	Coronna Hall Left	400 UNIVERSITY AVE, EAST	Lafayette	70503	100B	ELEV	1	4	Hydraulic	EAV 613	262-1163	112
28	Coronna Hall Right	400 UNIVERSITY AVE, EAST	Lafayette	70503	100B	ELEV	2	4	Hydraulic	EAV 614	262-1163	112
29	DeClouet Wheelchair Lift	110 HEBRARD BLVD	Lafayette	70503	GEN	LIFT	1	2	W/C Lift	145061	262-1153	n/a
30	Dupre Library Center Left	400 ST. MARY BLVD, EAST	Lafayette	70503	100K	ELEV	1	3	Hydraulic	566769HT164	262-1384	101
31	Dupre Library Center Right	400 ST. MARY BLVD, EAST	Lafayette	70503	100L	ELEV	2	3	Hydraulic	BOB-J202-M-2	262-1384	101
32	Dupre Library Front Service	400 ST. MARY BLVD, EAST	Lafayette	70503	100E	ELEV	3	3	Hydraulic	HT 186	262-1384	201
33	Dupre Library Microfilm Left	400 ST. MARY BLVD, EAST	Lafayette	70503	100C	ELEV	4	3	Hydraulic	HT 153	262-1384	M301
34	Dupre Library Microfilm Right	400 ST. MARY BLVD, EAST	Lafayette	70503	100D	ELEV	5	3	Hydraulic	HT 64	262-1384	M301

APPENDIX C

ULL ELEVATOR/WHEELCHAIR LIFT EQUIPMENT

SOLICITATION FILE NO. 25001

DUE TUESDAY MAY 28, 2024 2:00PM

No.	Elevator Bldg/description	Address	City	Zip	Room #	Unit Des	Unit #	# Stops	Architecture	Mod/Ser#	Phone	Control Rm #
35	Dupre Library Wheelchair Lift	400 ST. MARY BLVD, EAST	Lafayette	70503	GEN	LIFT	1	2	W/C Lift	Handilift 48-S	none	n/a
36	F. G. Mouton Hall	210 UNIVERSITY AVE, EAST	Lafayette	70503	100B	ELEV	1	3	Hydraulic	10-13133	262-1332	109
37	Fletcher Hall	311 E. LEWIS STREET	Lafayette	70503	100A	ELEV	1	3	Hydraulic	07-10891	262-1301	125A
38	Foster Wheelchair Lift	1311 JOHNSTON STREET	Lafayette	70503	GEN	LIFT	1	2	W/C Lift	128018L	none	n/a
39	Girard Hall	110 UNIVERSITY AVE, EAST	Lafayette	70503	100E	ELEV	1	3	Hydraulic	10-13101	262-1380	102A
40	Griffin Hall Left	141 REX STREET	Lafayette	70503	100A	ELEV	1	5	Traction	07-10348-1	262-1382	Roof Top
41	Griffin Hall Right	141 REX STREET	Lafayette	70503	100B	ELEV	2	5	Traction	07-10348-2	262-1382	Roof Top
42	Hamilton Hall	611 MCKINLEY STREET	Lafayette	70503	100A	ELEV	1	4	Hydraulic	09-12766	262-2270	B11
43	Hamilton Hall Wheelchair Lift	611 MCKINLEY STREET	Lafayette	70503	200	LIFT	1	2	W/C Lift		none	n/a
44	Harris Hall Passenger Elevator	520 MCKINLEY STREET	Lafayette	70503	100F	ELEV	1	3	Hydraulic	EAV 617	262-1165	101
45	Harris Hall Wheelchair Lift #1	520 MCKINLEY STREET	Lafayette	70503	200	LIFT	1	2	W/C Lift	145069	none	n/a
46	Harris Hall Wheelchair Lift #2	520 MCKINLEY STREET	Lafayette	70503	200	LIFT	2	2	W/C Lift	145070	none	n/a
47	Huger Left	610 TULANE AVE	Lafayette	70503		ELEV	1	4	MRL	CVA 11	262-1091	134
48	Huger Right	610 TULANE AVE	Lafayette	70503		ELEV	2	4	MRL	CVA 12	262-1091	134
49	Indoor Practice Facility	202 REINHARDT ST.	Lafayette	70506		ELEV	1	2	Hydraulic			236
50	International Student Union (Brook St. Annex 1)	413 BROOK AVENUE	Lafayette	70506	100A	ELEV	1	2	Hydraulic	HT203	262-1293	149
51	Judice Hall	401 ST. MARY BLVD, EAST	Lafayette	70503	100A	ELEV	1	3	Hydraulic	LA0871	262-2269	B102
52	Lee Hall	230 HEBRARD BLVD	Lafayette	70503	100E	ELEV	1	2	Hydraulic	089EF9205	262-1291	100A
53	LITE Left #1	537 Cajundome Blvd	Lafayette	70506		ELEV	1	2	Hydraulic		262-2394	111
54	LITE Right #2	537 Cajundome Blvd	Lafayette	70506		ELEV	2	2	Hydraulic		262-2394	111
56	St. Mary Building 14 Left	501 W ST. MARY BLVD	Lafayette	70506	100A	ELEV	14	5	Hydraulic	3219FC76628		
57	St. Mary Building 15 Right	501 W ST. MARY BLVD	Lafayette	70506	100A	ELEV	15	5	Hydraulic	3219FC76634		
58	St. Francis Building Left 19	501 W ST. MARY BLVD	Lafayette	70506		ELEV	19	5	Traction	Miconic A		
59	St. Francis Building Left 20	501 W ST. MARY BLVD	Lafayette	70506		ELEV	20	5	Traction	Miconic A		
60	St. Francis Parking Tower 22	501 W ST. MARY BLVD	Lafayette	70506		ELEV	22	4	Hydraulic			
61	Madison Hall	131 REX STREET	Lafayette	70503	109A	ELEV	1	2	Hydraulic	HT-186	262-3394	109
62	Madison Hall Auditorium Lift #1 (Near Rex)	131 REX STREET	Lafayette	70503	100	LIFT	1	2	W/C Lift	39467	none	n/a
63	Madison Hall Auditorium Lift #2 (Far from Rex)	131 REX STREET	Lafayette	70503	100	LIFT	2	2	W/C Lift	39468	none	n/a
64	Madison Hall Hallway lift #3 (Hallway I)	131 REX STREET	Lafayette	70503	100B	LIFT	3	2	W/C Lift	640052	none	n/a
65	Madison Hall room 136 lift #4	131 REX STREET	Lafayette	70503	136	LIFT	4	2	W/C Lift	640053	none	n/a
66	Martin Hall Left	200 UNIVERSITY AVE, EAST	Lafayette	70503	100A	ELEV	1	3	Hydraulic	18511	262-2268	166
67	Martin Hall Right	200 UNIVERSITY AVE, EAST	Lafayette	70503	100B	ELEV	2	3	Hydraulic	18512	262-2268	166
68	Maxim Doucet	1401 JOHNSTON STREET	Lafayette	70503	100E	ELEV	1	4	Hydraulic	10-13500	262-2267	465
69	Montgomery	300 ST. MARY BLVD, EAST	Lafayette	70503	100D	ELEV	1	2	Hydraulic	10-13500	262-1350	117A

APPENDIX C

**ULL ELEVATOR/WHEELCHAIR LIFT EQUIPMENT
SOLICITATION FILE NO. 25001
DUE TUESDAY MAY 28, 2024 2:00PM**

No.	Elevator Bldg/description	Address	City	Zip	Room #	Unit Des	Unit #	# Stops	Architecture	Mod/Ser#	Phone	Control Rm #
70	Moody Hall	214 HEBRARD BLVD	Lafayette	70503	E100	ELEV	1	3	Hydraulic	ER-6422	262-2259	108
71	NIRC Building 10A	609 AVE. B	New Iberia	70560		LIFT	1	2	Material Lift	14466	none	n/a
72	NIRC Building 27	4015 W. Admiral Doyle Dr.	New Iberia	70560		LIFT	1	2	Material Lift	14462	none	n/a
73	NIRC Building 28	4101 W. Admiral Doyle Dr.	New Iberia	70560		LIFT	1	2	Material Lift	14461	none	n/a
74	NIRC Building 30	4203 W. Admiral Doyle Dr.	New Iberia	70560		LIFT	1	2	Material Lift	14459	none	n/a
75	NOAA Building	646 CAJUNDOME BLVD	Lafayette	70506		ELEV	1	2	Hydraulic			
76	NOAA Building 2	646 CAJUNDOME BLVD	Lafayette	70506		ELEV	2	2	Hydraulic			
77	Olivier Tower Left (Closest to Mckinley)	619 MCKINLEY STREET	Lafayette	70503		ELEV	1	6	MRL	CVA 610	262-1215	n/a
78	Olivier Tower Right (Closest to Baker)	619 MCKINLEY STREET	Lafayette	70503		ELEV	2	6	MRL	CVA 607	262-1215	n/a
79	Parker Hall	310 LEWIS ST. EAST	Lafayette	70503	100D	ELEV	1	2	Hydraulic	EH3689	262-2258	104
80	Randolph Hall	111 HEBRARD ST	Lafayette	70503	100	ELEV	1	2	Hydraulic	EAV 618	262-1166	108
81	Rougeou Hall	231 LEWIS ST. EAST	Lafayette	70503	100A	ELEV	1	3	Hydraulic	06 9540	262-1349	121
82	Softball Stadium Elevator	229 CAJUN DOME BLVD	Lafayette	70506		ELEV	1	2	MRL		262-1740	next to elev.
83	Softball Stadium Lift	229 CAJUN DOME BLVD	Lafayette	70506		LIFT	1	2	St. Climber	0000 10	none	n/a
84	Stephens Hall	201 ST. MARY BLVD, EAST	Lafayette	70503	102A	ELEV	1	4	Traction	225570	262-1162	300E
85	Stephens Hall Wheelchair Lift	201 ST. MARY BLVD, EAST	Lafayette	70503	201	LIFT	1	2	W/C Lift	LA 123	262-1162	n/a
86	Stokes Parking Garage Left	311 E. LEWIS STREET	Lafayette	70503	101	ELEV	1	6	Traction	14-16698	262-2550	Roof Top
87	Stokes Parking Garage Right	311 E. LEWIS STREET	Lafayette	70503	101	ELEV	2	6	Traction	14-16698	262-2550	Roof Top
88	Student Union Elevator #1 (Near Front Office)	620 MCKINLEY STREET	Lafayette	70503		ELEV	1	2	Hydraulic	EPB-677	262-2597	115C
89	Student Union Elevator #2 (Near Coffee Shop)	620 MCKINLEY STREET	Lafayette	70503		ELEV	2	2	Hydraulic	EPB-678	262-5834	224
90	Student Union Elevator #3 (President)	620 MCKINLEY STREET	Lafayette	70503		ELEV	3	2	Hydraulic	EPB-679	262-5834	224
91	Student Union Elevator #4 (freight)	620 MCKINLEY STREET	Lafayette	70503		ELEV	4	2	Hydraulic	22328	262-5834	143A
92	Student Union Elevator #5 (bookstore)	620 MCKINLEY STREET	Lafayette	70503		ELEV	5	2	Hydraulic	NA	262-2597	140
93	Student Union W/C Lift	621 MCKINLEY STREET	Lafayette	70503		LIFT	1	1	W/C Lift			n/a
94	Taft Parking Garage Left	714 W. TAFT STREET	Lafayette	70503		ELEV	1	5	Hydraulic	EW7493	2621073	102
95	Taft Parking Garage Left	714 W. TAFT STREET	Lafayette	70503		ELEV	2	5	Hydraulic	EW7494	2621073	102
96	Track Soccer Stadium	11 REINHARDT ST	Lafayette	70506		ELEV	1	2	Hydraulic			118
97	University Bookstore (Tent) Mat. Lift	214 E. ST MARY BLVD	Lafayette	70503		LIFT	2	2	Material Lift	J15060-005	none	n/a
98	University Bookstore (Tent) W/C Lift	214 E. ST MARY BLVD	Lafayette	70503		LIFT	1	2	W/C Lift	212651	262-1205	n/a
99	Wharton Hall Freight	411 ST. MARY BLVD, EAST	Lafayette	70503	100F	ELEV	3	5	Traction	342431	262-2257	basement
100	Wharton Hall Left	411 ST. MARY BLVD, EAST	Lafayette	70503	100G	ELEV	1	5	Traction	08-11506-1	262-2257	basement
101	Wharton Hall Right	411 ST. MARY BLVD, EAST	Lafayette	70503	100E	ELEV	2	5	Traction	08-11506-2	262-2257	basement
102	Science Museum	433 JEFFERSON ST.	Lafayette	70501		ELEV	1	3	Hydraulic	TC181/009185	262-111	next to elev.
103	Science Museum	433 JEFFERSON ST.	Lafayette	70501		ELEV	2	3	Hydraulic	TC181/009186	262-111	next to elev.