

**Otis Elevator Company**  
North American Area  
1013 Harimaw Court West Suite B  
Metairie, LA 70001



September 19, 2024

Jefferson Parish General Services  
Bid #50-00145907

Thank you for allowing us to bid your elevator maintenance project at your locations across Jefferson Parish. We are excited for the possibility of working with you all in the near future.

Otis is submitting this bid under state license 299.

Attached, you will find the following:

- Jefferson Parish Bid Form
- Otis Certificate of Insurance
- LA State Contractors License
- Otis W9 Form
- Non-Public Works Affidavit

Please feel free to reach out with any questions.

Sincerely,

*Francois Camenzuli*

**Francois Camenzuli** | General Manager

**Otis Elevator Company**

francois.camenzuli@Otis.com

**M:** 504.234.4013

**BID # 50-00145907 – REVISED SPECIFICATIONS PER ADDENDUM # 1**  
**THREE (3) YEAR CONTRACT TO PROVIDE ELEVATOR  
MAINTENANCE SERVICES FOR THE JEFFERSON PARISH  
DEPARTMENT OF GENERAL SERVICES**

**Section 1.0 – Site Visits:**

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

**Section 2.0 - Scope:**

We extend this bid to provide labor, materials, equipment, tools, testing instruments, software, computer programs, and all other incidentals necessary to provide a three (3) year contract to perform the following at various Jefferson Parish Buildings for the Department of General Services:

- Elevator and dumbwaiter maintenance
- Elevator and dumbwaiter safety Category 1 testing
- 24-hour emergency communication device monitoring
- Elevator and dumbwaiter repair major and minor
- Labor- only rate for troubleshooting, repairing, and replacement of elevator and dumbwaiter equipment not included under maintenance contract

**Section 3.0 – License:**

It is of utmost importance that a copy of the front and, if applicable, the back of all licenses listed below shall be submitted with the bid submission. Failure to submit this information with bid submission will deem the bid non-responsive.

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

Limited Specialty Services

**And A**

**3.2 License(s) issued by the Louisiana State Fire Marshal’s Office:**

Conveyance Device Mechanics License

**Section 4.0 – Quantities/Inspection:**

Bidders play a crucial role in the inspection process. It is imperative that they thoroughly inspect all sites listed in Attachment “A” and perform their measurements to accurately determine the proper quantities of labor hours, equipment, supplies, materials, etc. required for this bid.

**Section 5.0 Specifications:**

- Services shall include all labor, transportation, trip charges, supplies, materials, parts, tools, scaffolding, machinery, hoists, safety equipment, equipment, lubricants, supervision, and all other work and materials expressly required under this agreement or reasonably inferred, whether or not explicitly stated herein.
- Initiate, maintain, and supervise all safety precautions and programs related to services and comply with all applicable safety laws.
- Successful bidder shall accept full responsibility for the equipment as it exists on the effective date of this agreement.
- Any fraudulent documentation shall cause cancellation of the contract.
- Attendance and assistance to facilitate repair or testing of equipment related to the elevators and operation of the elevator systems in the elevator hoistway (elevator cab air condition, smoke or heat detector testing, etc.).
- Attendance and assistance to facilitate Fire Service testing.
- All elevators shall be inspected, tested, and repaired according to (ASME) American Society of Mechanical Engineers sections 17.1 and 17.2 and any applicable elevator codes.
- If the original manufacturer has updated the quality of parts for current production, parts supplied under this contract shall equal or exceed the updated quality.
- Provide a detailed maintenance ticket of work performed on-site.

**Section 5.1 Specifications: Performance Requirements**

Maintain the following minimum performance requirements for the gearless, geared, gearless machine-room-less (MRL), and hydraulic elevators listed per the manufacturer of each elevator, the National Electric and Safety Code for Elevators, The National Fire Protection Association (N.F.P.A.), and the American National Standards Institute (ANSI) American Society of Mechanical Engineers sections 17.1 and 17.2

- Door opening and closing shall be smooth and quiet, with smooth checking at the extremes of travel.
- Car and hoistway doors shall open flush with entrance jambs and each other.
- Acceleration and deceleration shall be smooth, with no noticeable “steps” or bumps to increase or reduce speed and no objectionable vibrations.
- Elevator cars shall travel smoothly and quietly through the hoistway.
- Performance requirements indicated are minimum standards and are not the sole criteria for this contract.

**Section 5.2 Service and Repairs:**

The services shall include all labor and materials expressly required under this contract or reasonably inferred, whether or not explicitly stated herein, including, but not limited to, the following:

- Hoist machines, including worms, gears, thrust bearings, drive sheaves, drive sheave shafts and shaft bearings, tachometers, brake assemblies and pulleys, and all other components and parts of the machine and brake.
- Hoist motors and power conversion devices, including motor windings, field coils, rotating elements (including armatures and commutators), brushes, brush holders, motor bearings, and all other related components and parts.
- Controllers, selectors, and dispatching equipment, including all microprocessor and solid-state components, relays, resistors, capacitors, condensers, transformers, contacts, leads, dashpots, timing devices, computer devices, encoders, tach generators, steel selector tapes (or cables), mechanical and electrical driving equipment, and all other related components and parts;
- Governors, including governor sheave shaft assemblies, bearings, contacts, governors' jaws, and all other related components or parts.
- Rope brake devices and secondary braking devices.
- Car and counterweight safeties, including actuating mechanisms, jaws, and all other related components and parts.
- Hoistway equipment, including deflector or secondary sheaves and sheave bearings, car and counterweight guide rails (excluding replacement), top and bottom limit switches, counterweights and counterweight guide shoes, including rollers or sliding gibs, inductors, cams, tapes, and all other related components and parts.
- Hoist-way entrance equipment, including hoist-way door interlocks, hangers, hanger covers and tracks, hoist-way door drive assemblies including vanes, drive blocks, clutches, pick-up assemblies and bearings, bottom door guides, auxiliary door closing devices (including cables, sheaves, and arms), door restrictor devices, and all other related components and parts
- Car and hoistway door gibs, including attachments to the door panels.
- Car equipment, including car guide assemblies, guide rollers or sliding car guides, car door restrictors, car top exhaust fan or blowers, car top 2:1 sheave, load weighing or sensing switches, car top inspection stations, car top and bottom lights, car frames, car platforms, and all other related components and parts
- Car door operators, including door drive chains, sheaves or belts, car door hangers, hanger covers and rollers, car door contacts, all door protective devices (including screen type detectors, proximity edges, mechanical safe edges, and light rays), and all other related components and parts.

**Section 5.2 Service and Repairs: Continued**

- Pit equipment, including car and counterweight buffers, tape sheave assemblies, governor rope pit tension sheave assemblies, compensating rope sheave assemblies or other pit mounted compensation guides, pit lights, and light fixtures, including re-lamping (bulbs furnished by Owner), and all other related components and parts.
- Alarm bells, emergency stop switches, car lights, and batteries.
- Car operating panels and their attachments to return panels, hall call pushbutton stations, car and corridor signals and fixtures (including lighted surrounds or buttons), visual and audible signaling devices, remote status panels and switches, and all other related components and parts.
- Hoist, compensating, governor ropes, chains or belts and their fastening means, and all other similar or related components and parts.
- Hydraulic: Elevator pump, motor, motor windings, roped hydraulic cables, governors, plunger single or multi-stage, all plunger packings, V-belts, filters, valves, mufflers, hydraulic fittings, seals, pit oil return units, emergency return unit, oil coolers, emergency return unit, and battery.
- Treat all motor windings, as needed, with a proper insulating compound approved by the motor manufacturers. Replace any cracked or badly worn field coil windings.
- Keep all car tops, pits, and hoist ways clean and free from dirt, oil, lint, debris, and stored items, and maintain each machine room clean and neat.
- Renew all wire ropes or hoisting belts as often as necessary to maintain an adequate safety factor. Maintain equal tension on all hoisting ropes or belts, and, where appropriate, shorten any hoisting device as required to provide continued safe operation and maintain normal traction.
- Keep all wire ropes, hoisting belts, and guide rails clean and free from dirt, lint, rust, or accumulated grease, and adequately paint rail shanks.
- Repair or replace conductor cables and hoistway and machine room elevator wiring to prevent shutdowns and provide uninterrupted elevator signal operation.
- Disassemble machine brakes annually unless otherwise agreed in writing. Check for and replace worn parts, clean all retained parts, reassemble, lubricate, and adjust for proper operation.
- Affix by stencil painting and maintain the appropriate elevator numbers on the car crossheads and all equipment components in the machine rooms and pits, including hoist machines, motor generators, governors, control cabinets, buffers, and compensation sheave assemblies. These numbers shall be a minimum of 1½" high except on the governor or compensation sheave assembly, which may be less if a suitable flat surface of 1½" is unavailable.

- Repair damage to the finish of the car and hoistway doors caused by improper adjustment or maintenance of associated door equipment.

**Section 5.2 Service and Repairs: Continued**

- Replace burned-out light tubes or bulbs in elevator pits.
- Maintain the emergency telephone, telephone buttons, button contacts, speakers, and wiring from the machine room junction box fully operational. Also, maintain the wiring for the car telephones from the cars to the machine room junction boxes.
- 24/7 monitoring of the emergency communication devices per code requirements.
- Maintain, in fully operational condition, the complete Elevator Status or Monitoring Panels in the main lobby Security Desk and the complete elevator panel in the Fire Command Center, including all lenses, lights, switches, and all associated wiring from the panels to the machine room junction boxes.
- Maintain, in fully operational condition, Elite-type elevator position indicators.
- Any panel that includes integral elevator information within the display.
- Maintain the emergency telephone buttons, button contacts, speakers, and wiring to the machine room junction box fully operational. Maintenance is also needed for the wiring of the car telephones from the cars to the machine room junction boxes.
- Maintain, in fully operational condition, the complete Elevator Status or Monitoring Panels in the main lobby Security Desk and the complete elevator panel in the Fire Command Center, including all lenses, lights, switches, and all associated wiring from the panels to the machine room junction boxes.
- Vandalism and misuse must be verified by Jefferson Parish and the Successful Bidder

**Section 5.3 Cleaning:**

- Clean elevator equipment, machine rooms, and pit floors at regular intervals sufficient in frequency to maintain a professional appearance, prevent tracking of dirt, oil, grease, or carbon dust from car tops, pits, or machine rooms onto carpeted areas, and preserve the life of the equipment.
- Elevator pits shall be pressure washed after any accumulation of hydraulic fluid is removed, at no expense to Jefferson Parish.
- Successful Bidder shall not be responsible for cleaning any equipment made necessary by events beyond its reasonable control or due to improper janitorial or building maintenance functions. Unusual conditions, such as ongoing construction or “build-out” in the building, may be reviewed with the Owner to determine responsibility for cleaning.

**Section 5.4 Painting:**

- Paint all elevator machine rooms, hoistway, pit equipment, and car tops at intervals frequent enough to maintain a professional appearance, prevent rusting, and preserve the equipment. Car tops and floors in machine rooms, machinery spaces, and pits shall be maintained and painted with low-VOC paint, including the color additive “Deck Gray” or another suitable color if approved by the Owner.
- All paint shall be high-quality and suitable for the intended purpose. The paint application shall, in all circumstances, comply with current ASME, OSHA, and applicable local codes. The successful bidder shall schedule all painting with the Owner.

**Section 5.5 Lubrication:**

- Lubricate the equipment at intervals recommended by the manufacturer or as dictated by its use. All lubricants shall be suitable for the intended purpose and meet or exceed the minimum requirements specified by the equipment manufacturer to which they are applied.
- Lubricants, cleaning fluids, and all combustible liquids shall be stored in metal cabinets in the machine room and disposed of per OSHA and EPA guidelines. MSDS data sheets shall be posted as required.

**Section 5.6 Adjustment:**

- Adjust elevator equipment per specifications found in this agreement.
- When necessary to prevent or eliminate Tenant Sensitive items from becoming adversely noticeable to the building’s tenants.
- Check and adjust the elevator dispatching systems and make necessary tests at such intervals as required to ensure all systems operate correctly. If required to complete such system checks, this work shall be completed during overtime at no additional cost to the Owner.

**Section 5.7 Repairs and Replacements:**

- Repair and replace all worn, damaged, or broken parts or components.
- Parts or components requiring repair shall be rebuilt to “as new” condition. Parts or components shall be replaced:
  - When worn beyond normal adjustment limits.
  - When necessary to ensure continued regular operation.
  - When necessary, extend the useful life of the elevators or any of their components.
  - When necessary, to continue safe, dependable operation per ASME A17.1 and A17.2 Code.

- When necessary, continue the performance of the equipment per its original design.

**Section 5.7 Repairs and Replacements: Continued**

- When necessary to maintain the performance, standards specified in this Agreement, including the elevator performance, smoothness, and quietness of operation.
- When more than one elevator requires repair, the Owner shall establish priorities of accomplishment upon consultation with the Contractor.
- In performing the services, the successful bidder agrees to use lubricants obtained from and recommended by the equipment manufacturer. Equivalent lubricants may be used if the owner approves them in writing.

**Section 5.8 Adequate Parts and Parts Storage:**

- Maintain an adequate inventory of spare parts and components to permit timely replacement and repairs without delay.
- All parts, materials, lubricants, rags, cleaning fluids, combustible liquids, and other materials and supplies shall be kept and stored in U.L.-rated metal cabinets provided by the Successful bidder, adequately secured, in each machine room, unless code-required clearances would be violated by the presence of such cabinets
- All materials and supplies in these cabinets shall be neatly arranged, and cabinet doors shall be left fully closed after each visit.
- Cabinets shall be sufficient in number and size to store all parts, materials, and supplies out of sight. No parts, materials, or supplies shall be stored on top of cabinets, on the floors, or in any other place where they are visible.

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**Section 5.9 Corrective Action:**

As a result of an examination, a need for corrective action is apparent, and the corrective action is within the scope of the successful bidder's responsibility. The successful bidder shall proceed immediately to make such replacements, repairs, and corrections. If the successful bidder reasonably believes the corrective action is not within the scope of the Successful bidder's responsibility and no safety or potential safety problem exists, the Successful bidder shall deliver a written report to the Owner within seven days of the examination. If a safety or potential safety problem exists, the Successful bidder shall immediately notify the owner and receive a purchase order before taking any corrective action and make a prompt written report to the owner.

**Section 6.0 Code-Mandated Tests:**

Successful Bidder shall schedule, coordinate, and complete statutory Category 1, 3, and 5 tests and other equipment tests per the more stringent requirements of ASME A17.1 of the AHJ, including but not limited to the following:

- Annual no-load slow speed test of cars, governors, and buffers.
- Five-year, full load, full speed test of car, governors, and buffers.
- Annual pressure relief tests on hydraulic elevators.
- Schedule, coordinate, and complete all statutory tests no less than 30 days before the date shown on the previous test tag. Failure to comply with this requirement will incur a \$200 penalty to the Contractor.
- Schedule said tests in the presence of local enforcing authority and persons designated by the owner. Scheduling difficulties shall not exempt the successful bidder from performing tests in compliance with applicable Code or regulatory requirements.
- Perform " periodic inspections and Tests" per the more stringent requirements of ASME A17.1 or the AHJ.
- Provide not fewer than five business days prior notification to the Owner of its intention to perform Category 5 rated speed, rated load tests such that a representative of the Owner may witness the tests. Written reports of all "Periodic" tests shall be submitted to the owner. The Agreement Price shall include all such required tests during regular hours.
- Category 1 and Category 3 tests shall be performed during regular hours as long as the tests do not interfere with the regular operation of the building. Category 5 tests shall also be scheduled during regular working hours as long as the tests do not interfere with the regular operation of the building.
- Affix metal tags for all Category 1, 3, and 5 tests per ASME A17.1-2004 or later, adopted by the AHJ.
- Complete and submit all documentation required of the elevator service provider by AHJ.
- Responsible for ensuring all equipment included under the Agreement is free and clear of all violations, whether those violations result from AHJ-required testing or other inspections.
- Successful bidder's failure to execute statutory tests mandated by national Codes or local jurisdictions or regulations within thirty calendar days of the required time constraint shall make the Successful bidder responsible for any fines assessed by the AHJ.
- The owner shall pay no additional costs if the AHJ places the elevator out of service or levies a fine because of missed statutory tests.
- The successful bidder shall schedule required testing on time with the building management to prevent missed opportunities.

**Section 6.0 Code-Mandated Tests: Continued**

- Take all reasonable steps to verify that the equipment is in a safe condition for testing, check appropriate clearances, check the essential operation of safety devices, and adhere to best practices in making the tests, including all safety procedures in general use by the Successful bidder or published by the Successful bidder or manufacturer of the equipment.
- Responsible for damages to elevator components due to any AHJ/code-required test if the damage would have been prevented through proper maintenance of equipment or safety devices. This includes, but is not limited to, machines, buffers, sheaves, ropes, and safety devices.

**Section 7.0 – Emergency Communication Monitoring:**

- If the existing communication device in the elevators will not communicate with the successful bidder's service, it will be the successful bidder's responsibility to supply, install, and program a new device to provide emergency communication with said elevator(s).
- Provide twenty-four (24) hour emergency communications monitoring services for the duration of the maintenance contract.
  - No answering machines will be allowed for emergency monitoring; a live person must answer all calls.
- Shall monitor all elevator communication devices covered by this agreement and forward calls to the owner's representative.
  - The owner shall provide a list of contact persons to be notified in an emergency to the successful bidder at the "Start of Work Conference."

**Section 8.0 Nuisance Calls:**

Nuisance calls shall be included in this contract.

- A nuisance call shall be defined as a call where a known or unknown source caused the elevator shutdown and is outside the contract's scope, but the elevator personnel, not knowing the cause, answers the call.
- If the responding technician spends two (2) hours or less (to be documented by a Jefferson Parish employee) at any location, the successful bidder will absorb the cost.

**Section 9.0 – Existing Structure:**

If the successful bidder damages or destroys any part of a building, etc., the successful bidder shall be required to replace and restore said item(s) to its original condition with the same type of material, finish, and workmanship at no additional cost to the owner.

**Section 10.0 – Contract Terms:**

The terms of this contract shall be for three years, expiring at midnight on the day immediately preceding the third anniversary thereof. Jefferson Parish reserves the right to remove any location at anytime during the duration of this contract.

**Section 11.0 – Permits:**

The bidder shall obtain any permits required by the Jefferson Parish Department of Inspection and Code Enforcement and any municipality where work is being performed, if applicable.

The bidder is responsible for paying for these permits, which must be obtained prior to the start of any project requiring them.

**Section 12.0 – Working Hours/Response Times:**

All preventative maintenance and scheduled repairs will be performed during regular working hours, 7:00 a.m. – 5:00 p.m., Monday through Friday. The successful bidder may choose to work before or after regular building working hours to provide a safe work environment at no extra charge to Jefferson Parish.

Normal response time for trouble calls shall be no more than two (2) hours. If someone is trapped in an elevator, the successful bidder shall provide an estimated arrival time (ETA) and make every effort to arrive at the site within one (1) hour.

Service calls or emergency calls shall be responded to at any hour of the day or night, seven (7) days per week, with no additional charges to Jefferson Parish, to restore elevator services or remove entrapped passengers.

**Section 13.0 – Warranty:**

All parts furnished and installed by the successful bidder shall be genuine replacement parts, especially for the elevators specified in this bid. All workmanship shall be per the manufacturer of each elevator, the National Electric and Safety Code for Elevators, The National Fire Protection Association (N.F.P.A.), and the American National Standards Institute (ANSI) A 17.1 and 17.2

**Section 14.0 – Liquidated Damages:**

If the successful bidder fails to report to the job site with a qualified service technician for a period in excess of two (2) hours from the time of the call of complaint, it is mutually agreed that the Parish may withhold, as liquidated damages for each one (1) hour period, including the initial period thereof, the sum of \$100.00 from the succeeding month's billing, for each failure to report promptly to a request for service. Further, it is mutually agreed that this sum is indicated or is selected as liquidated damage because of the impossibility of determining the amount of actual damages Jefferson Parish may suffer due to the contractor's failure to comply with this provision. If an elevator remains out of service for a period in excess of forty-eight (48) hours due to neglect or failure to comply with the provisions of these specifications, or should the successful bidder fail to report with a qualified service member within the stated time frame, it is mutually agreed that the Parish may withhold, as liquidated damages for each twenty-four (24) hour period, including the initial period thereof, the sum of \$100.00 (one hundred dollars) from the succeeding month's billing for each failure to report promptly to a request for service. Further, it is mutually agreed that this sum is indicated or is selected as liquidated damages because of the impossibility of determining the amount of actual damages the Parish may suffer due to the contractor's failure to comply with this provision.

**Section 15.0 Labor only for the troubleshooting, repairing, and replacement of elevator and dumbwaiter equipment:**

- Labor, transportation, supervision, and equipment necessary for a three (3) year labor-only contract to troubleshoot, repair, and replace existing elevator and dumbwaiter equipment.
- Troubleshooting, replacement, and repairing equipment shall only be performed by a lead technician. An "Assistant "or another Technician will only be allowed upon approval from a General Services representative.
- All work shall be provided on an "as-needed" basis. There is no guarantee about the amount of work given throughout this contract.
- There shall be no minimum call-out, work, service, etc. time in terms of hours charged under the terms of this contract.
- Hourly pricing for a technician and a helper shall include the following:
  - Labor for troubleshooting
  - Labor for repair work
  - Labor for upgrades
  - Incidental equipment needed to perform troubleshooting and repairs
  - Tools needed to perform troubleshooting and repairs
  - Transportation/Travel time to and from the work site and for picking up parts, tools, equipment, etc.

**Section 15.0 Labor only for the troubleshooting, repairing, and replacing elevator and dumbwaiter equipment: Continued.**

- Technicians arriving at the work site to perform services shall verify the start time by meeting with an owner’s representative and signing in on an owner-provided logbook.

*NOTE- Failure to sign in with a parish representative may be cause for non-payment of invoice for services.*

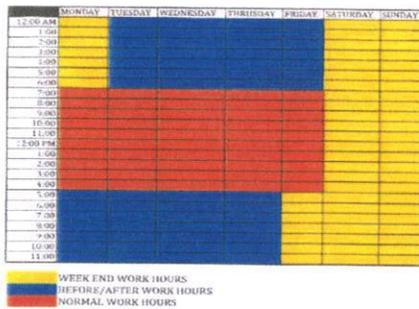
- Upon completion of work for the day started, technicians shall verify the end time by meeting with an owner’s representative and signing out on an owner-provided logbook.

*NOTE- Failure to sign out with a parish representative may be cause for non-payment of invoice for services.*

- The bidder must receive a reference number from the requesting department before performing any work. If the successful bidder proceeds without a reference number issued by the department, the bidder might not be compensated for his labor and parts.
- In case of excessive downtime, Jefferson Parish may provide an additional purchase order, not to exceed \$10,000.00, to the successful bidder to obtain the necessary part(s) to complete the repair work. Jefferson Parish will not allow any markup of invoice cost.

**Section 16.0 Labor only for the troubleshooting, repairing, and replacing elevator and dumbwaiter equipment: Continued.**

The chart below indicates normal, weekend, and before/after hours. These times are to be used for pricing according to the times identified.



**Section 17.0 – Labor Warranty:**

All parts furnished and installed by the successful bidder shall be genuine replacement parts, especially for the elevators specified in this bid. The successful Bidder shall provide a minimum ninety (90) day warranty on all Labor. All parts purchased by the successful bidder shall have a minimum ninety (90) day warranty. All workmanship shall be per the manufacturer of each elevator, the National Electric and Safety Code for Elevators, The National Fire Protection Association (N.F.P.A.), and the American National Standards Institute (ANSI) A 17.1 and 17.2

**Section 18.0 Conclusion of contract:**

After the contract, all repairs and maintenance to the elevator specified in this bid shall be completed according to the terms outlined in these specifications, and a checklist of all completed repairs and maintenance must be submitted to the Department of General Services for approval. All incomplete work shall be noted on a checklist and submitted to the Department of General Services. All incomplete work listed on this checklist, and any other repairs or maintenance deemed incomplete by the Department of General Services, must be performed and accomplished within one (1) week after the duration of the contract period. If work is not completed, all final payments will be held until all work is completed.

At the termination of this contract, the Department of General Services shall retain all blueprints, wiring diagrams, programs, jump drives, SD cards, software, and any other pertinent data furnished by the Parish, the successful bidder, the manufacturer, or the maintenance company.

**Section 19.0 – Start of Work Conference and Notice to Proceed:**

- Before any work commences, a “Start of Work Conference” shall be held between the successful bidder and the owner.
- No Materials shall be ordered until the successful bidder receives a written “Notice to Order Materials” from the Department of General Services.
- No work shall be performed until the successful bidder receives a written “Notice to Proceed” from the Department of General Services to begin work.

LOCATION	ELEVATOR NUMBER/DESCRIPTION	MAKE	TYPE	SERIAL NUMBER
Second Parish Court 100 Huey P. Long Avenue Gretna, LA 70053  <b>Number of Floors-5</b>	Elevator 1 (Lobby)	Otis	Hydraulic	494873
	Elevator 2 (Lobby)	Otis	Hydraulic	494874
	Elevator 3 (Lobby)	Otis	Hydraulic	494875
	Elevator 4 (Lobby)	Otis	Hydraulic	494876
	Elevator 5 (Prisoner)	Otis	Hydraulic	494878
	Elevator 6 (Judge)	Otis	Hydraulic	494877
Central Plant 960 1st Street Gretna, LA 70053  <b>Number of Floors- 1</b>	Elevator 1	Kone	Hydraulic	8008436080
District Attorney Office 200 Derbigny Street Gretna, LA 70053  <b>Number of Floors-5</b>	Elevator 1 (Lobby)	Schindler	Traction	S309-0969
	Elevator 2 (Lobby)	Schindler	Traction	S309-0958
	Elevator 3 (Service)	Schindler	Traction	S308-6308
Emergency Operations & Communications Center 910 3rd Street Gretna, LA 70053  <b>Number of Floors-4</b>	Elevator 1 (Lobby)	Kone	Traction	20288232
	Dumbwaiter #1	Matot	Traction	126122
General Government Building 200 Derbigny Street, Gretna, LA 70053  <b>Number of Floors-6</b>	Elevator 1 (Lobby)	Otis	Traction	519029
	Elevator 2 (Lobby)	Otis	Traction	519030
	Elevator 3 (Lobby)	Otis	Traction	519031
	Elevator 2 (East Side)	Kone	Traction	20284827
	Elevator 3 (West Side)	Kone	Traction	20284828

Parking Garage 300 Derbigny Street Gretna, LA 70053  <b>Number of Floors-7</b>	Elevator 1 (East side)	Kone	Traction	20284826
	Elevator 2 (East Side)	Kone	Traction	20284827
	Elevator 3 (West Side)	Kone	Traction	20284828
Joseph S. Yenni Building 1221 Elmwood Park Boulevard Jefferson, LA 70123  <b>Number of Floors-10</b>  Salvador A. Liberto Building 802 2nd Street Gretna, LA 70053  <b>Number of Floors-2</b>	Elevator 1 (Lobby)	Schindler	Traction	652933
	Elevator 2 (Lobby)	Schindler	Traction	652932
	Elevator 3 (Lobby)	Schindler	Traction	652931
	Elevator 4 (Lobby) Elevator 1	Schindler Kone	Traction Hydraulic	652930 20212276
Local History Building 519 Huey P Long Avenue Gretna, LA 70053  <b>Number of Floors-3</b>	Elevator 1	Schindler	Hydraulic	E1301/01
Metairie Senior Citizens Center 265 N. Causeway Boulevard Metairie, LA 70001  <b>Number of Floors-3</b>	Elevator 1	Dover	Hydraulic	S19761
Thomas Donelon Building 200 Derbigny Street Gretna, LA 70053  <b>Number of Floors-5</b>	Elevator 1 (Judges)	Kone	Traction	20236057
	Elevator 2 (prisoner)	Kone	Traction	20244085
	Elevator 3 (lobby)	Otis	Traction	48490525
	Elevator 4 (lobby)	Otis	Traction	48500525
	Elevator 5 (lobby)	Otis	Traction	48510525
East Bank Consolidated Fire Dept. 834 S. Clearview Parkway Jefferson, LA 70123  <b>Number of Floors-2</b>	Elevator 1	Otis	Hydraulic	E43159
Jefferson Performing Arts Center 6400 Airline Drive Metairie, LA 70003	Elevator 1	Smart rise Smart rise	Hydraulic	140124-001-C1
	Elevator 2		Hydraulic	140124-002-C1

<b>Number of floors -3</b>				
Transit Eastbank Administration 118 David Drive Metairie, LA 70003	Elevator 1	Schindler	Hydraulic	L23AG1371
<b>Number of Floors-2</b> West Bank Drainage Administration 1561 River Park Road Bridge City, LA 70094	Elevator 1	Thyssen Krupp	Hydraulic	EN9957
<b>Number of Floors-2</b> Sewerage Department West Bank Office 1440 River Park Road Bridge City, LA 70094	Elevator 1	Otis	Hydraulic	42270441
<b>Number of Floors-2</b>				

DATE: 9/04/2024

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BID NO.: 50-00145907

**BID FORM**  
Non Public Works

**All Public Work Projects are required to use the Louisiana Uniform Public Work Bid Form**

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

Are you requesting an escalation provision?

YES \_\_\_\_\_ NO X \_\_\_\_\_

MAXIMUM ESCALATION PERCENTAGE REQUESTED \_\_\_\_\_%

INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF \_\_\_\_\_.

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

**DELIVERY: FOB JEFFERSON PARISH**

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES

X

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

299

**THIS SECTION MUST BE COMPLETED BY BIDDER:**

FIRM NAME: Otis Elevator Company

ADDRESS: 1013 Harimaw Ct. W. Suite B

CITY, STATE: Metairie, LA ZIP: 70001

TELEPHONE: ( 504 ) 234-4013 FAX: ( ) \_\_\_\_\_

EMAIL ADDRESS: francois.camenzuli@otis.com

In the event that addenda are issued with this bid, bidders MUST acknowledge all addenda on the bid form. Bidder must acknowledge receipt of an addendum on the bid form by placing the addendum number as indicated. Failure to acknowledge any addendum on the bid form will result in bid rejection.

Acknowledge Receipt of Addenda: NUMBER: #1

NUMBER: #2

NUMBER: \_\_\_\_\_

NUMBER: \_\_\_\_\_

TOTAL PRICE OF ALL BID ITEMS: \$ 576,279.00

AUTHORIZED SIGNATURE: Francois Camenzuli

Francois Camenzuli

Printed Name

TITLE: General Manager

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

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

DATE: 9/04/2024

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INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00145907

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	36.00	MO	<p>THREE (3) YEAR CONTRACT TO PROVIDE ELEVATOR MAINTENANCE SERVICES FOR THE JEFFERSON PARISH DEPARTMENT OF GENERAL SERVICES</p> <p>ELEVATOR MAINTENANCE (VARIOUS LOCATIONS) THREE (3) YEAR CONTRACT (36) MONTHS</p> <p>DEPARTMENT OF GENERAL SERVICES</p> <p>WE EXTEND THIS BID TO PROVIDE LABOR, MATERIALS, EQUIPMENT, TOOLS, TESTING INSTRUMENTS, SOFTWARE, COMPUTER PROGRAMS AND ALL OTHER INCIDENTALS NECESSARY TO PROVIDE A THREE (3) YEAR ELEVATOR MAINTENANCE CONTRACT PER THE ATTACHED SPECIFICATIONS FOR THE FOLLOWING LOCATIONS:</p> <p>0010 - SECOND PARISH COURT 100 HUEY P. LONG AVENUE GRETNA, LA 70053</p>	\$ 1,950.00	\$ 70,200.00
2	36.00	MO	<p>SIX (6) HYDRAULIC OTIS PASSENGER ELEVATORS SERIAL #494873, #494874, #494875, #494876, #494877, #494878</p> <p>UNIT PRICE IS TO REFLECT ONE PRICE FOR THE MONTHLY MAINTENANCE OF SIX (6) ELEVATORS</p> <p>0020 - CENTRAL PLANT 960 1ST STREET GRETNA, LA 70053</p> <p>ONE (1) HYDRAULIC KONE PASSENGER ELEVATOR SERIAL #8008436080</p> <p>UNIT PRICE IS TO REFLECT ONE PRICE FOR THE MONTHLY MAINTENANCE OF ONE (1) ELEVATOR</p>	\$ 325.00	\$ 11,700.00
3	36.00	MO	<p>0030 - DISTRICT ATTORNEY'S OFFICE BLDG. 100 DERBIGNY STREET GRETNA, LA 70053</p> <p>THREE (3) TRACTION SCHINDLER PASSENGER ELEVATORS SERIAL #S308-6308, #S309-0958, #S309-0969</p> <p>UNIT PRICE IS TO REFLECT ONE PRICE FOR THE MONTHLY MAINTENANCE OF THREE (3) ELEVATORS</p>	\$ 1,650.00	\$ 59,400.00
4	36.00	MO	<p>0040 - EMERGENCY OPERATIONS &amp; COMMUNICATIONS CENTER</p>	\$ 868.75	\$ 31,275.00

DATE: 9/04/2024

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INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00145907

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
5	36.00	MO	<p>910 3RD STREET GRETNA, LA 70053</p> <p>ONE (1) TRACTION KONE PASSENGER ELEVATOR SERIAL #20288232</p> <p>ONE (1) TRACTION MATOT DUMBWAITER SERIAL #126122</p> <p>UNIT PRICE IS TO REFLECT ONE PRICE FOR THE MONTHLY MAINTENANCE OF ONE (1) ELEVATOR AND ONE (1) DUMBWAITER</p>	\$ 1,650.00	\$ 59,400.00
6	36.00	MO	<p>0050 - GENERAL GOVERNMENT BUILDING 200 DERBIGNY STREET</p> <p>GRETNA, LA 70053</p> <p>THREE (3) TRACTION OTIS PASSENGER ELEVATORS SERIAL #519029, #519030, #519031</p> <p>UNIT PRICE IS TO REFLECT ONE PRICE FOR THE MONTHLY MAINTENANCE OF THREE (3) ELEVATORS</p>	\$ 1,650.00	\$ 59,400.00
7	36.00	MO	<p>0060 - PARKING GARAGE 300 DERBIGNY STREET</p> <p>GRETNA, LA 70053</p> <p>THREE (3) TRACTION KONE PASSENGER ELEVATORS SERIAL #20284826, 20284827, 20284828</p> <p>UNIT PRICE IS TO REFLECT ONE PRICE FOR THE MONTHLY MAINTENANCE OF THREE (3) ELEVATORS</p>	\$ 2,200.00	\$ 79,200.00
8	36.00	MO	<p>0070 - JOSEPH S. YENNI BUILDING 1221 ELMWOOD PARK BOULEVARD</p> <p>JEFFERSON, LA 70123</p> <p>FOUR (4) TRACTION SCHINDLER PASSENGER ELEVATORS SERIAL #652930, #652931, #652932, #652933</p> <p>UNIT PRICE IS TO REFLECT ONE PRICE FOR THE MONTHLY MAINTENANCE OF FOUR (4) ELEVATORS</p>	\$ 325.00	\$ 11,700.00

DATE: 9/04/2024

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INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00145907

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
9	36.00	MO	<p>GRETNA, LA 70053</p> <p>ONE (1) HYDRAULIC KONE PASSENGER ELEVATOR SERIAL #20212276</p> <p>UNIT PRICE IS TO REFLECT ONE PRICE FOR THE MONTHLY MAINTENANCE OF ONE (1) ELEVATOR</p> <p>0090 - LOCAL HISTORY MUSEUM 519 HUEY P. LONG AVENUE</p>	\$ 325.00	\$ 11,700.00
10	36.00	MO	<p>GRETNA, LA 70053</p> <p>ONE (1) HYDRAULIC SCHINDLER PASSENGER ELEVATOR SERIAL #E1301/01</p> <p>UNIT PRICE IS TO REFLECT ONE PRICE FOR THE MONTHLY MAINTENANCE OF ONE (1) ELEVATOR</p> <p>0100 - METAIRIE SENIOR CENTER 265 N. CAUSEWAY BOULEVARD</p> <p>METAIRIE, LA 70001</p>	\$ 325.00	\$ 11,700.0
11	36.00	MO	<p>ONE (1) HYDRAULIC DOVER PASSENGER ELEVATOR SERIAL #S19761</p> <p>UNIT PRICE IS TO REFLECT ONE PRICE FOR THE MONTHLY MAINTENANCE OF ONE (1) ELEVATOR</p> <p>0110 - THOMAS F. DONELON BUILDING 200 DERBIGNY STREET</p> <p>GRETNA, LA 70053</p> <p>THREE (3) TRACTION OTIS PASSENGER ELEVATORS SERIAL #48490525, 48500525, #48510525</p> <p>TWO (2) TRACTION KONE PASSENGER ELEVATORS SERIAL #20244085, 20236057</p> <p>UNIT PRICE IS TO REFLECT ONE PRICE FOR THE MONTHLY MAINTENANCE FOR FIVE (5) ELEVATORS</p>	\$ 2,750.00	\$ 99,000.00
12	36.00	MO	<p>0120 - EAST BANK CONSOLIDATED FIRE DEPT. 834 S. CLEARVIEW PARKWAY</p> <p>JEFFERSON, LA 70123</p>	\$ 325.00	\$ 11,700.0

DATE: 9/04/2024

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INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00145907

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
13	36.00	MO	<p>ONE (1) HYDRAULIC OTIS PASSENGER ELEVATOR SERIAL #E43159</p> <p>UNIT PRICE IS TO REFLECT ONE PRICE FOR THE MONTHLY MAINTENANCE FOR ONE (1) ELEVATOR</p> <p>0130 - JEFFERSON PERFORMING ARTS CENTER 6400 AIRLINE DRIVE METAIRIE, LA 70003</p>	\$ 650.00	\$ 23,400.00
14	36.00	MO	<p>TWO (2) HYDRAULIC SMARTRISE PASSENGER ELEVATORS SERIAL #140124-001-C1, #140124-002-C1</p> <p>UNIT PRICE IS TO REFLECT ONE PRICE FOR THE MONTHLY MAINTENANCE OF TWO (2) ELEVATORS</p> <p>0140 - EAST BANK TRANSIT ADMINISTRATION 118 DAVID DRIVE METAIRIE, LA 70003</p>	\$ 550.00	\$ 19,800.00
15	36.00	MO	<p>ONE (1) HYDRAULIC SCHINDLER PASSENGER ELEVATOR SERIAL #L23AG1371</p> <p>UNIT PRICE IS TO REFLECT ONE PRICE FOR THE MONTHLY MAINTENANCE OF ONE (1) ELEVATOR</p> <p>0150 - WEST BANK DRAINAGE ADMINISTRATION 1561 RIVER PARK BOULEVARD BRIDGE CITY, LA 70094</p>	\$ 189.00	\$ 6,804.00
16	36.00	MO	<p>ONE (1) HYDRAULIC THYSSEN KRUPP PASSENGER ELEVATOR SERIAL #EN9957</p> <p>UNIT PRICE IS TO REFLECT ONE PRICE FOR THE MONTHLY MAINTENANCE OF ONE (1) ELEVATOR</p> <p>0160 - SEWERAGE DEPARTMENT WEST BANK OFFICE 1440 RIVER PARK ROAD BRIDGE CITY, LA 70094</p> <p>ONE (1) HYDRAULIC OTIS PASSENGER ELEVATOR SERIAL #42270441</p>	\$ 275.00	\$ 9,900.00

DATE: 9/04/2024

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INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00145907

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			UNIT PRICE IS TO REFLECT ONE PRICE FOR THE MONTHLY MAINTENANCE OF ONE (1) ELEVATOR		
17	1.00	HR	0170 - TECHNICIAN - NORMAL HOURLY RATE 7:00AM - 5:00PM, MONDAY THRU FRIDAY  (EXCLUDING HOLIDAYS)	\$ 380.00	\$ 380.00
18	1.00	HR	0180 - HELPER - NORMAL HOURLY RATE 7:00AM - 5:00PM, MONDAY THRU FRIDAY  (EXCLUDING HOLIDAYS)	\$ 270.00	\$ 270.00
19	1.00	HR	0190 - TECHNICIAN BEFORE/AFTER HOURS WEEKDAY RATE  5:00PM - 12:00AM, MONDAY THRU THURSDAY & 12:00AM - 7:00AM, TUESDAY THRU FRIDAY	\$ 646.00	\$ 646.00
20	1.00	HR	0200 - HELPER BEFORE/AFTER HOURS WEEKDAY RATE  5:00PM - 12:00AM, MONDAY THRU THURSDAY & 12:00AM - 7:00AM, TUESDAY THRU FRIDAY	\$ 460.00	\$ 460.00
21	1.00	HR	0210 - TECHNICIAN AFTER HOURS WEEKEND RATE  FRIDAY 5:00PM - 12:00AM & SATURDAY AND SUNDAY ALL DAY & MONDAY 12:00AM - 7:00AM	\$ 646.00	\$ 646.00
22	1.00	HR	0220 - HELPER AFTER HOURS WEEKEND RATE  FRIDAY 5:00PM - 12:00AM & SATURDAY AND SUNDAY ALL DAY & MONDAY 12:00AM - 7:00AM	\$ 460.00	\$ 460.00
23	1.00	HR	0230 - TECHNICIAN - HOLIDAY RATE 12:00AM - 11:59PM	\$ 760.00	\$ 760.00
24	1.00	HR	0240 - HELPER - HOLIDAY RATE 12:00AM - 11:59PM	\$ 540.00	\$ 540.00
			***** PLEASE SEE ATTACHED SPECIFICATIONS *****		
			SITE VISIT CONTACT: TIM HOSKINS (504)364-2675		

Non-Public Works Bid

AFFIDAVIT

STATE OF Louisiana

PARISH/COUNTY OF Jefferson

BEFORE ME, the undersigned authority, personally came and appeared: FRANCIS  
Camenzuli, (Affiant) who after being by me duly sworn, deposed and said that  
he/she is the fully authorized General Manager of OTIS Elevator Company (Entity),  
the party who submitted a bid in response to Bid Number 50-00145907 to the Parish of  
Jefferson.

Affiant further said:

Campaign Contribution Disclosures

**(Choose A or B, if option A is indicated please include the required attachment):**

**Choice A** \_\_\_\_\_ Attached hereto is a list of all campaign contributions, including the date and amount of each contribution, made to current or former elected officials of the Parish of Jefferson by Entity, Affiant, and/or officers, directors and owners, including employees, owning 25% or more of the Entity during the two-year period immediately preceding the date of this affidavit or the current term of the elected official, whichever is greater. Further, Entity, Affiant, and/or Entity Owners have not made any contributions to or in support of current or former members of the Jefferson Parish Council or the Jefferson Parish President through or in the name of another person or legal entity, either directly or indirectly.

**Choice B** X there are **NO** campaign contributions made which would require disclosure under Choice A of this section.

Debt Disclosures

**(Choose A or B, if option A is indicated please include the required attachment):**

**Choice A** \_\_\_\_\_ Attached hereto is a list of all debts owed by the affiant to any elected or appointed official of the Parish of Jefferson, and any and all debts owed by any elected or appointed official of the Parish to the Affiant.

**Choice B**  There are **NO** debts which would require disclosure under Choice A of this section.

Affiant further said:

That Affiant has employed no person, corporation, firm, association, or other organization, either directly or indirectly, to secure the public contract under which he received payment, other than persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project or in securing the public contract were in the regular course of their duties for Affiant; and

*[The remainder of this page is intentionally left blank.]*

That no part of the contract price received by Affiant was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project were in the regular course of their duties for Affiant.



Signature of Affiant

FRANCOIS CAMENZULI

Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME

ON THE 19 DAY OF September, 2024



Notary Public

CONRAD A. BUCHLER, JR.

Printed Name of Notary

158965

Notary/Bar Roll Number

My commission expires At Death





## CERTIFICATE

I, Jorge Castillo, Assistant Secretary of Otis Elevator Company, a New Jersey corporation, (the “Company”) do hereby certify that:

1. Under an Appointment of Officers of the Company dated January 15, 2019, I am an Assistant Secretary of the Company.
2. In my capacity as Assistant Secretary of the Company, I have access to and knowledge of the minutes and records of the Company, including delegations of authority.
3. Under a Delegation of Authority dated August 25, 2021, Francois Camenzuli, in his capacity as General Manager of the Company’s North American Area, New Orleans, LA Area Offices, is authorized as follows:

*“To make, execute and approve on behalf of the North American Area of the Company (and its subsidiaries or affiliated operating units) (i) any and all bids or contracts to manufacture, furnish, erect, modernize, service, repair, or maintain elevators, escalators, dumbwaiters, hoisting apparatus, moving walkways and other horizontal transportation systems, and to execute and approve on behalf of the North American Area of the Company any and all waivers of lien, bonds, or other instruments, a part of or incident to such contract; (ii) any and all leases for the storage of supplies and equipment used by the North American Area of the Company in the performance of such contracts.”*

**IN WITNESS WHEREOF**, I have hereunto set my hand this 28<sup>th</sup> day of April, 2023.



A handwritten signature in blue ink that reads "Jorge Castillo".

---

Jorge Castillo  
Assistant Secretary  
Otis Elevator Company

State of  Louisiana

State Licensing Board for Contractors

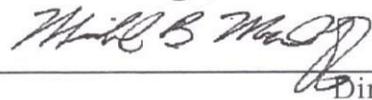
This is to Certify that: OTIS ELEVATOR COMPANY  
Attn: Legal Dept., 1 Farm Springs Rd.  
Farmington, CT 06032

is duly licensed and entitled to practice the following classifications

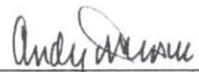
SPECIALTY: ELEVATORS, DUMBWAITERS AND ESCALATORS



Witness our hand and seal of the Board dated,  
Baton Rouge, LA 30th day of March 2022

  
Director

  
Chairman

  
Treasurer

Expiration Date: March 29, 2025

License No: 299

This License Is Not Transferrable

## Request for Taxpayer Identification Number and Certification

**Give Form to the  
requester. Do not  
send to the IRS.**

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type.  
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <b>Otis Elevator Company</b>	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.  <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input checked="" type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate  <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.  <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) _____  Exemption from FATCA reporting code (if any) _____  <i>(Applies to accounts maintained outside the U.S.)</i>
5 Address (number, street, and apt. or suite no.) See instructions. <b>One Carrier Place</b>	Requester's name and address (optional)
6 City, state, and ZIP code <b>Farmington, CT 06032</b>	
7 List account number(s) here (optional)	

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

<b>Social security number</b>									
or									
<b>Employer identification number</b>									
1	3	-	5	5	8	3	3	8	9

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶ 1/4/2024
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## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
  - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
  - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
  - Form 1099-S (proceeds from real estate transactions)
  - Form 1099-K (merchant card and third party network transactions)
  - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
  - Form 1099-C (canceled debt)
  - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*

