

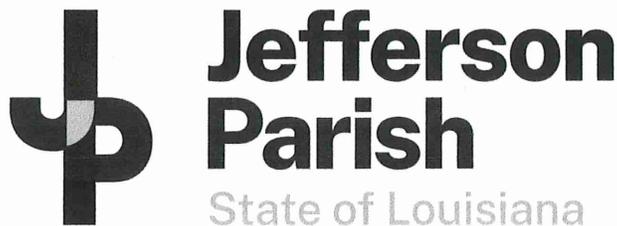


CENTRALBIDDING
FROM CENTRAL AUCTION HOUSE

**5000143793 Three (3) Year Contract for Elevator Maintenance and Repair
at Specified Locations for the Jefferson Parish Department of Parks and
Recreation
Jefferson Parish Government**

Project documents obtained from www.CentralBidding.com

29-Nov-2023 06:22:04 PM



Bid Number 50-00143793

Three (3) Year Contract for Elevator Maintenance and Repair at Specified Locations for the Jefferson Parish Department of Parks and Recreation

BID DUE: November 30, 2023 AT 11:00 AM

ATTENTION VENDORS!!!

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

**Jefferson Parish Purchasing Department
200 Derbigny Street
General Government Building, Suite 4400
Gretna, LA 70053
Purchasing Specialist I: Jill Truelove
Email: Jill.Truelove@jeffparish.net
Phone: 504-364-2682**

BID # 50-00143793

Three (3) Year Contract for Elevator Maintenance and Repair at Specified Locations for the Jefferson Parish Department of Parks and Recreation

SCOPE:

This proposal is to provide all labor, materials, and equipment necessary to provide a contract for full maintenance, services, and repairs for Jefferson Parish Recreation Department elevators located in various locations for a three (3) year period.

The elevators and locations are as follows:

0010 - Jefferson Parish Recreation Department Eastbank Main Office—6921 Saints Drive, Metairie, LA 70003

- One (1) Dover Hydraulic Passenger Elevator - Serial Numbers: E-81246

0020 – Jefferson Playground – 4100 South Drive, Jefferson, LA 70121

- One (1) OTIS Model LVML 2100 lbs. Hydraulic Passenger Elevator

0030 – Pontiff Gym – 1521 Palm Street, Metairie, LA 70001

- One (1) Schindler 330A Hydraulic Passenger Elevators

0040 – Terrytown Gym – 641 Heritage Avenue, Terrytown, LA 70056

- One (1) Schindler 330A Hydraulic Passenger Elevators – Serial Number: S748156-01

0050 - Kings Grant Gym – 3805 15TH Street, Harvey, LA 70058

- One (1) OTIS Model LVML 2100 lbs. Hydraulic Passenger Elevator

The Parish reserves the right to cancel this contract by giving thirty (30) day written notice, should the contractor fail to fulfill his responsibility as set forth in the specifications. The Department of Parks and Recreation shall be the sole judge of the contract performance or non-performance.

RESPONSIBILITIES OF THE CONTRACTOR:

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

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

To arrange for an appointment to inspect the installations, please call the following between the hours of 7:00 a.m. and 3:00 p.m., Monday -Friday:

- Eastbank locations - Maverick Charles at 736-6999, MCCCharles@jeffparish.net
- Westbank locations - Brandon Collins at 349-5000, BCollins@jeffparish.net

HOURS OF WORK:

All maintenance and scheduled repairs are to be performed during regular working hours 8 AM - 4:30 PM, Monday thru Friday except Holidays, unless specific arrangements are made with, and agreed upon by, the Parish. Trouble calls should be responded to at any hour of the day or night, seven days a week, to restore elevator service.

LIQUIDATED DAMAGES:

If the 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 contractor fail to report with a qualified serviceman within the stated time frame, it is mutually agreed that the Parish may withhold as liquidated damage for each twenty-four (24) hour period, including the initial period thereof, the sum of \$ 50.00 from the succeeding month's billing for each failure to report in a timely manner to a request for service. Further, it is mutually agreed that this sum is indicated, or selected as liquidated damages, because of the impossibilities of determining the amount of actual damages the Parish may suffer as a result of the contractor's failure to comply with this provision.

GUARANTY:

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

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

In all cases the burden of proof that the proposed product offered for substitution is equal or superior in construction and efficiency to that named in the specifications or contract shall rest

on the contractor and unless the proof is satisfactory to the Department of Parks and Recreation the substitution will not be approved.

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

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

ACCIDENT PREVENTION

Precaution shall be exercised at all times for the protection of persons and property. Safety provisions of applicable laws, building and construction codes, shall be observed. Machinery, equipment, and all hazards shall be guarded or eliminated in accordance with the safety provisions of the manual of accident prevention in construction, published by the Associated General Contractors of America, to the extent that such provisions are not in contravention of applicable laws. The contractor shall also comply with applicable requirements of the occupational safety and health act of 1970 and the latest revisions thereto.

SPECIAL REQUIREMENTS:

The contractor shall maintain an adequate number of trained personnel in the metropolitan area of Jefferson Parish at all times to perform major repair work, as well as, routine maintenance work. These trained personnel shall be directly employed and supervised by the contractor.

The contractor must maintain a sufficient supply of emergency parts for repair of this elevator in his maintenance warehouse. These supplies and parts must be available for immediate delivery and installation at all times.

QUALIFICATION AND LICENSE OF BIDDERS

All Bidders must possess LOUISIANA STATE CONTRACTOR'S LICENSE
(CLASSIFICATION – SPECIALTY: ELEVATORS, ESCALATORS & DUMBWAITERS)

SUCH LICENSE NUMBER WILL BE SHOWN ON THE OUTSIDE OF THE BID ENVELOPE. FAILURE TO COMPLY WILL CAUSE THE BID TO BE REJECTED. ADDITIONALLY, IF SUBMITTING THE BID ELECTRONICALLY, THEN THE LICENSE NUMBER MUST BE ENTERED IN THE APPROPRIATE FIELD IN THE ELECTRONIC PROCUREMENT SYSTEM. FAILURE TO DO SO WILL CAUSE THE BID TO BE REJECTED.

Bidders shall be familiar and experienced with and regularly engaged in the maintenance, installation, repairs and servicing of elevators covered in this proposal.

The Successful Bidder shall obtain any and all permits required by Jefferson Parish Department of Inspection and Code Enforcement, the State of Louisiana, and/or Federal Jurisdictions. The Successful Bidder shall be responsible of the payment of these permits. The Successful Bidder shall conform to regulations of all public agencies, including the specific requirements of the City, Parish, State, and Federal Jurisdictions. All permits must be obtained prior to the start of the contractual service. The Successful Bidder shall obtain and keep current all licenses, and permits required by the Parish, State, and Federal Jurisdictions, including the Jefferson Parish Department of Inspection and Code.

RECORDS:

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

END OF CONTRACT CHECK LIST:

At the completion of the contract period, all repairs and maintenance to the elevator specified in this proposal must be completed in accordance with the terms set forth in these specifications and a check list of all completed repairs and maintenance must be submitted to the Department of Parks and Recreation for approval.

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

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

SPECIFIC DUTIES OF THE CONTRACTOR:

1. The contractor shall clean, adjust and lubricate the elevator and its equipment as specified below:
2. The contractor must maintain the efficiency and speed as designed by the manufacturer of the equipment at all times, including the following:
 - Accelerations
 - Retardation
 - Contract speed in feet per minute with or without a full load
 - Floor to floor time
 - Door opening and closing time
 - Keeping dispatching system adjusted for maximum operation
3. The contractor shall regularly and systematically examine, adjust, and lubricate the following equipment as required. If conditions warrant power unit, pump motor, pump and controller including motor windings bearings, rotating element, sheaves contacts, coils, resistance for any motor circuits, magnetic frame, leveling, valve, packing, seals, wiper rings, gaskets, "O" rings, lifting pistons, hydraulic fluid, leveling devices and cams, all relays, resistors, condensers, transformers, leads, timing devices rectifiers, complete automatic power door operation, motor, cams, switches, contacts, resistors, sheaves, shafts, V-belts, drive arms, auxiliary door closing devices, hoistway door interlocks, interlock pick up assembly, car door contact, door protective devices, call bell, guide rails, hoistway switches, all indicating and/or signal lamps and sockets, all solid state components, dashpots, computer devices, selectors, selector tapes, traveling cable, valve coils, body, adjusting stems and/or screws, all internal valve parts, and other mechanical or electrical parts.
4. The contractor shall supply, repair or replace all parts of every description made necessary by wear and tear. All replacements shall be made with original manufacturer's parts or equal.
5. The contractor shall keep the guide rails clean and properly lubricated except when roller type guides are involved, no rail lubrication shall be used. The contractor shall regularly brush lint and dirt from the guides rails, overhead sheaves and beams, car tops, bottom of platforms and
6. remove dirt and accumulated rubbish from pits and machine room floors.
7. The contractor shall lubricate all sheave bearings, and will use hydraulic fluid and lubricants which are especially prepared and compounded to meet the original manufacturer's specification or equal.
8. The contractor shall renew conductor and traveling cable as often as it is deemed necessary.

9. Inspections, test and reports the contractor shall make a yearly inspection and test of the pressure relief valve. The test is to be according to the procedure in the latest edition of the ANSI code book, Section A17.1. Any repairs required after the test and resulting from the test, shall be the responsibility of the contractor - except blowing the hydraulic shaft casing. All test results shall be reported in writing to the Department of Parks and Recreation within sixty (60) days of the completion of said tests.

10. When necessary, the contractor shall renew the guide shoes or rollers, as required, to ensure smooth and quiet operation.

EXCLUSIONS:

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

- Elevator cabs
- Power switches and feeders to all controllers
- Shaftway enclosures
- Shaftway doors, frames, sills and cabdoors
- Underground piping

VANDALISM:

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

MINIMUM REQUIRED PERIODIC SERVICE CHECKS:

MONTHLY

- Ride each car
- Check operation
- Correct problems found
- Remove dust and dirt from door guide channels
- Check lubrication of door operators

QUARTERLY

- Check waiting times on corridor call
- Check car doors
- Door operator adjustment and hoistway
- Doors at upper and lower levels (departure and arrival ramps)

The contractor is required to conduct a safety test on the elevator covered under this proposal, in order to place it into a condition which at least meets or exceeds the minimum safety requirements. It will be incumbent upon the contractor to submit a report to the Department of Parks and Recreation stating the results of these tests and to make the necessary repairs to place

this equipment into a condition that at least meets or exceeds the current safety requirements as proposed by ANSI and those of the State of Louisiana and the Parish of Jefferson. These tests must be conducted within the first month of the contract period and every 12th month thereafter. A report on the results of these tests and the work required to bring them up to minimum safety standards, must be submitted to the Department of Parks and Recreation within the first month of the contract period.

All invoices against this order shall be sent to the Parks and Recreation Department At 6921 Saints Drive, Metairie, Louisiana 70003. The contract number, the department's requisition number and the bid number must be shown on all invoices.

DATE: 11/14/2023

BID NO.: 50-00143793

INVITATION TO BID
THIS IS NOT AN ORDER

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JEFFERSON PARISH

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

VENDOR: ~~27448 BLANK BID COPY VENDOR~~ *EMR Services, LLC*

PURCHASING SPECIALIST:
JTRUELOVE@jeffparish.net

Bids will be received until 11:00 AM, 11/30/2023 via online at www.jeffparishbids.net.

LATE BIDS WILL NOT BE ACCEPTED

NOTE: ONLY BIDS WRITTEN IN INK OR TYPEWRITTEN, AND PROPERLY SIGNED BY A MEMBER OF THE FIRM OR AUTHORIZED REPRESENTATIVE, WILL BE ACCEPTED. PENCIL AND/OR PHOTOSTATIC FIGURES OR SIGNATURES SHALL RESULT IN BID REJECTION. HOWEVER, ELECTRONIC SIGNATURES AS DEFINED IN LSA - R.S. 9:2602(8) ARE ACCEPTABLE. SIGNATURE MUST BE A SECURED DIGITAL SIGNATURE.

All bids submitted are subject to these instructions and general conditions and any special conditions and specifications contained herein, all of which are made part of this bid proposal reference. By submitting a bid, vendor agrees to comply with all provisions of Louisiana Law, as well be in compliance with the Jefferson Parish Code of Ordinances, Louisiana Code of Ethics, applicable Jefferson Parish ethical standards and Jefferson Parish Resolution No. 136353 and/or Resolution No. 141125 as amended. A copy of these resolutions may be obtained from the Office of the Parish Clerk, Suite 6700, Jefferson Parish General Government Building, 200 Derbigny Street, Gretna, LA 70053. You may also obtain a copy by visiting the Purchasing Department webpage at purchasing.jeffparish.net and clicking on On-line forms.

All vendors submitting bids should register as a Jefferson Parish vendor if not already yet registered. Registration forms may be downloaded from <http://purchasing.jeffparish.net> and by clicking on Vendor Information. Current W-9 forms with respective Tax Identification numbers and vendor applications may be submitted at any time; however, if your company is not registered and/or a current W-9 form is not on file, vendor registration is mandatory. Vendors may experience a delay in payment if your company is not a registered vendor with Jefferson Parish.

Jefferson Parish is exempt from paying sales tax under LSA-R.S. 47:301 (8)(c). All prices for purchases by Jefferson Parish of supplies and materials shall be quoted in the unit of measure specified and unless otherwise specified, shall be exclusive of state and local taxes. The price quoted for work shall be stated in figures. In the event there is a difference in unit prices and totals, the unit price shall prevail. Quotations shall be based on F.O.B. Delivered, anywhere within the Parish as designated by the Purchasing Department. JEFFERSON PARISH WILL ACCEPT ONE BID ONLY FROM EACH VENDOR. Items bid must meet specifications. JEFFERSON PARISH will accept one price for each item unless otherwise indicated. Two or more prices for one item will result in bid rejection. Bidders are required to complete, sign and return the bid form and/or complete and return the associated line item pricing forms as indicated. The price quoted for work shall be stated in figures. In the event there is a difference in unit prices and totals, the unit prices shall prevail

JEFFERSON PARISH reserves the right to award contracts or place orders on a lump sum or individual item basis, or such combination, as shall in its judgment be in the best interest of JEFFERSON PARISH. Every contract or order shall be awarded to the LOWEST RESPONSIVE and RESPONSIBLE BIDDER, taking into consideration the CONFORMITY WITH THE SPECIFICATIONS and the DELIVERY AND/OR COMPLETION DATE

PROTESTS: Only those vendors that submit bids in response to this solicitation may protest any element of the procurement, in writing to the Director of the Purchasing Department. Written protest must be received within 48 hours of the release of the bid tabulation by the Purchasing Department. After consultation, the Parish Attorney's Office will then respond to protests in writing. (For more information, please see Chapter 2, Article VII, Division 2, Sec. 2-914.1 of the Jefferson Parish Code of Ordinances.)

JEFFERSON PARISH reserves the right to cancel all or any part of an order if not shipped promptly. No charges will be allowed for parking or cartage unless specified in the quotation. The order must not be filled at a higher price than quoted. JEFFERSON PARISH reserves the right to cancel at any time and for any reason by issuing a THIRTY (30) day written notice to the contractor.

JEFFERSON PARISH requires all products to be new (current) and all work must be performed according to standard practices for the project. Unless otherwise specified, no aftermarket parts will be accepted. Unless otherwise specified, all workmanship and materials must have at least one (1) year guaranty, in writing, from the date of delivery and/or acceptance of the project. Any deviations or alteration from the specifications must be indicated on the bid form for each item and upon request, product data for same must be submitted by the time specified by the Purchasing Department.

If this bid requires a pre-bid conference (see Additional Requirements section), bidders are advised that such conference will be held to allow bidders the opportunity to identify any discrepancies in the bid specifications and seek further clarification regarding instructions. The Purchasing Department will issue a written response to bidders' questions in the form of an Addendum.

All formal Addenda require written acknowledgment on the bid form by the bidder by the bidder placing the Addendum number in the appropriate section. Failure to acknowledge an Addendum on the bid form shall cause the bid to be rejected; JEFFERSON PARISH reserves the right to award bid to next lowest responsive and responsible bidder in this event.

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

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

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

Bidders are not to exclude from participation in, deny the benefits of, or subject to discrimination under any program or activity, any person in the United States on the grounds of race, color, national origin, or sex; nor discriminate on the basis of age under the Age Discrimination Act of 1975, or with respect to an otherwise qualified handicapped individual as provided in Section 504 of the Rehabilitation Act of 1973, or on the basis of religion, except that any exemption from such prohibition against discrimination on the basis of religion as provided in the Civil Rights Act of 1964, or Title VI and VII of the Act of April 11, 1968, shall also apply. This assurance includes compliance with the administrative requirements of the Revenue Sharing final handicapped discrimination provisions contained in Section 51.55 (c), (d), (e), and (k)(5) of the Regulations. New construction or renovation projects must comply with Section 504 of the 1973 Rehabilitation Act, as amended, in accordance with the American National Standard Institute's specifications (ANSI A1 17.1-1961).

Jefferson Parish and its partners as the recipients of federal funds are fully committed to awarding a contract(s) to firm(s) that will provide high quality services and that are dedicated to diversity and to containing costs. Thus, Jefferson Parish strongly encourages the involvement of minority and/or woman-owned business enterprises (DBE's, including MBE's, WBE's and SBE's) to stimulate participation in procurement and assistance programs.

IN ACCORDANCE WITH STATE REGULATIONS JEFFERSON PARISH OFFERS ELECTRONIC PROCUREMENT TO ALL VENDORS

This electronic procurement system allows vendors the convenience of reviewing and submitting bids online. This is a secure site and authorized personnel have limited read access only. Bidders are to submit electronically using this free service; while the website accepts various file types, one single PDF file containing all appropriate and required bid documents is preferred. Bidders submitting uploaded images of bid responses are solely responsible for clarity. If uploaded images/documents are not legible, then bidder's submission will be rejected. Please note all requirements contained in this bid package for electronic bid submission.

Please visit our E-Procurement Page at www.jeffparishbids.net to register and view Jefferson Parish solicitations. For more information, please visit the Purchasing Department page at <http://purchasing.jeffparish.net>.

ADDITIONAL REQUIREMENTS FOR THIS BID

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

3,4,5,6,10,13

1. All bidders must attend the MANDATORY pre-bid conference and will be required to sign in and out as evidence of attendance. In accordance with LSA R.S. 38:2212(I), all prospective bidders shall be present at the beginning of the MANDATORY pre-bid conference and shall remain in attendance for the duration of the conference. Any prospective bidder who fails to attend the conference or remain for the duration shall be prohibited from submitting a bid for the project.
2. Attendance to this pre-bid conference is optional. However, failure to attend the pre-bid conference shall not relieve the bidder of responsibility for information discussed at the conference. Furthermore, failure to attend the pre-bid conference and inspection does not relieve the successful bidder from the necessity of furnishing materials or performing any work that may be required to complete the work in accordance with the specification with no additional cost to the owner.
3. Contractor must hold current applicable JEFFERSON PARISH licenses with the Department of Inspection and Code Enforcement. Contractor shall obtain any and all permits required by the JEFFERSON PARISH Department of Inspection and Code Enforcement. The contractor shall be responsible for the payment of these permits. All permits must be obtained prior to the start of the project. Contractor must also hold any and all applicable Federal and State licenses. Contractor shall be responsible for the payment of these permits and shall obtain them prior to the start of the project.
4. A LA State Contractor's License will be required in accordance with LSA R.S. 37-2150 et. seq. and such license number will be shown on the outside of the bid electronic envelope. Failure to comply will cause the bid to be rejected. When submitting the bid electronically, the license number must be entered in the appropriate field in the electronic procurement system. Failure to comply will cause the bid to be rejected.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

5. It is the bidder's responsibility to visit the job site and evaluate the job before submitting a bid.
6. Job site must be clean and free of all litter and debris daily and upon completion of the contract. Passageways must be kept clean and free of material, equipment, and debris at all times. Flammable material must be removed from the job site daily because storage will not be permitted on the premises. Precaution must be exercised at all times to safeguard the welfare of JEFFERSON PARISH and the general public.
7. PUBLIC WORKS BIDS: All awards for public works in excess of \$5,000.00 will be reduced to a formal contract which shall be recorded at the contractor's expense with the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. A price list of recordation costs may be obtained from the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. All awards in excess of \$25,000.00 will require both a performance and a payment bond. Unless otherwise stated in the bid specifications, the performance bond requirements shall be 100% of the contract price. Unless otherwise state in the bid specifications, the payment bond requirements shall be 100% of the contract price. Both bonds shall be supplied at the signing of the contract.
8. NON-PUBLIC WORKS BIDS: A performance bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The performance bond shall be supplied at the signing of the contract.
9. NON-PUBLIC WORKS BIDS: A payment bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The payment bond shall be supplied at the signing of the contract.
10. All bidders must comply with the requirements stated in the attached "Standard Insurance Requirements" sheet attached to this bid solicitation. Failure to comply with this instruction will result in bid rejection.
11. A bid bond will be required with bid submission in the amount of 5% of the total bid, unless otherwise stated in the bid specifications. All sureties must be in original format (no copies). When submitting a bid online, vendors must submit an electronic bid bond through the respective online clearinghouse bond management system(s) as indicated in the electronic bid solicitation on Central Auction House. No scanned paper copies of any bid bond will be accepted as part of the electronic bid submission.
12. This is an as needed basis contract. JEFFERSON PARISH makes no representations on warranties with regard to minimum guaranteed quantities unless otherwise stated in the bid specifications.
13. Freight charges should be included in total cost when quoting. If not quoted FOB DELIVERED, freight must be quoted as a separate item. Bid may be rejected if not quoted FOB DELIVERED or if freight charges are not indicated on bid form.
14. PUBLIC WORKS BIDS - Completed, Signed and Properly Notarized Affidavits Required; This applies to all solicitations for construction, alteration or demolition of public buildings or projects, in conformity with the provisions contained in LSA-RS 38:2212.9, LSA-RS 38:2212.10, LSA-RS 38:2224, and Sec 2-923.1 of the Jefferson Parish Code of Ordinances. For bidding purposes, all bidders must submit with bid submission COMPLETED, SIGNED and PROPERLY NOTARIZED Affidavits, including: Non-Conviction Affidavit, Non-Collusion Affidavit, Campaign Contribution Affidavit, Debt Disclosures Affidavit and E-Verify Affidavit. For the convenience of vendors, all affidavits have been combined into one form entitled PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format, and without material alteration, in order to be compliant and for the bid to be considered responsive. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid, however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
15. NON PUBLIC WORK BIDS - Completed, Signed and Properly Notarized Affidavits Required in conformity with the provisions contained in LSA - RS 38:2224 and Sec 2-923.1 of the Jefferson Parish Code of Ordinances. For bidding purposes, all bidders must submit with bid submission COMPLETED, SIGNED and PROPERLY NOTARIZED Affidavits, including: Non-Collusion Affidavit, Debt Disclosures Affidavit and Campaign Contribution Affidavit. For the convenience of vendors, all affidavits have been combined into one form entitled NON PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format, and without material alteration, in order to be compliant and for the bid to be considered responsive. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid, however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

16. The ensuing contract for this bid solicitation may be eligible for FEMA reimbursement and/or Federal funding/reimbursement. As such, the referenced appendix will be applicable accordingly and shall be considered a part of the bid documents. All applicable certifications must be duly completed, signed and submitted as per the appendix instructions. Failure to submit applicable certifications as per the appendix instructions will result in bid rejection.

17. For this project, the Contractor shall not pay any state or local sales or use taxes on materials and equipment which are affixed and made part of the immovable property of the project or which is permanently incorporated in the project (hereinafter referred to as "applicable materials and equipment"). All purchases of applicable materials or equipment shall be made by the contractor on behalf of and as the agent of Jefferson Parish (Owner), a political subdivision of the State of Louisiana. No state and local sales and use taxes are owed on applicable materials and equipment under the provisions of Act 1029 of the 1991 Regular Session - Louisiana Revised Statute 47:301(8)(c). Owner will furnish to contractor a certificate form which certifies that Owner is not required to pay such state or local sales and use taxes, and contractor shall furnish a copy of such certificate to all vendors or suppliers of the applicable materials and equipment, and report to Owner the amount of taxes not incurred.

It shall be the duty of every parish officer, employee, department, agency, special district, board, and commission; and the duty of every contractor, subcontractor, and licensee of the parish, and the duty of every applicant for certification of eligibility for a parish contract or program, to cooperate with the Inspector General in any investigation, audit, inspection, performance review, or hearing pursuant to Jefferson Parish Code of Ordinances Section 2-155.10(19). By submitting a bid, vendor acknowledges this and will abide by all provisions of the referenced Jefferson Parish Code of Ordinances.

DATE: 11/14/2023

INVITATION TO BID
THIS IS NOT AN ORDER

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BID NO.: 50-00143793

JEFFERSON PARISH

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

VENDOR: 27118 BLANK BID COPY VENDOR EMR Services, LLC

PURCHASING SPECIALIST:
JTRUELOVE

As per LSA-RS 47:301 et seq., all governmental bodies are excluded from payment of sales taxes to any Louisiana taxing body. Quotations shall be based on F.O.B. Agency warehouse or jobsite, anywhere within the Parish as designated by the Purchasing Department.

JEFFERSON PARISH reserves the right to cancel all or any part of an order if not shipped promptly. No charges will be allowed for parking or cartage unless specified in quotation. The order must not be filled at a higher price than quoted. JEFFERSON PARISH reserves the right to cancel at any time and for any reason by issuing a THIRTY (30) day written notice to the contractor.

JEFFERSON PARISH is expecting all products to be new and all work to be done in workman-like manner, according to standard practices. Any deviations or alteration from the specifications must be indicated on the bid form for each item and upon request, product data for same must be submitted by the time specified by the Purchasing Department.

DELIVERY: FOB JEFFERSON PARISH	
INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES	<u>As Needed</u>
INDICATE STARTING TIME (IN DAYS) FOR CONSTRUCTION WORK	<u>As Needed</u>
INDICATE COMPLETION TIME (IN DAYS) FOR CONSTRUCTION WORK	<u>As Needed</u>

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: _____
 NUMBER: _____
 NUMBER: _____
 NUMBER: _____

LOUISIANA CONTRACTOR'S LICENSE NO.: (if applicable) 55749

*** ALL BIDDERS MUST COMPLETE SECTION BELOW ***	
FIRM NAME: <u>EMR Services, LLC</u>	
SIGNATURE: <u>[Signature]</u> (Must be signed here)	TITLE: <u>Executive Vice President</u>
PRINT OR TYPE NAME: <u>Merlin J. Ohler, Jr.</u>	
ADDRESS: <u>668 Time Saver Ave</u>	
CITY, STATE: <u>Harahan, LA</u>	ZIP: <u>70123</u>
TELEPHONE: <u>(504) 729-2909</u>	FAX: <u>(504) 729-2919</u>
EMAIL ADDRESS: <u>jake@emrcontractors.com</u>	

TOTAL PRICE OF ALL BID ITEMS: \$ 25,380.⁰⁰

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00143793

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	36.00	MO	<p>Three (3) Year Contract for Elevator Maintenance and Repair at Specified Locations for the Jefferson Parish Department of Parks and Recreation</p> <p>0100 EASTBANK MAIN -ELEVATOR MAINTENANCE AND REPAIRS</p> <p>This proposal is to provide all labor, materials, and equipment necessary to provide full maintenance, services, and repairs for five(5) Jefferson Parish Recreation Department elevators as described in the attached specifications</p> <p>To arrange for a site visit, please contact the following, M - F 7:00 AM to 3:00 PM: Eastbank - Maverick Charles 504-736-6999 mccharles@jeffparish.net Westbank - Brandon Collins 504-349-5000 bcollins@jeffparish.net</p> <p>Eastbank Recreation (Main Office) 6921 Saints Drive Metairie, LA 70003</p>	\$ 137. ⁰⁰	\$ 4,932. ⁰⁰
2	36.00	MO	<p>0200 JEFFERSON - ELEVATOR MAINTENANCE AND REPAIRS</p> <p>Jefferson Playground Gym 4100 South Drive Jefferson, LA 70121</p>	\$ 137. ⁰⁰	\$ 4,932. ⁰⁰
3	36.00	MO	<p>0300 PONTIFF - ELEVATOR MAINTENANCE AND REPAIRS</p> <p>Pontiff Playground Gym 1521 Palm Street Metairie, LA 70001</p>	\$ 137. ⁰⁰	\$ 4,932. ⁰⁰
4	36.00	MO	<p>0400 TERRYTOWN - ELEVATOR MAINTENANCE AND REPAIRS</p> <p>Terrytown Playground Gym 641 Heritage Avenue Terrytown, LA 70056</p>	\$ 137. ⁰⁰	\$ 4,932. ⁰⁰
5	36.00	MO	<p>0500 KINGS GRANT - ELEVATOR MAINTENANCE AND REPAIRS</p>	\$ 157. ⁰⁰	\$ 5,652. ⁰⁰

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00143793

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			Kings Grant Gym 3805 15th Street Harvey, LA 70058		

STANDARD INSURANCE REQUIREMENTS FOR BIDDING PURPOSES

All required insurance under this bid shall conform to Jefferson Parish Resolution No. 113646 or No. 113647, as applicable. Contractors may not commence any work under any ensuing contract unless and until all required insurance and associated evidentiary requirements thereto have been met, along with any additional specifications contained in the **Invitation to Bid**. Except as where otherwise precluded by law, the Parish Attorney or his designee, with the concurrence of the Director of Risk Management or his designee, may agree on a case-by-case basis, to deviate from Jefferson Parish's standard insurance requirements, as provided in this Section. Vendors requesting deviation therefrom shall submit such requests in writing, along with compelling substantiation, to the Purchasing Department prior to the bid's due date. Any changes to the insurance requirements will be reflected in the bid specifications and addenda. Prior to contract execution and at all times thereafter during the term of such contract, contractors must provide and continuously maintain all coverages as required by the foregoing Resolutions, and the contract documents. Failure to do so shall be grounds for suspension, discontinuation or termination of the contract.

For bidding purposes, bidders must submit with bid submission a current (valid) insurance certificate evidencing the required coverages. Failure to comply will cause bid to be rejected. The current insurance certificate will be used for proof of insurance at time of evaluation. Thereafter, and prior to contract execution, the low bidder will be required to provide final insurance certificates to the Parish which shall name **the Jefferson Parish, its Districts Departments and Agencies under the direction of the Parish President and the Parish Council** as additional insureds regarding negligence by the contractor for the Commercial General Liability and the Comprehensive Automobile Liability policies. Additionally, said certificates should reflect the name of the Parish Department receiving goods and services and reference the respective Jefferson Parish bid number.

JEFFERSON PARISH REQUIRED STANDARD INSURANCE

WORKER'S COMPENSATION INSURANCE

As required by Louisiana State Statute, exception; Employer's Liability, Section B shall be \$1,000,000 per occurrence when Work is to be over water and involves maritime exposures to cover all employees not covered under the State Worker's Compensation Act, otherwise this limit shall be no less than \$500,000 per occurrence.

Note: If your company is not required by law to carry workmen's compensation insurance, i.e. not a Louisiana company, sole employee of the company, then bidders must request a workmen's compensation insurance declaration affidavit prior to the bid opening date. This insurance declaration affidavit must be fully completed, signed, properly notarized and submitted with the bid. A scanned copy may be submitted with the bid; however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being

rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.

COMMERCIAL GENERAL LIABILITY

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

COMPREHENSIVE AUTOMOBILE LIABILITY

Bodily injury liability \$1,000,000.00 each person; \$1,000,000.00 each occurrence.
Property Damage Liability \$1,000,000.00 each occurrence.

Note: This category may be omitted if bidders do not/will not utilize company vehicles for the project or do not possess company vehicles. Bidder must request an automobile insurance declaration affidavit prior to the bid opening date. This insurance declaration affidavit must be fully completed, signed, properly notarized and submitted with the bid. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid; however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.

DEDUCTIBLES - The Parish Attorney with concurrence of the Director of Risk Management have waived the deductible section of the Terms and Conditions for all Invitations to Bid, until further notice.

UMBRELLA LIABILITY COVERAGE

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

FOR CONSTRUCTION AND RENOVATION PROJECTS:

The following are required if selected below. Such insurance is due upon contract execution.

OWNER'S PROTECTIVE LIABILITY

To be for the same limits of liability for bodily injury and property damage liability established for commercial general liability.

BUILDER'S RISK INSURANCE

The contractor shall maintain Builder's Risk Insurance at his own expense to insure both the owner (Parish of Jefferson) and contractor as their interest may appear.

Jon A. Gegenheimer
JEFFERSON PARISH CLERK OF COURT



Mortgage & Conveyance Office

P.O. Box 10
Gretna LA 70054-0010
Ph.: (504) 364-2943 or (504) 364-2944 FAX: (504) 364-2942
www.jpclerkofcourt.us

NOTICE OF RECORDATION

INSTRUMENT NO 11610049
TYPE OF ACT RESOLUTION CB
DATE 03/07/2016

ADDITIONAL INFORMATION

PARTIES
EMR SERVICES LLC

TO RENE A JR MARQUES

PROPERTY

CONVEYANCE BOOK 3366 FOLIO 492

I HEREBY CERTIFY THAT THIS ACT HAS BEEN FILED WITH THIS OFFICE AND RECORDED AS SET FORTH ABOVE.


CLERK OF COURT

INQUIRIES? CALL:
General Information - (504) 364-2943 or 2944
Notice of Recordation - (504) 364-2952

11610049

Gaining access to the records of the Jefferson Parish Clerk of Court's Office has never been easier or more convenient. Read about JeffNet at www.jpclerkofcourt.us. Log on...sign up...gain access—today!

LLOYD J TABARY
8560 ANSELMO LANE
BATON ROUGE LA 70810

STATE OF LOUISIANA
PARISH OF JEFFERSON

CERTIFICATION OF AUTHORITY
TO ACT FOR
EMR SERVICES L.L.C.
A LIMITED LIABILITY COMPANY
(UPDATED FEBURARY 25, 2016)

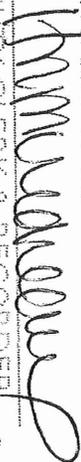
BE IT KNOWN that on February 25, 2016, before me, Lloyd J. Tabary II, a Notary Public duly commissioned and qualified in and for aforesaid parish and state, and in the presence of the undersigned witnesses, personally came and appeared:

Rene A. Marques, Jr., an individual with his main address located at 9605 Jefferson Hwy., Box 207, River Ridge, LA 70123;

AND: Kevin J. Doiron, an individual with his mailing address located at 9605 Jefferson Hwy., Box 207, River Ridge, LA 70123;

who, after being duly sworn, did acknowledge and declare that Messrs. Marques, Doiron are majority of the members of EMR SERVICES, L.L.C., a Limited Liability Company organized under the laws of the State of Louisiana, whose Articles of Organization are recorded in the office of the Louisiana Secretary of State, and that these Articles of Organization provide that Rene A. Marques, Kevin J. Doiron, individually are authorized to certify the authority of persons to act on behalf of said EMR SERVICES, L.L.C., and that they do hereby certify that Rene A. Marques, Kevin J. Doiron, and Merlin Jacob Ohler, Jr., each individually, having the consent of the majority of the members of said company, are solely authorized to act for and in the name of the said EMR SERVICES, L.L.C. to sign all documents, of every kind whatsoever, for and in the name of EMR SERVICES, L.L.C., and to take all such actions in its name as may, in their sole and exclusive judgment necessary to accomplish the authority expressed above. The authority expressed herein is limited to only those who are named in this document, and any person should not rely on members of EMR Services LLC not listed herein as they are not authorized to act on behalf of EMR Services LLC.

Any person dealing with Rene A. Marques, Kevin J. Doiron or Merlin Jacob Ohler, Jr. may assume that the authority conferred upon him by this document is still in full force and effect unless and until there is recorded in the conveyance records of the Parish of Jefferson an express revocation of such authority.

FILED AND RECORDED, JEFFERSON PARISH, LOUISIANA
11510049 DATE 3/7/2016 9:58:43 AM
JON A. GEGENHEIMER CLERK OF COURT & RECORDER
CERTIFIED TRUE COPY
BY 
DEPT. CLERK & RECORDER
9605 JEFFERSON HWY. BOX 207
RIVER RIDGE, LA 70123

THUS DONE AND SIGNED on the day and date set forth above at Jefferson Parish, State of Louisiana, the party hereto having affixed his signature, together with me, Notary, and the undersigned witnesses, after due reading of the whole.

WITNESSES:

Sharon Barden
WITNESS

Sh PCh
WITNESS

EMR SERVICES, L.L.C.

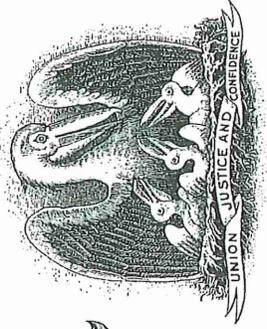
Rene A. Marques, Jr.
Rene A. Marques, Jr., Manager

Kevin J. Doiron
Kevin J. Doiron, Member

Merlin Jacob Olier, Jr.
Authorized Representative
LSA No. 18695

Lloyd J. Tabary, Jr.
LLOYD J. TABARY, JR. - LSA No. 18695
ATTORNEY AT LAW - NOTARY PUBLIC
8560 ANSELMO LANE
BATON ROUGE, LOUISIANA 70810

State of Louisiana



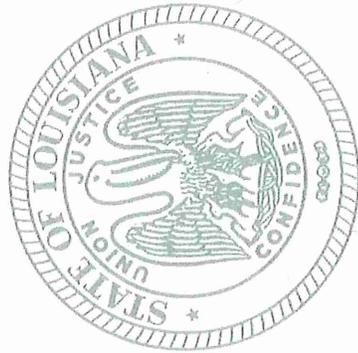
State Licensing Board for Contractors

This is to Certify that:

EMR SERVICES L.L.C.
668 Time Saver Ave
Harahan, LA 70123

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 22nd day of July 2023

Will B. Moore

Director

See Mallette

Chairman

Andy Harman

Treasurer

Expiration Date: July 21, 2026

License No: 55749

This License Is Not Transferrable

Louisiana State Fire Marshal
Life Safety and Property Protection Licensing & Registration Division
Certificate of Firm Registration

The below named firm is hereby certified by and registered with the Office of State Fire Marshal pursuant to L.R.S. 40:1664 ET SEQ. of Life Safety & Property Protection systems:

License Number: CFI
Endorsements: CONVEYANCE DEVICE MECHANIC

Firm Name: EMR SERVICES, LLC
Doing Business As: 668 TIME SAVER AVE.
Mailing Address: HARAHAN, LA 70123

Physical Location: 668 TIME SAVER AVE.
HARAHAN, LA 70123

This license is not transferable and may be revoked or suspended with cause.
This License was issued on 3/27/2023 and will expire on 3/1/2024





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

9/15/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Connor & Gallagher Insurance Services, Inc. 750 Warrenville Rd. Suite 400 Lisle IL 60532	CONTACT NAME: CGO Certificate Team	FAX (A/C, No): 630-810-0100
	PHONE (A/C, No, Ext): 630-810-9100	E-MAIL ADDRESS: certs@gocgo.com
License#: 100300162 EMRSERV-01	INSURER(S) AFFORDING COVERAGE	NAIC #
INSURED EMR Services, LLC 668 Time Saver Avenue Harahan LA 70123	INSURER A: Kinsale Insurance Co.	38920
	INSURER B: Ategrity Specialty Insurance	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES

CERTIFICATE NUMBER: 1076429405

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	0100258649	9/13/2023	9/13/2024	EACH OCCURRENCE	\$ 1,000,000
						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
						MED EXP (Any one person)	\$ Excluded
						PERSONAL & ADV INJURY	\$ 1,000,000
						GENERAL AGGREGATE	\$ 2,000,000
						PRODUCTS - COMP/OP AGG	\$ 2,000,000
							\$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident)	\$
						BODILY INJURY (Per person)	\$
						BODILY INJURY (Per accident)	\$
						PROPERTY DAMAGE (Per accident)	\$
							\$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$		01BXLQ00023362	9/13/2023	9/13/2024	EACH OCCURRENCE	\$ 1,000,000
						AGGREGATE	\$ 1,000,000
							\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N				PER STATUTE	OTH-ER
		N/A				E.L. EACH ACCIDENT	\$
						E.L. DISEASE - EA EMPLOYEE	\$
						E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Certificate verbiage

CERTIFICATE HOLDER**CANCELLATION**

SAMPLE
 123 Main Street
 Anywhere IL 05602

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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