

Louisiana Cancer Research Center

Invitation to Bid

Elevator Maintenance & Repairs

Addendum #3

Below are Clarifications and Additions to the ITB:

Update 1.10 TIMELINE AND SELECTION PROCESS

<i>Action</i>	<i>Date</i>
ITB Release Date	May 9, 2019
Jobsite Visit (if necessary)	May 10-15, 2019
Deadline to receive written inquiries	May 31, 2019
Deadline to answer written inquiries	June 7, 2019
Deadline to receive 2nd written inquiries (Final Opportunity)	June 10, 2019
Deadline to answer 2nd written inquiries (Final)	June 11, 2019
Deadline for submitting bids	June 13, 2019
Purchase Order anticipated date	June 21, 2019

Add to 1.3E DEFINITIONS

The Base Bid is the sum of all items included on the Bid Breakdown Form.

Add to 1.4K GENERAL

If for any reason the winning Contractor is not satisfied or has any concerns with the governor and safety test that was done, the winning Contractor must bring it to the attention of LCRC in writing within the first fifteen (15) days of the contract.

Clarify 1.4L GENERAL

The twenty-four hour emergency call-back service is for entrapments only and must be included in the contract. This should not be a separate hourly cost.

Add to 1.4Q GENERAL

The log book will be made available to Contractor at all times.

Add to 1.4 GENERAL

W. Prior to submitting bid, the Bidder shall verify that its tool will communicate, has functionality with OTIS GCS controls and controller specific software is verified.

Add to 1.11G BID PREPARATION AND SUBMITTAL

Certain terms and conditions to the contract may be negotiable. However, certain terms and contract language are required by the State of Louisiana and LSUHSC whose land LCRC is built on. All terms and conditions shall be mutually agreed upon in writing before becoming effective. If for any reason LCRC and the awarded bidder do not agree to the terms of the contract, that bid shall be rejected, and LCRC may negotiate with the next lowest bidder.

Update BID FORM 1.7A AGREEMENT

The LCRC Purchase Order issued to awarded bidder must adhere to the terms and conditions included in the Bidding Documents and will include any additional terms and conditions accepted, after negotiations with the awarded bidder. The Purchase Order, the Bidding Documents, and any negotiated terms and conditions will be combined to form the complete contract when the award is made.

Clarify Bid Breakdown Form

Item EMR - Price is the hourly rate for work outside the scope of the contract. This does not include emergency entrapments for after hours. That cost should be included in the annual maintenance cost.

Below are responses to bid questions received during the question and answer period. Responses are in Bold.

1. Item 1.3.M; All work outside the scope of contract is billable. The bid form hourly rates shall be used for callbacks covered by the contract. For callbacks outside the scope of contract, the rate shall be applied a multiplier of 2.0.

All work outside the scope of the contract is billable. The bid form hourly rates are for work outside the scope of the contract.

2. Item 1.3.E; The Base Bid is the sum of all items included on the Bid Breakdown Form, page 17 of 17. Are you okay with adding this to the contract?

The lump sum base bid amount is the sum of all items included on the Bid Breakdown form.

3. Item 1.4.L; 24-hour callback service is available per the rates on the Bid Breakdown Form. Are you okay with adding this to the contract?

24-hour callback service for entrapments must be available and included in the annual maintenance cost.

4. Prior to effective date of contract, Contractor shall verify that its tool will communicate, has functionality with OTIS GCS controls and controller specific software is verified. Are you okay with adding this?

Bidder shall verify that its tool will communicate, has functionality with OTIS GCS controls and controller specific software is verified PRIOR to submitting bid.

5. Item 1.4.K; Should testing require a proposal, Contractor shall provide a proposal for correction within the first 30 Days of the agreement. Are you okay with adding this to the contract?

A governor and safety test was recently made to LCRC's elevators by Otis Elevator Company within the last month. If for any reason the winning contractor is not satisfied or has any concerns with the test that was done, the winning contractor must bring it to the attention of LCRC in writing within the first fifteen (15) days of the contract.

6. Item 1.4.E; Contractor has the engineering backing and technical expertise to perform maintenance and repair of Otis elevators. Are you okay with this?

A letter on official company letterhead stating that the bidder is certified/authorized or has the engineering backing and technical expertise to perform maintenance and repair on Otis elevators is required and must be submitted with the bid.

7. Job specific Wiring Diagrams must be provided by the Owner to the Contractor. Owner retains rights to the Wiring Diagrams. Are you okay with adding this to the contract?

Wiring Diagrams can be provided by LCRC to Contractor upon request.

8. Can LCRC verify that the Belt Monitoring system for the gearless elevators will remain installed for the duration of the contract? Should the belt monitoring system be removed, must the winning bidder have a compatible replacement belt monitoring system? Are you okay with adding this to the contract?

LCRC does not own the belt monitoring system. Although it is not required for a bid award, LCRC would like for the winning bidder to be able to provide a compatible belt monitoring system for the duration of the contract.

9. 1.4 Q. Amend clarifying that the log book will be made available to Contractor at all times, including times when Facilities Manager and/or his/her designee is/are not present. Are you okay with this?

The log book will be made available to the Contractor at all times.

10. Item 1.11.G; Will all terms and conditions shall be mutually agreed upon in writing before becoming effective?

All terms and conditions will be mutually agreed upon in writing prior to becoming effective.

11. Item 1.6; If specific inventory is required, Purchaser shall furnish part numbers to be purchased at its own expense and kept on the job site.

Contractor must have frequently used replacement parts readily accessible for delivery and installation. One to two day delivery on frequently used parts will be sufficient.

Below are questions related to the contract which may be negotiable prior to finalized contract agreement between LCRC and Contractor.

1. Proposer does not agree to termination for convenience purposes. LCRC may, by written notice to contractor, terminate this Contract if Contractor fails to perform any of its material obligations hereunder and does not cure such failure within sixty (60) days after receipt of written notice from the Customer specifying in detail such failure.
2. LCRC reserves the right to make or cause to be made such inspections, audits and tests whenever necessary to ascertain that the requirements of this Service Agreement are being fulfilled. Deficiencies noted during any such inspections, audits and tests will be submitted, in writing, to the Contractor. Contractor shall promptly and, in no situation, take more than sixty (60) days to correct said deficiencies covered under the terms of this Service Agreement at Contractor's sole expense.
3. Amendment shall be made a part of the bid documents and any resulting agreement and in the event of conflict with other articles, terms, conditions, or contract documents, this Amendment No. 1 shall be final. In no event shall Contractor be responsible for consequential, indirect, incidental, exemplary, special, punitive, or liquidated damages.
4. 1.20 A. Amend so Contractor shall upon request provide an insurance certificate in lieu of its policies.
5. 1.26 H. Amend so either party may terminate the Agreement, in whole or in part, for its convenience on thirty (30) day notice to the other Party.
6. 1.26 K. Amend to add "and defend" after "indemnify" in line 5.
7. 1.27 D. Amend to add "and defend" after "indemnify" in line 1.