

Office of State Procurement  
State of Louisiana  
Division of Administration

JOHN BEL EDWARDS  
GOVERNOR



JAY DARDENNE  
COMMISSIONER OF ADMINISTRATION

**MEMORANDUM OSP 21-02**

TO: All State of Louisiana Elevator Repair/Maintenance Registered Vendors

FROM: Paula Tregre *Paula Tregre*  
Director of State Procurement

DATE: July 27, 2020

RE: Elevator Repairs / Maintenance for the State of Louisiana

The Office of State Procurement has recently been made aware of a statutory requirement that all Contractors and its Mechanics shall be licensed by the Louisiana Office of State Fire Marshal (OSFM) in accordance with La. R.S. 40:1664.1 *et.seq.*, in order to perform any and all necessary/required work, including repairs and/or maintenance on any and all Elevators within the State of Louisiana.

This is official notification that as a result of this requirement, all future bids issued by this office will include language which will require that the Bidder and its mechanics be licensed by OSFM and a copy of the license should be provided with your bid. Any bidder who fails to include a copy of the license with their bid must provide a copy to this office within ten (10) business days of a written request. Failure to comply shall result in the rejection of your bid.

Any questions regarding licensing required by OSFM should be directed to Marlene Aucoin with OSFM at [marlene.aucoin@la.gov](mailto:marlene.aucoin@la.gov).