

ELEVATOR MAINTENANCE BID GENERAL INFORMATION

The Scott County School Board is requesting a full service maintenance agreement bid as per specifications listed below in this solicitation. Bids should be submitted at the Scott County School Board Office, 340 East Jackson Street, Gate City, Virginia 24251 by 10:00 a.m. local prevailing time on Thursday, January 26, 2017, at which time they will be publicly opened and read. Bids should be sealed in an envelope marked "ELEVATOR FULL SERVICE MAINTENANCE AGREEMENT BID" and marked attention to John Ferguson, Superintendent.

An optional pre-bid conference will be held on Friday, January 20, 2017, at 10:00 a.m. in the Scott County School Board Office conference room, 340 East Jackson Street, Gate City, Virginia. The purpose of the conference is to allow potential bidders an opportunity to present questions and obtain clarification relative to this solicitation.

SCOPE: This full service maintenance agreement bid request covers the **two (2)** elevators located at the facilities listed below. Bidders shall have a minimum ten year record of successful experience in the business of installing and/ or servicing elevators of the type covered by these specifications. Subcontracting shall not be allowed.

TERM: The contract shall be for an initial period of **eighteen (18) months** beginning **January 1, 2017**, and may be renewed for **three (3)** additional **one (1)** year periods if agreeable to both parties.

SITE INSPECTIONS: Bidders shall examine each elevator to determine the condition of the elevator. If examination determines that repairs are required before the bidder will service the unit, the bidder shall submit a separate itemized proposal indicating the cost of the repairs.

No adjustments to the price shall be allowed for the initial eighteen month period of the agreement.

SITE LOCATION, QUANTITY & TYPE OF UNIT

Gate City High School, 178 Harry Fry Drive, Gate City, VA 24251

(1) Hydraulic passenger elevator

Gate City Middle School, 170 Harry Fry Drive, Gate City, VA 24251

(1) Hydraulic passenger elevator

Contact name and phone numbers to call to schedule inspections are as follows:

Robert Sallee, Maintenance Supervisor, (276) 386-6561 or (423) 782-0427

REPLACEMENT PARTS: Repair parts shall be by the original equipment manufacturer (OEM). Equal quality substitutes may also be used if approved by the Facilities Manager. Lubricants shall be those recommended by the manufacturer or an approved equal. Any lubricants stored on-site must be in OSHA approved containers. Contractors shall be able to

promptly acquire any parts, which may be required to maintain and repair the elevators on which they are bidding.

LABOR: All elevator maintenance shall be performed by qualified elevator mechanics trained through an accredited training program, to service the equipment on which they will be working. Elevator mechanics must be part of an ongoing safety program and must be employed by the bidder, no subcontracted labor will be permitted. Bidder may be required to submit detailed information regarding their technical and safety training programs.

PRICING: Prices quoted shall be firm for the initial eighteen (18) month period of the contract, and shall include all transportation and travel costs to and from the job site. Any annual adjustments to the price after the initial eighteen (18) month period of the agreement must be approved by **Scott County Virginia Public Schools** (Owner) prior to each one (1) year renewal of the agreement.

INSURANCE: Bidder will be required to provide a Certificate of Liability Insurance that listed **Owner** as Additional Insured and Certificate Holder. This certificate must list the General Liability, Automobile Liability, Workers Compensation and Employers' Liability.

EXAMINATION LOG & OTHER RECORDS: The contractor is required to have maintenance book on hand in the elevator equipment room with the various check points that are included in the preventative maintenance program of each elevator. The log should note time spent, parts replaced and deficiencies corrected. All overtime should be noted and all prints updated. Failure to maintain the log shall be construed as failure to perform the services required. Payment shall not be made for any period that the log indicates service has not been performed.

OTHER EQUIPMENT AND OUT-OF SERVICE EQUIPMENT: The contract shall cover only the elevators listed in this bid. The **Owner** reserves the right to install and initially service newly purchased equipment through the facilities of the manufacturer or other party from whom the equipment is obtained.

CONTRACT CANCELLATION: The **Owner** may terminate the contract with written notice if the Facilities Manager determines the level of service is inadequate or if the contractor fails to comply with the requirement of the specifications. The **Owner** shall be the sole judge of compliance.

Should the contractor fail, or be unable to make any needed adjustments or repairs in a timely manner, the **Owner** reserves the right to have such adjustments or repairs performed by another firm, with the cost being deducted from any monies due to the contractor.

COMPLETE MAINTENANCE ELEVATOR SERVICE

REQUIREMENTS:

1. The contractor shall regularly and systematically examine, adjust, lubricate and clean the elevators at a time agreeable to the **Owner**, and if conditions necessitate, repair or replace parts and equipment with the following exceptions:

The repairing, refinishing or replacing of cab enclosures, cab floors, cab door panels, hoistway door panels, frames and sills, hydraulic cylinders, and power switches and feeder to the controller.

2. It is expected that the above work will be performed during normal daytime working hours of the elevator trade, 8:00 am to 4:30 pm Monday through Friday, excluding holidays.
3. When required, emergency callback service shall be provided during the normal working hours stated above at no additional cost to the **Owner**.

Emergency callbacks requested and/ or any examinations, adjustments or repairs conducted at the specific request of the **Owner**, during overtime hours shall be billed to the **Owner** at a rate equal to the difference between the regular and overtime rate listed on the contractor's bid form.

4. The cost of materials and labor for the installation of any attachments or features required by insurance companies or by governmental authorities, or for any parts of items which may be damaged by vandalism, misuse, fire, theft, water, or an Act of God, shall not be included in the contract price for this maintenance service. However, it is understood that the contractor shall be required to furnish the parts at a cost not to exceed the current market price for the parts and the labor for the installation of the parts at the hourly rates established in the bid.
5. The **Owner** shall approve all necessary examination forms to be used by the contractor in order to ensure compliance with the above specifications. These forms will be filed in the elevator machine room for each elevator and shall become property of the **Owner**.
6. If the maintenance level is questioned by the **Owner**, a State of Virginia Licensed Elevator Inspector may be called to verify possible negligence on the part of the contractor. If the alleged negligence is verified, the costs of such inspection and corrective action will be borne by the contractor.
7. Evaluation standards shall be met to assure that the elevators are maintained at a performance level in line with the original design:
 - A. Door Performance: In evaluating the door performance, complete door opening and closing times will be used. A determination that the doors open and close smoothly without slamming will also be required. Door closing pressures will be maintained in conformance to existing codes. Door reopen devices shall be maintained to operate as originally installed.

B. Landing Performance: Landing accuracy shall be plus or minus $\frac{1}{2}$ " , regardless of number of passengers, up to rated capacity. Medical facilities shall be plus or minus $\frac{1}{4}$ " .

C. Rated Speed Performance: Rated speed shall be maintained within plus or minus 5%.

8. **Schedule of Maintenance Operations:** The following schedule of examination and maintenance operations shall be followed in carrying out the performance of this contract. This schedule constitutes the minimum of operations and frequency of performance required. The successful contractor must recognize that additional services may be required in order to comply with performance evaluation requirements.

A. **Quarterly Services:** Examination shall be provided. During such examinations the following operations are to be performed, but not limited to:

1. Ride each car; check operation of car and hoistway doors; also acceleration; deceleration, floor stops, leveling, and brake action. Make required corrections.
2. Inspect and wipe clean all motors, machines and generators.
3. Inspect controllers, selectors and governors.
4. Clean and adjust all controller contacts and renew worn contacts and/or shunts where necessary. Check sequence operation.
5. Clean direction and accelerating switches.
6. Clean machine room.
7. Check floors for missing indicator plates, arrows, buttons, etc. and replace where required.
8. Replace or repair all non-functional lamps.
9. Inspect door monitoring equipment and safety edge units. Clean, lubricate, adjust or repair, as necessary.
10. Test emergency telephones.
11. Clean hoistway pits and inspect equipment in them.
12. Inspect working parts for free operation, clean and lubricate as necessary. Check contacts, shaft, brushings, and rubbing surfaces for cleanliness and wear.

13. Inspect all door operating equipment, including motor brushes, commutator, belts or chains, contacts, drive canes and clocks. Clean, lubricate, adjust or replace, as necessary.
14. Examine traveling cables for wear and position.
15. Clean and lubricate automatic switches on top of cars and in hoistway.
16. Clean car position indicators; adjust if necessary.
17. Inspect and clean car guides. Replace worn and cracked parts.
18. Check and clean car fan motors for proper operation.

B. Semi-annual Services:

1. While riding on top of cars, physically check condition and operation of door locking equipment.
2. Perform electrical test of door interlock circuits.
3. Examine door locks and door closer equipment. Clean door channels.
4. Renew gibs or rollers when necessary. Lubricate sliding guide shoes.
5. Remove car station cover, blow out; clean switches and buttons.

C. Annual Services:

1. Thoroughly examine and clean starter and control panels. Check each contractor and relay by hand for war, cleanliness, proper adjustment. Clean, re-adjust, repair or replace, as necessary.
2. Check, clean and adjust operation of slow down and limit switches.
3. Clean and lubricate hoistway door hangers, track and door arms.
4. Clean rails, hatch walls, car top, pit, overhead sheaves and beams. Check brackets and bolts for tightness.
5. Perform a complete systems check of all logic features and/or programs.
6. Automatic dialing communication systems that are part of elevator car shall be tested and maintained as originally installed.
7. Hydraulic elevators shall be inspected and tested as per ANSI a 17.2.

D. **Repair Work:** Repair work not covered under this contract must be pursued on the site without interruption, on a regular working hour basis, until the job is completed. Should the **Owner** request that the work proceed on overtime, the contractor shall be reimbursed at the bonus labor rate for these hours as follows:

1. Please include hourly rate for (1) technician and (1) two-man team at regular rate.
2. Please include hourly rate for (1) technician and (1) two-man team at overtime rate.

During the performance of this contract, the contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or other basis prohibited by state law.

During the performance of this contract, the contractor agrees to provide a drug-free work force.

During the performance of this contract, the contractor agrees to follow the Code of Virginia on sex offender's entry onto school property and provide written statements on all work forces on school property.

Scott County School Board reserves the right to reject any and all quotes.