

**COMMUNITY COLLEGE DISTRICT OF
JEFFERSON COUNTY, MISSOURI**

REQUEST FOR PROPOSAL

ELEVATOR MAINTENANCE



Proposal #: 1903003
Due Date: April 11, 2019

Sheree Bell
Director of Purchasing
sbell6@jeffco.edu
636-481-3119

Request for Proposals
ELEVATOR MAINTENANCE

Community College District
of Jefferson County
1000 Viking Drive
Hillsboro, MO 63050
Fax # (314) 789-4012

Proposal #1903003
March 14, 2019
Bid Closing Date: April 11, 2019
(NOT LATER THAN 2:00 P.M.)

I. GENERAL CONDITIONS

The Community College District of Jefferson County is requesting proposals for the maintenance of College elevators. Proposals are to be received on or before **2:00 p.m., April 11, 2019**, at the College Business Office, attention Sheree Bell, Director of Purchasing. Proposals may be faxed or mailed on or before the closing date. It is the responsibility of the contractor to verify delivery of the proposal to the proper location.

All quotations are to be F.O.B Jefferson College/prepaid, delivered and be valid for 30 days after closing date. The Community College District of Jefferson County is a public institution and is exempt from all federal, state and local taxes. Do not include any taxes in the quotation. Jefferson College will award to the lowest and best bidder meeting all specifications. The College reserves the right to reject any or all bids in whole or in part and waive any informality.

Contract award will be made on or after May 9, 2019, and contracts will be prepared immediately thereafter. It is the intent of the College to sign a three year contract.

If additional information is required, contact Sheree Bell, Director of Purchasing, (636) 481-3119.

II. GENERAL SPECIFICATIONS

Hillsboro Campus

- The College currently operates seven elevators in seven separate buildings of the Hillsboro campus as follows:

Arts & Science I Building	Haughton	2 Stop	2,000 lb
Arts & Science II Building	Montgomery	2 Stop	2,000 lb
Area Technical School	Dover	2 Stop	2,000 lb
Technology Center	Long	3 Stop	2,000 lb
Library	Kone	2 Stop	2,500 lb
Student Center	Otis	3 Stop	2,000 lb
Fine Arts Building	Haughton	2 Stop	2,000 lb

Three wheelchair lifts:

CTE Building	Garaventa, Xpress II Wheelchair Lift
Field House	Garaventa GSL Artira Inclined Platform Lift
Fine Arts Building	Garaventa Genesis Opal Stairway Platform Lift

Arnold Campus

One elevator in the main building of the Arnold campus:

Main Building	Schindler	3 Stop	3,500 lb
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- The contract will be for the maintenance on all eight elevators and the three wheelchair lifts. **The intent is to contract for three years: May, 2019 – April 30, 2022.**
- Proposers must specify any deviation in specifications.
- Bidders must supply at least three references including name of company, contact person, telephone number and email address.

III. DETAILED SPECIFICATIONS

A. Maintenance

Contractor will provide the following services:

1. Periodically and systematically examine the elevators using qualified and trained personnel directly employed and supervised by the Contractor. The Contractor will include inspection, lubrication, adjustment, cleaning, and if conditions warrant, repair or replacement of the following parts:
 - a. Machines, worms, gears, thrust bearings, drive sheaves, drive sheave shaft bearings, brake pulleys, brake coils, contacts, linings and component parts.
 - b. Motors and motor generators, motor windings, rotating elements, commutators, brushes, brush holders and bearings.
 - c. Pumps, pump motors, operating valves, valve motors, leveling valves, plunger packings, exposed piping, hydraulic fluid tanks.
 - d. Controllers, selectors and dispatching equipment, relays, solid state components, transducers, resistors, condensers, power amplifiers, transformers, contacts, leads, dashpots, timing devices, computer and

microcomputer devices, steel selector tapes, and mechanical and electrical driving equipment, lamps, signals, and position indicating equipment.

- e. Governors, governor sheaves and shaft assemblies, bearings, contacts and governor jaws, deflectors or secondary sheaves, car and counterweight buffers, car and counterweight guide rails, top and bottom limit switches, governor tension sheave assemblies, compensating sheave assemblies, counterweight and counterweight guide shoes including rollers or gibs.
- f. Hoist way door interlocks and hangers, bottom door guides and auxiliary door closing devices.
- g. Door operators, car door hangers, car door contacts, door protective devices, load weighing equipment, car frames, car safety mechanisms, platforms, wood platform floorings, car guide shoes, including gibs or rollers.
- h. Replace all wire ropes as often as necessary to maintain a sufficient factor of safety. As conditions warrant, equalize the tension on all hoisting ropes, re-socket ropes for drum machines, and repair or replace conductor cables and hoist way and machine room elevator wiring.

2. Performance Requirements:

- a. Make adjustments to the units in accordance with the original manufacturers specifications to maintain the original contract speed, the original performance time, including acceleration and retardation as designed and installed by the manufacturer, and perform the necessary adjustments required to maintain the original door opening and closing time, or as otherwise mutually agreed within limits of applicable codes.
- b. Check the group dispatching systems and make necessary tests to determine if all circuits and time settings are properly adjusted, and make adjustments necessary for the system to perform as designed and installed by the original manufacturer.

3. Safety and Tests:

- a. Periodically examine all safety devices and governors of the units. Conduct annual no load tests, and for traction units, perform at each fifth year a full load, full speed test of safety mechanisms, over speed governors, car and counterweight buffers. If needed, recalibrate and seal the governor for proper tripping speed and car balances will be checked. Keep a record of the periodic test that is required by applicable code for all firefighter's units.

4. Parts Inventory:

- a. Perform routine preventative maintenance, either in each elevator machine room or other acceptable means. A supply of frequently used replacement parts and lubricants will be kept by the Contractor to meet the specific requirements of each unit. All replacement parts will be new.

IV. INSURANCE

- A. The successful contractor shall submit to the College a “Certificate of Insurance” for all insurance required under this provision. The contractor shall provide and maintain in effect during the life of the project and warranty period the following coverage, **for which Jefferson College shall be named as “an additional insured”**.

Worker’s compensation Statutory limits

Comprehensive general liability
(including premises-operations;
Independent contractors’ protective;
Products and completed operations;
Broad form property damage):

Bodily injury:

Each occurrence	\$ 500,000
Aggregate, products And completed operations	\$1,000,000

Property damage:

Each occurrence	\$ 500,000
Aggregate	\$1,000,000

Products and completed operations

Insurance shall be maintained for
The duration of construction and
Contractor shall continue to
Provide evidence of such coverage to
College during the construction period.

Property damage liability insurance

Shall include coverage for the

Following hazards:

Explosion
Collapse
Underground

Contractual liability:

Bodily injury	\$ 500,000
Property damage	\$ 500,000

Comprehensive automobile liability:
(owned, non-owned, and hired)

Bodily injury:	
Each person	\$ 500,000
Each accident	\$1,000,000
Property damage	\$1,000,000

V. INDEMNITY

Contractor agrees to indemnify and hold harmless the Community College District of Jefferson County and its directors, officers, employees, and agents from and against any and all liabilities, losses, damages, costs and expenses of any kind (including, without limitation, reasonable legal fees and expenses in connection with any investigative, administrative, or judicial proceeding, whether or not designated a party thereto) which may be suffered by, incurred by or threatened against the College or directors, officers, employees or agents of the College on account of or resulting from injury or claim of injury to person or property arising from Contractor's actions or omissions relating to this Agreement or arising out of Contractor's breach or failure to perform any term, covenant, condition, or agreement herein provided to be performed by the Contractor.

**BID FORM
JEFFERSON COLLEGE
ELEVATOR MAINTENANCE
RFP #1903003**

DUE: NOT LATER THAN 2:00 P.M, April 11, 2019

FULL ELEVATOR MAINTENANCE

Preventative Maintenance

- 7 elevators Hillsboro campus
- 1 elevator Arnold campus
- 3 wheel chair lifts - Hillsboro campus
- to include annual inspection \$ _____/mo

Billing Rates for Repair

	<u>Regular Time</u>	<u>Overtime Add-On*</u>
Single Tech	\$ _____/hr	\$ _____/hr
Crew	\$ _____/hr	\$ _____/hr

*Weekends and Holidays

Current Mileage Charge: \$ _____/mi

Maximum Mark Up on Parts: _____%

Maximum Yearly Renewal Increase _____%/year

SIGNATURE: _____ **DATE:** _____

PRINTED NAME: _____ **PHONE:** _____

COMPANY: _____

EMAIL: _____

REFERENCES

Company

Contact

Telephone/Email

Address

Company

Contact

Telephone/Email

Address

Company

Contact

Telephone/Email

Address