



REQUEST FOR BID
 Date: 3/17/11
 Bid 11-0019

RETURN BY OPENING TIME TO:
 Purchasing Division
 RM 100 City Hall
 411 West 1st Street
 Duluth, MN 55802

Elevator Maintenance

Buyer: Dennis Sears
 Phone: 218-730-5003
 Fax: 218-730-5922

BID OPENING, RM 100 AT 2:00 PM ON Tuesday, April 5, 2011

Note: All bids must be written, signed, and transmitted in a sealed envelope, plainly marked with the bid number, subject matter, and opening date. The City of Duluth reserves the right to split award where there is substantial savings to the city, waive informalities and to reject any and all bids. Bidder should state in proposal if bid is based on acceptance of total order. Sales tax is not to be included in the unit price. Bidder to state freight charges if, proposal is F.O.B. shipping point, freight not allowed. Low bid will not be the only consideration for award of bid. All pages must be signed or initialed by authorized bidder's representative as indicated at the bottom of the page(s) of the request for bid.

OFFICIAL SEALED BID

Designated F.O.B. Point

Tax: Federal Excise Tax Exemption
 Account No. 41-74-0056 K

Item No.	Qty	U/OM	Description	Unit Price	Total Price
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Please provide quotes for elevator maintenance per the attached locations and city minimum specifications attached. Two City Hall elevators will be added later as negotiated by City and successful vendor when replaced by new elevators. See added pages.
 One 1 yr with four (4) possible renewals

Vendor E-mail Address _____ Freight Charges N/A

Name _____
 Addr _____

Total Bid Price _____
 (To include any additional pages)

By: _____

Payment Terms _____
 F.O.B. Point N/A

(print title)

Delivery Date N/A

(signature) (tele#)

Monthly unit cost covers normal maintenance cost as is customary in the elevator business.

Emergency repairs will be paid in addition.

Response time for emergency calls shall be four (4) hours from such call.

Costs of emergency calls shall be limited to the hourly rate based on actual time to do the repair plus parts if applicable. A verifiable invoice shall be sent to auditors for payment. Attach all pertinent documentation: time of call, date, hours spent, description of problem, parts needed, time completed, etc.

Existing City Hall elevators will remain with current vendor until new elevators to be installed are in working order. At this time, based on negotiated pricing, they will be added to the successful vendor.

Duluth Airport Authority shall issue their own PO for Elevator Maintenance.

60 day prior notification to cancel needed before anniversary date or contract will automatically renew for one year. Anniversary date shall be identified as the 1st of the month in which award was made.

Item	elevator and location	Unit Cost	Total Cost
1	Duluth Main Library 520 West Superior Street mfr: Otis capacity: 4000 lbs type: hydraulic use: passenger service: full, semi-monthly	_____	_____
2	Duluth Building Maintenance Shop 1532 West Michigan Street mfr: Otis capacity: 8000 lbs type: GEP electric use: freight service: full, monthly	_____	_____
3	Duluth Lakewood Water Treatment Plant 8130 Congdon Blvd mfr: Montgomery Rotary Co capacity: 5000 lbs type: hydraulic (OEP) use: freight service: full, monthly	_____	_____

Item	elevator and location	Unit Cost	Total Cost
4	Duluth Technology Parking Ramp 10 E. First Street mfr: Dover capacity: 3500 lbs type: hydraulic use: passenger service: full, monthly	_____	_____
5	Duluth KDHL Elevator East side of KDHL Bldg-on skywalk level mfr: Dover capacity: 3000 lbs type: hydraulic use: passenger service: full, monthly	_____	_____
6	Duluth Radisson Skywalk Tunnel 521 West Superior Street mfr: Dover capacity: 3500 lbs type: hydraulic use: passenger service: full, monthly	_____	_____
7	Medical District Parking Ramp 350 E First Street, East mfr: Schindler capacity: 3500 lbs type: hydraulic use: passenger service: full, monthly	_____	_____
8	Medical District Parking Ramp 350 E First Street, West mfr: Schindler capacity: 3500 lbs type: hydraulic use: passenger service: full, monthly	_____	_____

Duluth Airport Authority, DAA PO and invoice to DAA directly, 9-13
 Some elevators may be discontinued when new terminal is opened.

Item	elevator and location	Unit Cost	Total Cost
9	Duluth International Airport #325655 New Terminal Building mfr: Otis capacity: 2500 lbs type: hydraulic use: passenger, 3 stop service: full, monthly		
10	Duluth International Airport #325911 DAA mfr: Otis capacity: 2500 lbs type: hydraulic use: passenger service: full, monthly		
11	Duluth International Airport #325654 DAA mfr: Otis capacity: unknown, must inquire type: unknown, must inquire use: passenger service: full, monthly		
12	Duluth International Airport Old Terminal mfr: Westinghouse capacity: unknown, must inquire type: unknown, must inquire use: passenger service: full, monthly		
13	Duluth International Airport Arrivals Building mfr: Westinghouse capacity: 2000 lbs type: hydraulic use: passenger, one stop service: full, monthly		

Name: _____

Date: January 1, 2011

Spec. #910-13A1

**CITY OF DULUTH
MINIMUM SPECIFICATIONS FOR
ELEVATOR/ESCALATOR MAINTENANCE SERVICE**

Proposals to meet or exceed specifications listed below.

General

It is the intent of these specifications to describe the service of an elevator/escalator maintenance in sufficient detail to secure proposals on comparable service.

Any additional, deletions or variations from the following specifications must be stated. Reason for variations and deviations must also be stated. These specifications shall be construed as minimum.

Failure to complete all information on Request For Proposal form may be cause for rejection of proposal.

Note: Non-compliance of any item/requirement/etc must be clearly stated and marked on the form. Non-compliance may result in total rejection of the bid.

1. Intent: The Request For Proposal is intended to provide the basis for a 5-year Elevator/Escalator Full Maintenance Service Contract, Renewable Annually, in accordance with the following specifications. The proposal will apply to the City of Duluth, its authorities and St Louis County, hereafter called owners.

2. Requirements:
 - A) Service will consist of listed number of examinations of the individual elevator which includes all parts, lubricants, tools, and trained labor to perform the following:
 - a) Oiling and cleaning machine, motor and controller,
 - b) Greasing and oiling bearings and guides,
 - c) Making necessary minor adjustments,
 - d) Examine, lubricate and adjust car and hatchway door operators and hangers,
 - e) Examine, lubricate and adjust signal equipment.

 - B) Contractor will provide the following supplies as and when necessary for use in the performance of routine preventive maintenance, with all costs included in the proposal:
 - a) Carbon and copper contacts,
 - b) Contact insulations,

Name: _____

Date: January 1, 2011
Spec. #910-13A1

- c) Contact springs,
- d) Cable connectors,
- e) Cable holders,
- f) Distance pieces for any of the switches of the controller, brakes, governor, interlocks, and for the stopping switches,
- g) Brushes for the elevator motor and generator,
- h) Oils,
- i) Greases,
- j) Rope preservatives and cleaning materials,
- k) Valve seats,
- l) O-rings.
- M) All other items as required

3. **Service Hours:** Regular service hrs are: 6:00AM-6:00PM M-F
Overtime service hrs are: 6:00PM-6:00AM M-F
and Saturday
Double time service hrs are: Sunday

List Regular Hourly rate: \$ _____
List Overtime Hourly Rate: \$ _____
List Double time Hourly Rate: \$ _____

All work is to be performed: 1)per the schedule indicated on bid form; 2) all routine, necessary, periodic and acceptance inspections and tests shall be performed on all City of Duluth, it's authorities and St. Louis County elevators according to ANSI/ASME A17.1 - from 1996 to 2004 with 2005 A17.1A Addenda and Supplement A17.1S. Documentation of all the routine, necessary, periodic and acceptance inspections, that shows compliance with this standard, shall be provided to the applicable property Management Division on a timely basis.

Regular service hours are included in the service rate, all overtime, if vendor called by the City or County, service calls will be at the overtime rate less the regular rate and the same applies to double time service call.

Payment, if applicable, will be based on the actual hours on the job, portal to portal charges will **NOT** be accepted.

Name: _____

Date: January 1, 2011
Spec. #910-13A1

The vendor shall use trained workers directly employed and supervised, and qualified to keep the equipment properly adjusted, and use reasonable care to maintain the equipment in proper and safe operating condition.

4. Frequency of Service: See Individual Elevator on Bid Form

5. Contract Period:

Contract will become effective on approximately January 1, 2011. Either party may terminate this contract at the termination of any contract year by giving the other party sixty (60) days prior written notice. The City may terminate the contract at any time due to non-compliance with specifications, poor performance, upon non-funding of the contract by the City Council or if rate adjustments are not acceptable.

6. Documentation: All work performed on each elevator including the date, time spent on the job, the nature and extent of the repair shall be documented in a log book to be provided at each site (elevator mechanical room). Failure to enter the above information in the log book may result in a deduction from the monthly fee.

7. Price Adjustments: Rates are to be firm for at least 18 months. Rate adjustment requests for subsequent years must be received at least sixty (60) days prior to the expiration of the current agreement. Reasons for adjustment must be based solely on labor changes and the explanation justified with documentation. Only upon approval by the City Purchasing Division, its authorities or St. Louis County Purchasing Department may the adjustments go into affect. The request for adjustments may be rejected and a new request for proposal may ensue.

Name: _____

Date: January 1, 2011
Spec. #910-13A1

SERVICE SPECIFICATION

Coverage: FULL MAINTENANCE

(Geared and Gearless)

Inventory Parts:

Successful bidders(s) are to furnish and maintain a supply of contacts, coils, leads and generator brushes, lubricants, wiping cloths, and other minor parts in each elevator machine room, for use in the performance of routine preventative maintenance, with all cost included in their bid proposal.

SERVICE:

Successful bidder(s) will regularly and systematically examine, adjust, lubricate as required, and if conditions warrant, repair or replace:

Geared and Gearless:

Machine, worm, gear, thrust bearings, drive sheave, drive sheave shaft bearings, brake pulley, and brake coil, contact, linings and component parts.

Motor and motor generator, motor windings, rotating element, commutator, brushes, brush holders and bearings.

Controller, selector and dispatching equipment, all relays, solid state components, resistors, condensers, transformers, contacts, leads, dashpots, timing devices, computer devices, steel selector tape and mechanical and electrical driving equipment.

Governor, governor sheave and shaft assembly, bearings, contacts, and governor jaws.

Deflector or secondary sheave, bearings, car and counterweight buffers, car and counterweight guide rails, top and bottom limit switches, governor tension sheave assembly, compensating sheave assembly, counterweight and counterweight guide shoes including rollers or gibs. Hoist-way door interlocks and hangers, bottom door guides and auxiliary door closing devices.

Automatic power operated door operator, car door hanger, car door contact, door protective device, load weighting equipment, carframe, car safety mechanism, platform, wood platform flooring, tile floor covering in the elevator car, elevator car guide shoes, gibs or rollers.

Name: _____

Date: January 1, 2011
Spec. #910-13A1

SERVICE SPECIFICATION
Coverage: FULL MAINTENANCE
(Hydraulic)

INVENTORY PARTS:

Successful bidders(s) are to furnish and maintain a supply of contacts, coils, leads and generator brushes, lubricants, wiping cloths, and other minor parts in each elevator machine room, for use in the performance of routine preventative maintenance, with all cost included in their bid proposal.

SERVICE:

Successful bidder(s) will regularly and systematically examine, adjust, lubricate as required, and if conditions warrant, repair or replace:

HYDRAULIC:

Pumps, pump motors, operating valves, valve motors, motor windings, leveling vanes, plunger packings, exposed piping, hydraulic fluid tanks.

Controller, leveling devices and cams, all relays, magnet frames, solid state components, resistors, condensers, transformers, contacts, leads, timing devices, resistance for operators and motor circuits, operating circuit rectifiers.

Hoistway door interlocks, hoist-way door hangers, bottom door guides, auxiliary door closing devices and hoistway switches.

Automatic power operated door operator, car door hanger, car door contact, door protective device, carframe, platform, wood platform flooring, tile floor covering in the elevator car, car guide rails, car guide shoes, gibs or rollers.

To periodically examine all safety devices.

To repair or replace conductor cables, elevator hoistway wiring and machine room elevator wiring.

Name: _____

Date: January 1, 2011
Spec. #910-13A1

SERVICE SPECIFICATION
Coverage: LIMITED MAINTENANCE
(Geared & Gearless)

INVENTORY PARTS:

Successful bidders(s) are to furnish and maintain a supply of lubricants, operating switch and relay components (including metal and carbon contacts), insulators, springs, connectors, brushes, special lamps for car and hall signal fixtures; fuses (except main line disconnect), wiping cloths, and other minor parts in each elevator machine room, for use in the performance of routine preventive maintenance, with all cost included in their bid proposal.

SERVICE:

Successful bidder(s) will regularly and systematically examine, adjust, lubricate as required:

GEARED and GEARLESS:

Clean the elevator machine, including motor and brake; control equipment including controller, selector, hoistway and car operating devices; safety equipment including car safeties, overspeed governor safety linkages, releasing devices, interlocks and automatic door protective device; door operator equipment cam devices. In addition, periodically brush down and vacuum the hoist-way, divider beams, door hangers, car top and bottom, door sills (beyond opening) and pit.

Lubricate bearings, gear reduction units, selector, governor, tension frame, sheaves, hoist ropes, cam equipment, door operator, hangers, interlocks, safety and door operator linkages, roller guides and guide rails.

Adjust associated equipment and devices, including the following, providing the adjustment can be performed by the examiner as part of his normal routine:

Operating switches and relays on the following: controller, selector, brake, governor, leveling device, car safety systems, door operator system including door protective device, car and hall button operating stations, and in the hoist-way and pit.

Mechanical and electro-mechanical devices (not requiring dis-assembly for adjustment) including brake, machine, safety shoe and door operator linkages, interlocks, pit equipment, cams and rollers, roller guides and guide shoes.

Name: _____

Date: January 1, 2011
Spec. #910-13A1

SERVICE SPECIFICATION
Coverage: LIMITED MAINTENANCE
(Hydraulic)

INVENTORY PARTS:

Successful bidders(s) are to furnish and maintain a supply of lubricants, operating switch and relay components (including metal and carbon contacts), insulators, springs, connectors, brushes, special lamps for car and hall signal fixtures; fuses (except main line disconnect), wiping cloths, and other minor parts in each elevator machine room, for use in the performance of routine preventive maintenance, with all costs included in their bid proposal.

SERVICE:

Successful bidder(s) will regularly and systematically examine, adjust, lubricate as required:

HYDRAULIC:

Clean the elevator machine including pump, valves, and motor; control equipment including controller and the car and hoist-way operating devices; safety equipment including interlocks and automatic door protective device; door operator equipment including linkages, drive motor, speed reduction units & electro-mechanical or motor operated cam devices. In addition, periodically brush down and vacuum the hoist-way, divider beams, door hangers, car top and bottom, door sills (beyond opening) and pit.

Lubricate roller guides, pumps, pump motors, couplings and guide rails (where required), valve control equipment, interlocks, automatic door operator and its linkage parts.

Adjust associated equipment and devices, including the following, providing the adjustment can be performed by the examiner as part of his normal routine:

Operating switches and relays on the following: controller, leveling device, door operator system including door protective device, car and hall button operating stations, and in the hoistway and pit.

Mechanical and electro-mechanical devices (not requiring disassembly for adjustment) including pumps, pump motors, valves and valve operators, plunger packing glands, linkages, hangers, interlocks, pit equipment, cams and rollers, roller guides and guide shoes.