

**CITY OF NORWICH
INVITATION TO BID**

BID NO. 7278

**ELEVATOR MAINTENANCE
AND REPAIR SERVICES,
NORWICH PUBLIC UTILITIES, NORWICH PUBLIC WORKS,
NORWICH PUBLIC SCHOOLS**

Sealed bids will be received at the Office of the Purchasing Agent, City of Norwich, City Hall Building, Norwich, Connecticut until 2:00 p.m. Prevailing time, **Tuesday June 21, 2011** and will be publicly opened and read at 2:00 p.m. in the Finance Office.

Specifications and information for bidders may be obtained at the Office of the Purchasing Agent, City Hall Building.

**BID SURETY IN THE FORM OF A CERTIFIED CHECK OR BOND IN THE
AMOUNT OF FIVE PERCENT OF SUCH BID IS REQUIRED.**

Bidder is to submit bid on the attached forms and in the manner requested. Bids must be deposited with the Purchasing Agent before closing time. Bids transmitted by facsimile will not be accepted.

The right is reserved to reject any or all, or any part of any or all bids when such action is deemed in the best interest of the City.

All Bids received must be in a sealed envelope. Each envelope is to be marked on the front with bid number and the bidder's name. All final awards of bid are subject to comply with **Ordinance # 1235, adopted 12/3/91.**

WILLIAM BLOCK
PURCHASING AGENT

City of Norwich, Connecticut

BID NO 7278

DATE: June 1, 2011

**BID FORM MUST BE
SUBMITTED IN DUPLICATE**

REQUEST FOR PRICES QUOTATION ONLY

Please return on or before:
Tuesday, June 21, 2011

2:00 p.m. prevailing time

THIS IS NOT AN ORDER

Item NO.	QTY	Description	Unit	Total
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		<p>ELEVATOR MAINTENANCE AND REPAIR SERVICES</p> <p>Provide the services described herein in strict accordance with the following specifications and conditions.</p> <p>See attached bid form.</p> <p><u>NOTE:</u> This work will be awarded on the basis of the lowest responsible bid. The City prefers one vendor to perform these services. However, the City reserves the right to split this award among two or more vendors to obtain the best service and pricing for the Purchaser(s).</p>		
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1. All quotations should be returned to the City Purchasing Agent, City Hall Building, Union Square, Norwich, Connecticut 06360.
2. The right is reserved to reject any or all quotations, and unless specified by the vendor, to accept any item in the quotation.
3. Quotations should be on requested items only. If for any reason a vendor substitutes one item for another, he must so indicate on his quotation.
4. TAXES – Purchases made by the City of Norwich are exempt from the payment of Federal Excise Taxes, and the Connecticut Sales Tax, and such taxes must not be included in bid prices.

PLEASE SPECIFY:

Delivery Date: _____

Terms: _____

Firm Name: _____

Signature: _____

City of Norwich
Division of Purchasing
Union Square
Norwich, CT 06360

Date: _____

Signed _____

BID
Elevator Maintenance

DEPARTMENT	ELEVATOR LOCATION	CONTACT NAME	CONTACT PHONE	ELEVATOR MANUFACTURER	ELEVATOR TYPE	PRICE PER MONTH	TOTAL ANNUAL COST
City Hall	100 Broadway	Bob Sewart	860.823.3728	Bay State	passenger		
Otis Library	261 Main Street	Bob Sewart	860.823.3728	Otis (2)	passenger		
Buckingham Memorial	307 Main Street	Bob Sewart	860.823.3728	Bay State	passenger		
Norwich Fire Department	10 North Thames Street	Bob Sewart	860.823.3728	Schindler	passenger		
Norwich Police Department	70 Thames Street	Bob Sewart	860.823.3728	Otis	passenger		
Dodd Stadium	14 Stott Avenue	Bob Sewart	860.823.3728	Schindler	passenger		
Norwich Public Schools	Kelly Middle School 25 Mahan Drive	Dolores Thayer	860.859.5015 x4	Schindler	passenger		
	Thames River Academy 526 Main Street	Dolores Thayer	860.859.5015 x4	Thyssen	passenger		
	Moriarity School 20 Lawler Lane	Dolores Thayer	860.859.5015 x4	Montgomery/Kone	passenger		
	Huntington School 80 West Town Street	Dolores Thayer	860.859.5015 x4	General	passenger		
	Teachers Middle School Teacher's Drive	Dolores Thayer	860.859.5015 x4	General	passenger		
	Hickory Street School 201 Hickory Street	Dolores Thayer	860.859.5015 x4	Concord	passenger		
	Uncas School 280 Elizabeth Street Ext	Dolores Thayer	860.859.5015 x4	Montgomery/Kone	passenger		
Norwich Public Utilities	16 South Golden Street	Tammy Petersen	860.823.4503	P-Flow	freight		
Norwich Public Utilities	16 South Golden Street	Tammy Petersen	860.823.4503	Kone	passenger		

SPECIFICATIONS AND CONDITIONS

DESCRIPTION OF GOODS AND SERVICES

Qualifications of Contractor

Experience:

Contractor shall have been in business five (5) years actively providing service, maintenance, repair and replacement of materials and equipment in elevators of a similar manufacturer, capacity and control system as those covered by this contract.

Contractor shall have a minimum of five (5) years experience for group supervisory control systems as included in this specification and must provide a detailed statement to that fact.

Contractor shall have total responsibility for five (5) minimum elevators of the type contained within this specification and must list as well as attest to that fact.

Personnel

Contractor shall show that he has under his direct employment and supervision, the necessary organization to properly fulfill all the services and conditions required under this specification.

Contractor must demonstrate that he has licensed elevator personnel with a minimum of five (5) years experience in maintaining elevator systems similar to those under this specification.

Contractor shall provide a list (names and credentials) of those individuals who will service this contract.

Contractor shall provide a chart that includes names, titles, address, telephone number and e-mail address of their local, regional and national organizations.

Service Facility

Provide the address of the local service facility that will support this contract the equipment, capabilities and test facilities available to service personnel located in that facility . List other facilities that are available to support this contract.

Proposer's service facility shall be equipped with spare parts hereinafter specified under "Spare Parts".

List sources of major replacement parts such as worms, gears, commutator bars and field coils.

General Requirements

The intent of these specifications unless expressly stated otherwise is to cover elevator service and maintenance that is complete in every aspect. Any details of service not explicitly stated in these specifications but necessarily attendant thereto, is deemed understood by the proposer and included herein. The Contractor shall furnish all material and equipment usually furnished with such services, in accordance with industry standards.

All material and equipment supplied shall be new and in first class condition.

A written report is to be submitted to the City within ten (10) working days after each service.

City of Norwich

Contractor shall sign in and sign out with a City representative. Failure to sign in or out, whether intentional or unintentional shall be understood that the service was not performed.

Contractor shall be completely responsible for their work, including any damages or breakdowns caused by their failure to take appropriate action.

The parties hereto recognize the difficulty of ascertaining consequential damages for loss of use of the premises serviced by the elevators, or other equipment covered under the contract. The Contractor's liability for consequential (liquidated) damages shall be the product of three factors: 1. The yearly contract costs; times 2. A fraction, the numerator of which shall be the number of elevators or other equipment subject to diminution of use at the premises and the denominator of which shall be the number of days of down time and the denominator of which shall be the number of days in the year, excluding weekends and CT designated holidays. Down time of less than four hours shall not be charged against the Contractor; and down time of more than four hours or more shall be counted as a full day.

Yearly cost as used shall mean the fixed maintenance cost payable by the City for the year in which said damages are sustained, including any escalations from prior years, but shall not include extra charges properly billed by the Contractor under this agreement. If such damages occur in a period that is partly in one contract year and partly in another, the damages assessable in each year shall be separately computed using the appropriate yearly contract cost for such each portion.

The Contractor agrees to full responsibility for the elevators and all elevator equipment, as they exist on the effective date of this agreement, and to leave them in a first-class operating condition on the termination date.

Previous to new or current elevator units being taken over by a new Contractor, the Contractor shall inspect the units. The Contractor must notify the City if there are any current problems that need to be repaired. Based on the inspection, Contractor must submit a list to the Purchasing Agent, City Hall, 100 Broadway, of any elevator components in need of attention in order to comply with the terms of this contract. Any disputes regarding required repairs shall be resolved by the State Elevator Inspector who will indicate what repairs are necessary for the safe operating condition of the elevator. Incumbent Contractors will be responsible for existing items if such items were covered under the previous monthly maintenance contract. Any such needed repairs may be bid separately from this contract. The State Elevator Inspector may do verification of required repairs. If no "needed work list" is submitted prior to acceptance of the additional unit(s), the new Contractor shall assume full maintenance on the unit(s).

This contract shall run from July 1, 2011 until June 30, 2012. Upon mutual written consent of both parties, this agreement may be extended two (2) additional years. Any elevators under an existing contract extending beyond July 1, 2011 will come under contract to the successful bidder upon expiration of the existing contract.

The successful bidder shall invoice the City of Norwich, Norwich Public Schools, and Norwich Public Utilities on a separate, monthly basis.

SERVICE REQUIREMENTS

MAINTENANCE SPECIFICATION – TRACTION ELEVATORS

General

The Contractor shall provide full maintenance services for the elevators listed on the Bid Form, and any additions to this contract.

Scope of Work

To be performed by the Contractor under the specifications shall consist of furnishing all materials, labor, supervision, tools, supplies and other expenses necessary to provide full maintenance services and repairs of every description, including inspections adjustments, test and replacement of parts as herein specified for all equipment covered under this contract.

Full Service Maintenance

The Contractor shall systematically examine, adjust, lubricate, clean and when conditions warrant, repair or replace the following items and components thereof and all other mechanical or electrical equipment, including but not limited to the following;

Entire machine, including housing, drive sheave, drive sheave bearings, brake and brake assembly and component parts.

Hoist motor and motor generator including auxiliary rotating systems, motor winds, rotating elements, commentators and bearings, field windings

All sheaves

Controller: All components including all relays, contacts, solid state components, resistors, condensers, transformers, contacts, leads, mechanical or electrical timing devices, computer devices.

Selector: All components including selector drive tape, wire or cable, hoist way vanes, magnets, inductors and all other mechanical and electrical drive components.

Motor and motor generators brush and brush holders

Hoist way door interlocks or locks and contacts; hoist way door hangers and tracks, bottom door jibs, cams, rollers, and auxiliary door closing devices for power operated doors. Chains, tracks, cams, interlocks, sheaves for vertical bi-parting doors. All up thrust rollers (eccentrics) broken arm closer assembly, retiring arm assemblies complete.

Hoist way limit switches, slowdown switches, leveling switches, and associated cams and vanes.

Guide shoes including rollers or jib type assemblies complete.

Automatic power operated door operators, door protective devices, car hangers, tracks and car door contacts for side slide and vertical bi-parting doors, photo eyes.

Traveling eyes

Elevator control wiring in hoist way and machine room

Governor including governor sheave and shaft assembly bearings, contact jaw and governor tension assemblies.

Car and counterweight safety mechanism and load weighting equipment

Hoist cables governor cables, compensating cables and compensating chains, including the adjustment and shorting of same as required by code.

Buffers, oil or spring type.

Fixture contacts, push buttons, key switches and locks and lamps and sockets of button stations (car and hall), hall lanterns, position indicators (car and hall), direction indicators.

Contractor shall keep the guide rails free of rust where roller guides are used and properly lubricated when sliding guides are used. Renew guide shoe rollers and jibs as required to ensure smooth and satisfactory operation.

Contractor shall also examine and make necessary adjustment or repair to the following accessory equipment including revamping of signal equipment: hall lanterns, car and corridor position indicator positions, car stations, traffic director station electric door operators, intercom systems, interlocks, door hangers, safety edges, LED.

All replacement parts shall be new and specifically designed for the elevators on which they are to be used.

Contractor shall furnish and use lubricants as recommended by the manufacturer of the equipment or approved equal.

Contractor shall be responsible for keeping the exterior of the elevator machinery and any other parts of the equipment subject to rust painted with heat resistant enamel and presentable at all times. The motor windings shall be treated as needed, with proper insulating compound as recommended by the motor manufacturer. Cleaning and refinishing of the interior of the cars and exterior hoist way doorframes are excluded.

Contractor shall maintain all elevator equipment in hoist ways, pits, machine rooms and assigned elevator Contractor work space shall be kept in a clean, orderly condition, free of dirt, dust and debris: pits and machine spaces shall be kept dry and clean.

Contractor shall not be responsible for upgrading the equipment to meet changes in code requirements as may be recommended or directed by insurance companies, Federal, State, Municipal or other Governmental authorities.

The Contractor shall be responsible for notifying the City representative or designated representative, in writing of the existence or development of any defects in or repairs required to, the elevator equipment which he does not consider to be his responsibility under the terms of the contract. The Contractor shall furnish the City or designated representative with a written estimate of the cost to correct any such defects; and the City shall make the final determination concerning the responsibility for such defects, corrections or repairs. Any repairs, that are not the Contractor's responsibility, will be paid at the cost plus the percent mark-up as per the Bid Form. The Contractor will be paid only for repairs actually required whether more or less.

Contractor shall be responsible for giving immediate notice to the City representative or designated representative of any condition which he discovers that may present a hazard to either the equipment or passengers.

Contractor shall not be required by this agreement, except as herein noted to make renewals or repairs necessitated by proven negligence or misuse of the equipment by persons other than the Contractor, his representatives and employees or by reason of any other proven cause except for normal wear and tear, beyond the control of the Contractor. Examples are; refinishing, repairing replacing car enclosures, hoist way, hoist way door panels, frames and sills and all power supply panels and feeders. Cost of repairs, replacements or removal necessitated by any cause, other than ordinary wear and tear, which is occasioned by negligence or abuse shall be determined by the Agency. Any repairs that are not the Contractor's responsibility will be paid at the labor rates and material costs indicated on the Bid Form.

Equipment, Wiring and Circuit Changes

The Contractor shall not make any changes or alterations to the existing mechanical equipment, circuit wiring or sequencing, nor alter the original circuit or wiring design of the elevators unless changes are authorized in writing the designated City representative. Any request shall include complete drawings and wiring diagrams as well as a complete description of the proposed change. Prior to submitting the proposed change to the City representative or designated representative the Contractor shall at its own expense have obtained comments from the original equipment manufacturer concerning the impact of the change on the overall system. If the changes are made, Contractor shall provide as-built drawings of the modifications.

Maintenance Service

Maintenance under this contract shall provide a constant, high quality service to properly protect all elevator equipment from deterioration and to provide peak constant performance of all elevators, resulting in a minimum of down time for any portion of the system.

No more than one elevator per bank shall be out of service at one time for regular maintenance lubrication and service. The time of day that each elevator can be shut down for routine maintenance shall be scheduled with the City representative or designated representative to minimize the disruption caused by the elevators being out of service. If for any reason an elevator should be out of service for more than one hour, the Contractor shall notify the Agency representative or designated representative, when the elevator was taken out of service, the reason why and what time the elevator is expected to be put back into service for proper and safe operation. The following schedule will be considered maximum shutdown times allowed:

Major Repairs

Cable-hoist, governor, compensating and tail ropes. Completion of the work should be within 4 working days after replacement cables are received.

Brake coils and motor field coils – 5 working days

Rewind motor or MG set armature – 8 working days

Turn down and undercut machine commutator – 3 working days

Governor repairs – 2 working days

Replace motor bearings – 4 working days

Minor Repairs: Completion within 24 hours

Replace relay coils

Replace relays

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Replace door interlocks

Replace door jibs Door

operator repairs Repair

selector drive tape

Minor Repairs: Completion within 2 working days

Replace door operator motor

Replace Selector Drives motor

Replace brake linings

Contractor shall maintain a record of non-emergency maintenance items in need of correction that come to his attention, and shall provide a list to the City or the designated City representative for necessary corrective action during the Contractor's routine visits.

Maintenance Service Records

Contractor shall provide and keep current service check charts suitable to the designated City representative for each elevator. One shall be kept in each machine room of the building in which the elevator is located. Upon completion of the maintenance the Contractor shall properly initial the chart to indicate the work has been completed.

In addition to the check charts in each machine room, the Contractor shall maintain on the premises a log of arrival and departure times of all Contractor employees. At minimum the log shall contain columns for date, time of arrival and departure and work performed on each unit. The log shall be kept with the City representative and shall be completed when the Contractor's employee checks out with the designated City representative at the completion of each visit.

Contractor shall maintain call back data of all call back records. On a semi-annual basis the Contractor shall provide the designated City representative a line graph that shows the trend in call backs compared to industry standards.

Maintenance Responsibility

Contractor shall keep the elevator maintained to operate at the original manufacturers speed, keeping the original performance time, including acceleration and retardation as designed by the original manufacturer. The door operation shall be adjusted as required to maintain optimum door opening and door closing times, within legal limits.

The designated City representative reserves the right to make inspections and tests as and when deemed advisable. If it is found that the elevators and associated equipment are deficient either electrically or mechanically, the Contractor will be notified of these deficiencies in writing, and if no life threatening situation exists, it shall be his responsibility to make the necessary corrections within 30 days after receipt of such notice. In the event of a life threatening situation, the Contractor must make the necessary repairs immediately. In the event that the deficiencies are not corrected within the stated timeframes, the designated City representative may employ a Contractor to make the corrections at the original Contractor's expense and recommend contract termination.

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During any contract year the designated City representative may authorize a company to perform maintenance and safety inspections. The Contractor shall accompany this inspector for both inspections of all elevators covered under this contract. At the conclusion of this inspection the designated City representative shall give the Contractor written notice of any deficiencies found. Contractor shall be responsible for correction of these deficiencies in accordance with the timeframes outlined above.

Working Hours

Working hours are as follows: All work is to be performed Monday through Thursday, 7:30 a.m. to 10:30 p.m., and Fridays 7:30 a.m. to 4:30 p.m., except for designated City holidays. All requests for service or scheduling of repairs must be made during this time period. In the instances where the City may request call-back service outside of this time frame, the Contractor shall only invoice for the mechanic's overtime premium portion of the contract. This is the difference between the normal workday hourly rate and the night, weekend, holiday hourly rate. All call-backs shall be answered within two hours, and trapped passenger call-backs shall be answered within thirty (30) minutes. Elevator shutdowns are to be scheduled a minimum 24 hours in advance.

Contractor will perform all repair work in a manner that will cause the least interference with operation of the facility unless otherwise agreed upon between the designated City representative and Contractor.

Reporting Requirements

Contractor shall maintain a complete written record (by elevator) of all emergency callback, replacement and repair work performed. This information shall be consolidated by the Contractor into a monthly (quarterly or semi-annual) report whichever is deemed appropriate by the designated City representative. The report shall indicate the elevator number, date work was performed, type of work (callback, replacement or repair), brief description of the work performed, work hours spent and materials used.

Spare Parts

In addition to the minor-spare parts specified, Contractor shall have available at all times. For immediate delivery and installation, sufficient supply of the following emergency spare parts for the repair of each elevator concerned. The inventory shall include, but not necessarily be limited to the following:

- Lamps, minimum 2 each type
- Door operator motors and gear reduction units, for both sides slide and vertical bi-parting doors
- Transformers and rectifiers for each type and size
- Relays and switches, minimum one of each type
- Controller and selector motor (when used), leveling switches, magnets and inductors
- Selector tapes and selector motor (when used), leveling switches, magnets and inductors
- Door interlocks
- Car door safety edges complete each type
- Car door photoelectric safety device
- Car door detectors complete to include preamplifiers and power pack
- Hanger rollers for both car and hall doors

City of Norwich

- Limit Switches and terminal stopping switches
- Roller guides for cars
- Electronic tubes for each type and size used
- Flexible guide shoe jibs
- Torque wrenches and other small tools

Safety and Inspection

The Contractor shall make safety tests on all (including but not limited to) safety devices, governors and relief valves, as required. Test shall be conducted as described in the latest American Standards Association Inspection Manual in the presence of the appropriate designated City representative. The Contractor shall promptly correct any defects that may be found in testing and examining the safety devices without any additional charge. A written report of such tests shall be submitted to the state within 15 days after tests. The Contractor shall have a station for personnel who are fully qualified to perform the work described herein, located within the area to be serviced. Such personnel shall have facilities immediately available which will permit them to attend the site of the work within a time of not more than one (1) hour after notification of need. Such time limit shall be predicted on normal conditions.

Note: ASME Safety and inspection requirements, may be updated as required, with 30 days written notice to Contractors.

Preventative Maintenance Work

The City may choose to have the work performed on a monthly, or bi-monthly (every other month) basis.

The preventive maintenance specified herein is considered the minimum for all equipment. If specific equipment covered by this contract requires additional preventative maintenance for safe, reliable operation by the manufacturer, the Contractor shall perform the required additional preventative maintenance without any additional cost.

Elevator Phones: Contractor shall be responsible for the operation and maintenance of any current elevator phone(s). This includes all necessary reprogramming of the number called, that the City may request, or made necessary by the change of Contractors. Any battery changes needed or other corrective work to allow the phone to function is also the Contractor's responsibility. The State will be responsible to supply and maintain the necessary phone line to the elevator equipment room and a jack if needed in the equipment room. Any current phone(s) must be made operational as long as the City will supply the phone line to the equipment room. If an ADA accessible phone(s) is present that same style must continue to be used. If a Non ADA phone is found as part of a site inspection or upon the beginning of service, an ADA style phone must be installed at no cost as long as the City agrees to supply the phone line. If there is no phone installed the Contractor may quote the cost to install a phone, which may be procured under this contract. However, the City must supply the phone line.

MONTHLY SERVICE

Observe operation of elevator throughout its full range of all floors it serves to test controls, safety devices, and leveling, relieving, and other devices, observe operation of doors, leveling, reopening devices, pushbuttons, lights, etc.

Perform general inspection of machinery, sheaves, worm and gear motor, brake, selector of floor controllers (when used). Lubricate as required.

Empty drip pans, discard oil in an approved manner and check oil reservoir oil level

Inspect and lubricate machinery, contacts, linkage and gearing.

If rails are lubricated, check conditions and lubrication. Service lubricators

Remove litter, dust, oil from all machine room equipment

Clean trash from pit and empty drip pans in an approved manner

Check condition of car switch handle; replace emergency release glass if required

Check governor and tape tension sheave lubrication

Replace all burned out lamps, in cars, machine room, pit, hall lanterns, etc.

Replacements for burned out lamps in all lanterns, push buttons, car and corridor position indicators, direction stations "this car up" signs and other signal fixtures shall be supplied and installed by Contractor. Replacement for burned out lamps in cars, machine rooms and pits, shall be furnished by the Agency or the designated Agency representative and installed by the Contractor.

Bi-Monthly:

Observe operation of elevator throughout its full range of all floors it serves to test controls, safety devices, and leveling, relieving, and other devices, observe operation of doors, leveling, reopening devices, pushbuttons, lights, etc..

Check door operation, clean lubricate and adjust brakes, checks, linkages, gears, wiring motors, check keys, set screw, contacts, chains, cams and door closer.

Check selector. Clean, adjust and lubricate brushes, commutators, dashpots traveling cables Chain, pawl magnets, wiring, contacts, relays, tape drive and broken tape switch

Check car. Clean, adjust and lubricate car door and gate tracks, pivots, hangers, car grill, side and top exits

Inspect inside of cab. Test telephone or intercom system, normal and emergency lights, fan, emergency call system, alarm, car station. Make needed repairs.

Visually inspect controller, contacts and relays. Check adjustment and replace contacts as required.

Observe operation of signal and dispatching system. Inspect compensating hitches, buffers, rope clamps, slack cable switch, couplings, keyways and pulleys. Check load weighing device and dispatching to me settings. Clean, adjust and lubricate and necessary.

Check oil level in car and counter weight oil buffers and add oil as required

Check brushes and commutators. Inspect commutators for finish, grooving eccentricity and mica level. If required, clean turn, or refinish commutator to provide proper commutation. Inspect brushes for tension seating and wear, replace or adjust as required.

Check and adjust, car ventilation system, position indicators, director stations, hall and car buttons, hall lanterns this car up signs.

Quarterly:

Check leveling operation. Clean and adjust leveling switches, hoist way vanes, magnets and inductors. Repair and/or adjust for proper leveling.

Check hoist way doors. Clean lubricate car door or gate tracks, hangers and up thrust eccentrics, linkages jibs and interlocks

Clean, adjust and lubricate car door or gate tracks, pivots. Hangers

On hoist way doors, clean lubricate and adjust tracks, hangers and eccentrics linkages jibs and interlocks

Inspect all fastening and ropes for wear and lubrication. Clean both governors and hoist ropes and lubricate hoist ropes if needed. Inspect all rope hitches and shackles and equalize rope tension

Inspect hoist reduction gear brake and brake drum, drive sheave and motor and any bearing wear

In the car, test alarm bell system. Clean light fixtures, inspect, clean and adjust retiring cam devices, chain, dashpots, commentators, brushes, cam pivots, set screw, switches, etc. Check adjustment of car and counter weight jibs, shoe or roller guides, lubricate and adjust, if necessary

In the pit, lubricate compensating sheave and inspect hitches. Inspect governor and tape tension sheave fastenings. Empty in an approved manner and clean oil drip pans.

Clean and examine governor rope, replacing if needed. (Do not lubricate governor rope)

Semi-Annually:

Check controller. Clean with blower, check alignment of switches, relays, timers, contacts, hinge pins, etc. adjust and lubricate. Check and lubricate all resistance tubes and grids. Check oil in overload relays, settings and operation of overloads. Clean and inspect fuses and holders and all controller connections

In hoist way, examine guide rails, cams and fastenings. Inspect and test limit and terminal switches. Check and car shoes, jibs or roller guides. Adjust or replace as required

Clean all overhead cams, sheaves, sills, bottom of platform, car tops, counterweights and hoist way walls

Inspect sheaves to ensure they are tight on shafts. Sound spokes and rim with hammer for cracks

Examine all hoist ropes for wear, lubrication, length and tension. Replace, lubricate and adjust as required to meet code requirements

On tape drives, check hitches and broken tape switch

Check car stile channels for bends or cracks, also car frame, cams, supports and car steadying plates

Lubricate moving part of vertical rising or collapsing car gates. Check pivot points, sheaves, guides and track wear

Lubricate guide shoe stems

Check governor and tape sheave fastenings

For bi-parting doors, clean chains, tracks and sheaves, lubricate as required. Check door contacts

Check fastenings and operation of door checks, interlocks, clean and lubricate pivot points as required

Annually:

Thoroughly clean car and counterweight guiderails using a nonflammable or high flash point solvent to remove lint dust and excess lubricant. Vacuum down elevator shaft way

Remove, clean and lubricate brake cores on brakes, clean linings, if necessary, inspect for wear and adjust.

Drain, flush and refill reservoirs or each hoisting motor and motor generator.

Check and reset, if necessary all brushes for neutral settings, proper quartering and spacing on commutators.

Group supervisory control systems installed shall be inspected. The systems, dispatching scheduling and emergency servicing shall be tested and adjusted in accordance with manufacturer's specifications. The Contractor shall prove to the Agency or the designated Agency representative that the system functions properly. All work shall be performed during other than working hours with no inconvenience to building occupants. A full report covering adjustment time intervals, dispatch times on various programs, door standing time and door opening and closing speeds shall be furnished to the Agency.

Maintenance Specifications – Hydraulic Elevators

General

The Contractor shall provide full maintenance services on the elevator listed on the Bid Form and any additions to this contract.

Scope of Work

To be performed by the Contractor under the specifications shall consist of furnishing all materials, labor, supervision, tools, supplies and other expenses necessary to provide full maintenance services and repairs of every description, including inspections adjustments, test and replacement of parts as herein specified for all equipment covered under this contract.

Full Service Maintenance

The Contractor shall systematically examine, adjust, lubricate, clean and when conditions warrant, repair or replace the following items and components thereof and all other mechanical or electrical equipment, including but not limited to the following;

Motors including auxiliary rotating systems, motor windings, rotating elements, couplings and bearings

Controller: All components including all relays, contacts, solid state components, resistors, condensers, transformers, contacts, leads, mechanical or electrical timing devices, computer devices.

Selector (when used): All components including selector drive tape, wire or cable, hoist way vanes, magnets, inductors and all other mechanical and electrical drive components.

Tanks, pumping units, check, relief and pressure valves

Hoist way door interlocks or locks and contacts, hoist way door hangers and tracks, bottom door jibs, cams rollers, and auxiliary door closing devices for power operated doors. Chains tracks, cams interlocks sheaves for vertical bi-parting doors

Hoist way limit switches, slowdown switches, leveling switches and associated cams and vanes

Guide shoes including rollers or replaceable jibs

Automatic power operated door operator, door protective devices, car hangers, tracks and car door contacts for both side slide and vertical bi-parting doors

Traveling cables

Elevator control wiring in hoist way and machine room

Compensating chains or cable

Buffers

Fixture contacts, push buttons, key switches and locks and lamps and sockets of button stations (car and hall), hall lanterns, position indicators (car and hall), direction indicators

Contractor shall keep the guide rails free of rust where roller guides are used and properly lubricated when sliding guides are used. Renew guide shoe rollers and jibs as required to ensure smooth and satisfactory operation

Contractor shall also examine, and make necessary adjustments or repair to the following accessory equipment including revamping of signal equipment, hall lanterns, car and corridor position indicators, car stations, traffic director station, electric door operators, intercom systems, interlocks, door hangers, safety edges.

Contractor is not responsible for maintaining hydraulic cylinders, plungers and piping that are buried

All replacement parts shall be new and specifically designed for the elevators on which they are to be used.

Contractor shall furnish and use lubricants as recommended by the manufacturer of the equipment or approved equal.

Contractor shall be responsible for keeping the exterior of the elevator machinery and any other parts of the equipment subject to rust painted with heat resistant enamel and presentable at all times. The motor windings shall be treated as needed, with proper insulating compound as recommended by the motor manufacturer. Cleaning and refinishing of the interior of the cars and exterior hoist way doorframes are excluded.

Contractor shall maintain all elevator equipment in hoist ways, pits, machine rooms and assigned elevator Contractor work space shall be kept in a clean, orderly condition, free of dirt, dust and debris: pits and machine spaces shall be kept dry and clean.

Contractor shall not be responsible for upgrading the equipment to meet changes in code requirements as may be recommended or directed by insurance companies, Federal, State, Municipal or other Governmental authorities.

The Contractor shall be responsible for notifying the designated City representative, in writing of the existence or development of any defects in or repairs required to, the elevator equipment which he does not consider to be his responsibility under the terms of the contract. The Contractor shall furnish the designated City representative with a written estimate of the cost to correct any such defects; and the City shall make the final determination concerning the responsibility for such defects, corrections or repairs. Any repairs, that are not the Contractor's responsibility, will be paid at the cost plus the percent mark-up as per the Bid Form. The Contractor will be paid only for repairs actually required whether more or less.

Contractor shall be responsible for giving immediate notice to the designated City representative of any condition which he discovers that may present a hazard to either the equipment or passengers.

Contractor shall not be required by this agreement, except as herein noted to make renewals or repairs necessitated by proven negligence or misuse of the equipment by persons other than the Contractor, his representatives and employees or by reason of any other proven cause except for normal wear and tear, beyond the control of the Contractor. Examples are; refinishing, repairing replacing car enclosures, hoist way, hoist way door panels, frames and sills and all power supply panels and feeders. Cost of repairs, replacements or removal necessitated by any cause, other than ordinary wear and tear, which is occasioned by negligence or abuse shall be determined by the City. Any repairs that are not the Contractor's responsibility will be paid at the labor rates and material costs indicated on the Bid Form.

Equipment, Wiring and Circuit Changes

The Contractor shall not make any changes or alterations to the existing mechanical equipment, circuit wiring or sequencing, nor alter the original circuit or wiring design of the elevators unless changes are authorized in writing the Agency representative or designated representative. Any request shall include complete drawings and wiring diagrams as well as a complete description of the proposed change. Prior to submitting the proposed change to the designated City representative the Contractor shall at its own expense have obtained comments from the original equipment manufacturer concerning the impact of the change on the overall system. If the changes are made, Contractor shall provide as-build drawings of the modifications.

Maintenance Service

Maintenance under this contract shall provide a constant, high quality service to properly protect all elevator equipment from deterioration and to provide peak constant performance of all elevators, resulting in a minimum of down time for any portion of the system.

No more than one elevator per bank shall be out of service at one time for regular maintenance lubrication and service. The time of day that each elevator can be shut down for routine maintenance shall be scheduled with the designated City representative to minimize the disruption caused by the elevators being out of service. If for any reason an elevator should be out of service for more than one hour, the Contractor shall notify the designated City representative, when the elevator was taken out of service, the reason why and what time the elevator is expected to be put back into service for proper and safe operation. The following schedule will be considered maximum shutdown times allowed:

Minor Repairs – Completion within 1 working day

Replace relay coils

Replace relays

Replace door interlocks

Replace door jibs

Door operator repairs

Repair selector drive tape

Replace valves

Minor Repairs – Completion within 2 working days

Replace door operator motor

Replace selector drive motor

Replace pump unit

Maintenance Service Records

Contractor shall provide and keep current service check charts suitable to the designated City representative for each elevator. One shall be kept in each machine room of the building in which the elevator is located. Upon completion of the maintenance the Contractor shall properly initial the chart to indicate the work has been completed.

A separate monthly log should track hydraulic fluid loss which is unaccounted for.

In addition to the check charts in each machine room, the Contractor shall maintain on the Premises a log of arrival and departure times of all Contractor employees. At minimum the log shall contain columns for date, time of arrival and departure and work performed on each unit. The log shall be kept with the designated City representative and shall be completed when the Contractor's employee checks out with the designated City representative at the completion of each visit.

Contractor shall maintain call back data of all call back records. On a semi-annual basis the Contractor shall provide the designated City representative a line graph that shows the trend in call backs compared to industry standards.

Maintenance Responsibility

Contractor shall keep the elevator maintained to operate at the original manufacturers speed, keeping the original performance time, including acceleration and retardation as designed by the original manufacturer. The door operation shall be adjusted as required to maintain optimum door opening and door closing times, within legal limits.

The designated City representative reserves the right to make inspections and tests as and when deemed advisable. If it is found that the elevators and associated equipment are deficient either electrically or mechanically, the Contractor will be notified of these deficiencies in writing, and if no life threatening situation exists, it shall be his responsibility to make the necessary corrections within 30 days after receipt of such notice. In the event of a life threatening situation, the Contractor must make the necessary repairs immediately. In the event that the deficiencies are not corrected within the stated timeframes, the designated City representative may employ a Contractor to make the corrections at the original Contractor's expense and recommend contract termination.

During any contract year the City may authorize a company to perform maintenance and safety inspections. The Contractor shall accompany this inspector for inspections of all elevators covered under this contract. At the conclusion of this inspection designated City representative shall give the Contractor written notice of any deficiencies found. The Contractor shall be responsible for correction of these deficiencies in accordance with the timeframes outlined above.

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Working Hours

Working hours are as follows: All work is to be performed Monday through Thursday, 7:30 a.m. to 10:30 p.m., and Fridays 7:30 a.m. to 4:30 p.m., except for designated City holidays. All requests for service or scheduling of repairs must be made during this time period. In the instances where the City may request call-back service outside of this time frame, the Contractor shall only invoice for the mechanic's overtime premium portion of the contract. This is the difference between the normal workday hourly rate and the night, weekend, holiday hourly rate. All call-backs shall be answered within two hours, and trapped passenger call-backs shall be answered within thirty (30) minutes. Elevator shutdowns are to be scheduled a minimum 24 hours in advance.

Contractor will perform all repair work in a manner that will cause the least interference with operation of the facility unless otherwise agreed upon between the designated City representative and Contractor.

Reporting Requirements

Contractor shall maintain a complete written record (by elevator) of all emergency callback, replacement and repair work performed. This information shall be consolidated by the Contractor into a monthly (quarterly or semi-annual) report whichever is deemed appropriate by the designated City representative. The report shall indicate the elevator number, date work was performed, type of work (callback, replacement or repair), brief description of the work performed, work hours spent and materials used.

Spare Parts

In addition to the minor spare parts specified, Contractor shall have available at all times. For immediate delivery and installation, sufficient supply of the following emergency spare parts for the repair of each elevator concerned. The inventory shall include, but not necessarily be limited to the following:

- Lamps, minimum 2 each type
- Door operator motors and gear reduction units, for both sides slide and vertical bi-parting doors
- Transformers and rectifiers for each type and size
- Relays and switches, minimum one of each type
- Controller and selector motor (when used), leveling switches, magnets and inductors
- Selector tapes and selector motor (when used), leveling switches, magnets and inductors
- Door interlocks
- Car door safety edges complete each type
- Car door photoelectric safety device
- Car door detectors complete to include preamplifiers and power pack
- Hanger rollers for both car and hall doors
- Limit Switches and terminal stopping switches
- Roller guides for cars
- Electronic tubes for each type and size used
- Flexible guide shoe jibs

Safety and Inspection

The Contractor shall make safety tests on all (including but not limited to) safety devices, governors and relief valves, as required. Test shall be conducted as described in the latest American Standards Association Inspection Manual in the presence of the appropriate Agency or the designated Agency representative. The Contractor shall promptly correct and defects that may be found in testing and examining the safety devices without any additional charge. A written report of such tests shall be submitted to the City within 15 days after tests. The Contractor shall have a station for personnel who are fully qualified to perform the work described herein, located within the area to be serviced. Such personnel shall have facilities immediately available which will permit them to attend the site of the work within a time of not more than one (1) hour after notification of need. Such time limit shall be predicted on normal conditions.

Note: Safety and inspection requirements, ASME may be updated as required, with 30 days written notice to Contractors.

Elevator Phones: Contractor shall be responsible for the operation and maintenance of any current elevator phone(s). This includes all necessary reprogramming of the number called, that the State may request, or made necessary by the change of Contractors. Any battery changes needed or other corrective work to allow the phone to function is also the Contractor's responsibility. The City will be responsible to supply and maintain the necessary phone line to the elevator equipment room and a jack if needed in the equipment room. Any current phone(s) must be made operational as long as the City will supply the phone line to the equipment room. If an ADA accessible phone(s) is present that same style must continue to be used. If a Non ADA phone is found as part of a site inspection or upon the beginning of service, an ADA style phone must be installed at no cost as long as the City agrees to supply the phone line. If there is no phone installed the Contractor may quote the cost to install a phone, which may be procured under this contract. However, the City must supply the phone line.

Preventative Maintenance Work

The City may choose to have the work performed on a monthly, or bi-monthly (every other month) basis. The preventive maintenance specified herein is considered the minimum for all equipment. If specific equipment covered by this contract requires additional preventative maintenance for safe, reliable operation by the manufacturer, the Contractor shall perform the required additional preventative maintenance without any additional cost.

MONTHLY SERVICE

Observe operation of elevator throughout its full range of all floors it serves to test controls, safety devices, and leveling, relieving, and other devices, observe operation of doors, leveling, reopening devices, pushbuttons, lights, etc.

Perform general inspection of machinery, pumps, piping, drives, valves and selector or floor controllers (when used) Lubricate as required

Empty drip pans, discard oil in an approved manner, check reservoir oil level

Inspect and lubricate machinery, contacts linkage and gearing

If rails are lubricated, check condition and lubrication, service lubricators

Replace all burned out lamps in car, machine room, pit hall lanterns, etc.

Remove litter, dust oil, etc from all machine room equipment

Clean trash from pit and empty drip pans, discard oil in an approved manner, examine plunger seals, and correct excess leakage

Bi-Monthly

Observe operation of elevator throughout its full range and at all floors it serves to test controls, safety devices, leveling, reliving, and other devices. If creeping is excessive, determine cause and correct.

Check door operation, clean, lubricate and adjust brakes, check linkages, gears, wiring motors, check keys, set screws, contacts, chains and cams

Inspect interior of cab. Test telephone and or intercom system, normal and emergency lights, fan, emergency call system or alarm, car station

Inspect hoist way and pit. Clean and lubricate equipment as required. Service guide rail lubricators

Observe operation of motor and pump, oil lines, tanks, controls, plunger, packing, etc. Adjust or repair as required

Test manual and emergency control

Check packing glands of valves and cylinder and tighten to prevent loss of fluid

Visually inspect controller, contacts and relays. Check adjustment and replace contacts as required. Clean lubricate, check door brake, operation of door checks, check keyways, set screws contacts, etc.

Observe operation of signal system used

Check locking bar operation (where used) and lubricate as required. Check sill filler operation (where used) and lubricate as required

Quarterly:

Check leveling operation. Clean and adjust leveling switched, hoist way vanes, magnets, and inductors. Repair and/or adjust for proper leveling

Check hoist ways doors. Clean lubricate and adjust tracks, hangers and up thrust eccentrics, linkages jibs and interlocks.

Semi-Annually:

Check controller. Clean with blower, check alignment of switches, relays, timers, contacts, hinge pins, etc. adjust and lubricate. Check and lubricate all resistance tubes and grids. Check oil in overload relays, settings and operation of overloads. Clean and inspect fuses and holders and all controller connections

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In hoist way, examine guide rails, cams and fastenings. Inspect and test limit and terminal switches. Check and car shoes, jibs or roller guides. Adjust or replace as required

Clean all overheadbeams, sill's bottom of platform, car top and hoist way walls

Clean car light fixture(s)

On tape drives, check hitches and broke tape switch

Clean car stile channels for bends or cracks. Also car frame, cams, and car steadying plates

Lubricate moving parts of vertical rising or collapsible car gates. Check pivot points, sheaves, guides and track for wear.

Lubricate guide shoe stems

Check governor and tape tension sheave fastenings

For bi-parting doors, clean chains tracks and sheaves, lubricate as required. Check door contacts

Check fastenings and operation of door locks, interlocks, clean and lubricate pivot point as required

Annually:

Thoroughly clean car guides rails using a non-flammable or high flash point solvent to remove lint dust and excess lubricant.

Take a sample of hydraulic fluid and have it tested by a certified lab for viscosity, color contamination, foaming, and other properties specified by the equipment manufacturer. Drain and replace fluid if it fails to meet manufacturer's specified properties.

Site Inspections:

Site inspections by the bidders may be arranged by contacting the following:

Norwich Public Utilities Tammy Petersen 860-823-4503 tammypetersen@npumail.com

Norwich Public Works Robert Sewart 860-823-3728 rsewart@cityofnorwich.org

Norwich Public Schools Dolores Thayer 860-859-5015 xt.4
dithayer@norwichpublicschools.org

CONTRACTOR'S INSURANCE REQUIREMENTS

The successful bidder must, within 10 days from the date of acceptance of his proposal, file with the City, Workmen's Compensation, Comprehensive General Liability, Comprehensive Auto Liability, Certificates of Insurance satisfactory to the City, in compliance with the law, and in the following form and amount:

Comprehensive General Liability	
Premises - Operations - Products/Completed Operations	
General Aggregate.....	\$1,000,000.00
Occurrence.....	\$1,000,000.00
Comprehensive Automobile Liability	
Combined Single Limit.....	\$1,000,000.00
Workmen's Compensation.....	Statutory
Employer's Liability.....	\$100,000.00

Fire and Special Extended coverage in Builder's Risk policy in the amount of 100% of insurable completed value.

If subcontractors are employed, same limits as named above shall apply and the certificate of insurance must be filed with the City.

No contract shall be binding upon the City of Norwich until such bond shall have been given and until Comprehensive General Liability, Comprehensive General Auto Liability and Workmen's Compensation policy certificates indicated above have been filed with the City and approved as to form and sufficiency by the Owner. The insurance policy certificate provided by the successful bidder and all subcontractors shall carry a statement by the insurance company that the City of Norwich will receive at least ten (10) days notice prior to cancellation of any portion of the policies or any modifications in the insurance coverage that may affect the City's interest. The cost of all insurance coverage shall be included in the price of the contract cost.

The insurance company must be licensed to do business in the State of Connecticut and must be satisfactory to the City of Norwich. THE CITY OF NORWICH MUST BE NAMED AS ADDITIONAL INSURED.