

**CITY OF FORT COLLINS**

**INVITATION TO BID**

**BID #5282  
ELEVATOR MAINTENANCE AND REPAIR CONTRACTOR (ANNUAL)**

**BID OPENING: MAY 5, 1998, 3:00pm (our clock)**

Sealed bids will be received and publicly opened at the office of the Director Of Purchasing and Risk Management, PO Box 580, 256 West Mountain Avenue, Fort Collins, Colorado 80522, at the time and date noted on the bid proposal and/or contract documents.

**Bids must be received at the Purchasing Office prior to 3:00pm (our clock), May 5, 1998.**

**A copy of the Bid may be obtained as follows:**

1. Call the Purchasing Fax-line, 970-416-2033 and follow the verbal instruction to request document # 5282.
2. Download the Bid from the Purchasing Webpage, Current Bids page, at:  
[www.ci.fort-collins.co.us\CITY\\_HALL\PURCHASING](http://www.ci.fort-collins.co.us/CITY_HALL/PURCHASING) then via the Current Bids pushbutton.
3. Come by Purchasing at 256 W. Mountain Ave., Fort Collins, and request a copy of the Bid.

**Special Instructions**

All bids must be properly signed by an authorized representative of the company with the legal capacity to bind the company to the agreement. Bids may be withdrawn up to the date and hour set for closing. Once bids have been accepted by the City and closing has occurred, failure to enter into contract or honor the purchase order will be cause for removal of supplier's name from the City of Fort Collins' bidders list for a period of twelve months from the date of the opening. The City may also pursue any remedies available at law or in equity. Bid prices must be held firm for a period of forty-five (45) days after bid openings.

Submission of a bid is deemed as acceptance of all terms, conditions and specifications contained in the City's specifications initially provided to the bidder. Any proposed modification must be accepted in writing by the City prior to award of the bid.

Only bids properly received by the Purchasing Office will be accepted. All bids should be clearly identified by the bid number and bid name contained in the bid proposal.

No proposal will be accepted from, or any purchase order awarded, to any person, firm or corporation in default on any obligation to the City.

Bids must be furnished exclusive of any federal excise tax, wherever applicable.

Bidders must be properly licensed and secure necessary permits wherever applicable.

Bidders not responding to this bid will be removed from our automated vendor listing for the subject commodities.

The City may elect where applicable, to award bids on an individual item/group basis or on a total bid basis, whichever is most beneficial to the City. The City reserves the right to accept or reject any and all bids, and to waive any irregularities or informalities.

Sales prohibited/conflict of interest: no officer, employee, or their dependent or person residing in and sharing the expenses of their household, shall have a financial interest in the sale to the City of any real or personal property, equipment, material, supplies or services. This rule also applies to subcontracts with the City. This shall not apply to members of any authority, board, committee or commission of the city, other than the members of the City Council. Soliciting or accepting any gift, gratuity favor, entertainment, kickback or any items of monetary value from any person who has or is seeking to do business with the City of Fort Collins is prohibited. Any vendor knowing of this type of activity is encouraged to report in confidence to the Director of Purchasing and Risk Management, Director of Finance, City Attorney or City Manager so the matter can be dealt with.

Freight terms: unless otherwise noted, all freight is F.O.B. Destination, Freight Prepaid. All freight charges must be included in prices submitted on proposal.

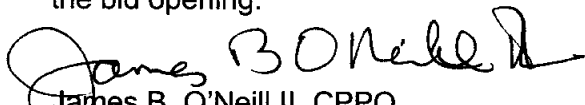
Discounts: any discounts allowed for prompt payment, etc., must be reflected in bid figures and not entered as separate pricing on the proposal form.

Purchasing restrictions: your authorized signature of this bid assures your firm's compliance with the City's purchasing restrictions. A copy of the resolutions are available for review in the Purchasing Office or the City Clerk's Office.

Cement restrictions: City of Fort Collins Resolution 91-121 requires that suppliers and producers of cement or products containing cement to certify that the cement was not made in cement kilns that burn hazardous waste as a fuel.

Collusive or sham bids: any bid deemed to be collusive or a sham bid will be rejected and reported to authorities as such. Your authorized signature of this bid assures that such bid is genuine and is not a collusive or sham bid.

Bid results: for information regarding results for individual bids send a self-addressed, self-stamped envelope and a bid tally will be mailed to you. Bid results will be posted in our office 7 days after the bid opening.



James B. O'Neill II, CPPO  
Director of Purchasing and Risk Management

**CITY OF FORT COLLINS**

**BID PROPOSAL**

**BID#5282**

**BID OPENING: MAY 5, 1998, 3:00 p.m. (our clock)**

**WE HEREBY ENTER OUR BID FOR THE CITY OF FORT COLLINS' REQUIREMENTS FOR ELEVATOR MAINTENANCE AND REPAIR Contractor (Annual) PER THE BID INVITATION AND ANY REFERENCED SPECIFICATIONS:**

Service Provider will supply experienced and certified elevator maintenance and inspection on a variety of make and model elevators for a stipulated (per service) price; provide elevator repair labor at an hourly rate; and supply parts with appropriate mark up on materials, if any.

Emergency services will be required with a response time of not more than sixty (60) minutes after notification by Customers' Representative. Specific services that may be required, but are not necessarily limited to, include the following;

- 1.) Examine , clean, lubricate, adjust, and when conditions warrant, repair or replace the following: pumps, valves, motors, controllers, and parts thereof to include; bearings, windings, coils, rotating elements, contacts and relays, resistors and contractors, packing, drive belts, strainers and mufflers, and above ground piping.
- 2.) Lubricate guide rails except where roller guides are used.
- 3.) Replace guide shoe gibs or rollers when conditions warrant.
- 4.) Repair or replace control cables when conditions warrant.
- 5.) Re-lamp signals as required.
- 6.) Examine, clean, lubricate, adjust, and when conditions warrant, repair or replace the following safety devices: interlocks and door closers, buffers, limit, landing and slowdown switches, door protective devises, and alarm bells.
- 7.) Conduct pressure relief valve tests as required by American National Standards Institute/American Society of Mechanical Engineers (ANSI/ASME A17.1, "Safety Code for Elevators and Escalators."
- 8.) Examine, lubricate, adjust, and when conditions warrant, repair or replace the following accessory equipment: car and corridor operating stations, car and corridor hangers and tracks, door operating devices, door gibs and car fan.
- 9.) Clean elevator hatch equipment, including rails, inductors, hatch door hangers, tracks and related devices, switches, buffers, and car tops.

**1. Definitions:**

- A. The term elevator, as used in these documents, includes all components required to constitute a complete and usable elevator devise, but excluding smoke and fire sensors not specifically a part of the elevator controls, main lines, power switches, breakers and feeders to controller and structural components of the

building in which the elevator is installed.

- B. The term "maintenance" as used in these documents, refers to a scheduled, cyclical, system of inspection, adjustment, lubrication, and cleaning required to sustain the usability and reliability of the component elevator system.
- C. The term "repair" as used in these documents, refers to restoration , or replacement of a failed or worn out part or component.

**2. Manufacture (make) and Location of elevators:**

- A. Elevators to be included in these services are identified as:
  - 1. Three (3) Dover elevators; two (2) Westinghouse elevators, one (1) Montgomery elevator; and four (4) Schindler elevators, for a total of ten (10) elevators located in various buildings within the city limits of Fort Collins, Colorado.
  - 2. Specific building address for each elevator is identified in the Bid Schedule.

**3. Service Provider to:**

- A. Provide experienced and certified maintenance and repair, on all elevators specified, as set out in specific work orders.
- B. Carry insurance levels as indicated in attached Service Agreement.
- C. Clean up the job site at the end of each service or repair.
- D. Obtain any needed permits for maintenance or repair work.
- E. Provide proof of personnel qualifications, to include, but not limited to: copies of licenses, school certificates, and three business letters of reference including contact person and telephone numbers.
- F. Provide evidence of having adequate and sufficient equipment to perform quality services.
- G. Maintain a local telephone number, or 800 number, and must be able to be contacted by telephone twenty-four hours each day; and by FAX transmission during prescribed business hours.
- H. Conduct evaluations of equipment performance, including car speed, door operation, riding quality, car leveling, and overall system operation. These evaluations will be conducted during a regularly scheduled maintenance visit with the results of the evaluations documented and reported to the appropriate City Representative.

**4. Bidder Qualification:**

- A. Must have five (5) years experience in maintenance and repair of elevator equipment under the current name of the bidders' firm.
- B. Must have adequate staff, equipment, tools, and service vehicles to be able to comply with the contract provisions. **(Special note: Schindler Special Test Equipment)** In order to work on Schindler elevators, the Contractor will need a "Schindler "service tool. This device plugs into the elevator controller and allows the service man to adjust door open/close speeds, adjust self timers, program elevator commands, run test commands to different components, and check other operational parameters. In the event power is lost and the back-up battery fails, this tool is required to reprogram the elevator. Contractor must show proof of ownership of this tool and demonstrate familiarity with its' use. Contractor must use this tool on Schindler elevators when appropriate.
- C. Provide the names of three (3) references that can verify consistent experience in elevator maintenance and repair, for each make of elevator referenced in this document, for a period of at least two (2) years.
- D. Must designate one primary technician to be assigned to this project. One additional person will be assigned as back-up in the event of non-availability of the primary technician. Names and qualifications of the specified primary and back-up technicians must be submitted as part of the bid.

**5. Scheduled Maintenance Service:**

- A. Scheduled maintenance service for each elevator shall be provided every odd numbered month. (Six times per year)

**6. Emergency Services:**

- A. Emergency repair services will be made available to the facility within sixty (60) minutes after notification by the appropriate City Representative.
- B. Emergency repair services to the equipment will be charged at the hourly rates set forth in the Bid Schedule.

**7. Work Order and Invoicing Procedure:**

- A. A signed work order is the Contractors' notice to proceed. The Contractor will perform no work without a dully executed work order except in an emergency situation. (emergencies are: determined by the appropriate City Representative)
- B. The City Representative will issue a work order for all maintenance services annually, or separately, for each maintenance service, at his discretion.

- C. The City Representative will issue a work order for repair work on an individual occurrence basis. The City Representative may issue a field directive verbally for emergency work only. Such a field directive will be followed up with an appropriate work order at the earliest convenient time within the following seven (7) day period.
- D. Job estimates for repair must be submitted on a unit price basis consistent with the prices established in the Methods of Award/Bid Schedule Section.
- E. Contractor will invoice for all repair jobs completed on a unit price basis consistent with the prices established in the Methods of Award/Bid Schedule Section. Material invoices (copies) must be included with including appropriate mark up on materials, if any.
- F. Invoices shall include the following information when appropriate to the service rendered:
  - 1. Name of City Representative requesting service
  - 2. Facility name and address
  - 3. Make, model, serial number of equipment
  - 4. Reported problem, if any
  - 5. Description of performance
  - 6. Diagnosis of trouble, if any
  - 7. Probable cause of malfunction, if any
  - 8. Corrective action necessary
  - 9. Listing of materials used (if any) including:
    - a. price of each item
    - b. make, model, serial number (if applicable ) of item(s) replaced
    - c. indicate if part is under warranty
    - d. warranty expiration date
  - 10. Hourly rate for repair and number of hours worked; or stipulated service rate for maintenance and inspection. (per agreement)
  - 11. Arrival time at Facility
  - 12. Departure time from Facility
  - 13. Serviceman (Technicians') signature
  - 14. **Emergency Services only**
    - a. date and time call was dispatched
    - b. regular hours
    - b. overtime hours

## 6. Records and Reports:

- A. The Contractor shall inventory all equipment applicable to each building elevator and keep a notebook, available to Customer, with records pertaining to the maintenance and repair of each elevator.
- B. Report of Maintenance Inspection Service: Contractor will provide Customer with a

written summary of actions taken, deficiencies noted, and recommended corrective action as a result of the maintenance inspections. The report shall be in adequate detail to enable the Customer to determine the condition of the equipment and whether or not additional servicing of the equipment may be required. Upon review of the report, by the appropriate City Representative, the Contractor shall immediately make himself available to discuss the findings and recommendations.

**7. Materials and Supplies:**

- A. The Contractor shall furnish, at no additional cost to the Customer, all oil, grease, tools, and any other materials and supplies needed for maintenance services.

**8. Replacement Parts:**

- A. All replacement parts shall be equal to or better than factory replacement components.

**9. Repairs, or Additional Work Needed That Is Observed During Maintenance Service:**

- A. During maintenance service, any problem observed, needing repairs, should be reported immediately to the City Representative. The City Representative will advise the Contractor whether to make the repairs at that time.
- B. At no time shall the Contractor do additional work above and beyond the inspection and maintenance service without the approval of the City Representative.
- C. The City Representative will need a cost estimate before approving additional work.

**10. Method of Award:**

- A. Award will be based upon a combination of:
  - 1. A total of one maintenance service cost for each different elevator manufacturer
  - 2. 4 hours of regular rate Mechanics' labor for repair
  - 3. 2 hours of overtime rate Mechanics' labor for repair
  - 4. Material invoices (copies) must be included with appropriate mark up on materials, if any.





- **Material Costs:**

Maximum material mark-up City will pay =  
<\$500.00 10%

\$500.00> 8%

Service Provider mark-up =  
<\$500.00     %

\$500.00>     %

**Material invoices are to be included with billing statements.**

FIRM NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

ADDRESS \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_ Fax \_\_\_\_\_

**Method of Award**

Pricing must come from the Bid Schedule, page 6 and 7. Award will be based upon a combination of the following:

- A total of one maintenance service cost for each different elevator manufacturer
- 4 hours of regular rate Mechanics' labor for repair
- 2 hours of overtime rate Mechanics' labor for repair
- Material invoices (copies) must be included with appropriate mark up on materials, if any.

1. One inspection/maintenance service call for

Dover Elevator           \$ \_\_\_\_\_  
Westinghouse Elevator   \$ \_\_\_\_\_  
Montgomery Elevator     \$ \_\_\_\_\_  
Shindler Elevator         \$ \_\_\_\_\_

Sub-Total           \$ \_\_\_\_\_

2. Mechanics' regular rate \$ \_\_\_\_\_ X 4 hours = \$ \_\_\_\_\_

3. Mechanics' overtime rate \$ \_\_\_\_\_ X 2 hours = \$ \_\_\_\_\_

4. \$165.00 materials X Service Provider mark-up \_\_\_\_\_ % = \$ \_\_\_\_\_

5. \$600.00 materials X Service Provider mark-up \_\_\_\_\_ % = \$ \_\_\_\_\_

AWARD GRAND TOTAL ( total of 1 through 5) \$ \_\_\_\_\_

FIRM NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

ADDRESS \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_ Fax \_\_\_\_\_

EXHIBIT "A"  
WORK ORDER FORM  
PURSUANT TO AN AGREEMENT BETWEEN  
THE CITY OF FORT COLLINS  
AND

\_\_\_\_\_  
DATED: \_\_\_\_\_

Work Order Number: \_\_\_\_\_

Purchase Order Number: \_\_\_\_\_

Project Title: \_\_\_\_\_

Commencement Date: \_\_\_\_\_

Completion Date: \_\_\_\_\_

Maximum Fee: (time and reimbursable direct costs): \_\_\_\_\_

Project Description: \_\_\_\_\_

\_\_\_\_\_

Scope of Services: \_\_\_\_\_

\_\_\_\_\_

Acceptance \_\_\_\_\_  
User

Service Provider agrees to perform the services identified above and on the attached forms in accordance with the terms and conditions contained herein and in the Services Agreement between the parties. In the event of a conflict between or ambiguity in the terms of the Services Agreement and this work order (including the attached forms) the Services Agreement shall control.

The attached forms consisting of \_\_\_\_ ( ) pages are hereby accepted and incorporated herein by this reference, and Notice to Proceed is hereby given.

Service Provider  
By: \_\_\_\_\_

City of Fort Collins  
By: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## EXHIBIT D

### INSURANCE REQUIREMENTS

1. The Service Provider will provide, from insurance companies acceptable to the City, the insurance coverage designated hereinafter and pay all costs. Before commencing work under this bid, the Service Provider shall furnish the City with certificates of insurance showing the type, amount, class of operations covered, effective dates and date of expiration of policies, and containing substantially the following statement"

\* "The insurance evidenced by this Certificate will not be cancelled or materially altered, except after ten (10) days written notice has been received by the City of Fort Collins."

In case of the breach of any provision of the Insurance Requirements, the City, at its option, may take out and maintain, at the expense of the Service Provider, such insurance as the City may deem proper and may deduct the cost of such insurance from any monies which may be due or become due the Service Provider under this Agreement. The City, its officers, agents and employees shall be named as additional insureds on the Service Provider's general liability and automobile liability insurance policies for any claims arising out of work performed under this Agreement.

2. Insurance coverages shall be as follows:

A. **Workers' Compensation & Employer's Liability.** The Service Provider shall maintain during the life of this Agreement for all of the Service Provider's employees engaged in work performed under this agreement:

1. Workers' Compensation insurance with statutory limits as required by Colorado law.
2. Employer's Liability insurance with limits of \$100,000 per accident, \$500,000 disease aggregate, and \$100,000 disease each employee.

B. **Commercial General & Vehicle Liability.** The Service Provider shall maintain during the life of this Agreement such commercial general liability and automobile liability insurance as will provide coverage for damage claims of personal injury, including accidental death, as well as for claims for property damage, which may arise directly or indirectly from the performance of work under this Agreement. Coverage for property damage shall be on a "broad form" basis. The amount of insurance for each coverage, Commercial General and Vehicle, shall not be less than \$500,000 combined single limits for bodily injury and property damage.

In the event any work is performed by a subcontractor, the Service Provider shall be responsible for any liability directly or indirectly arising out of the work performed under this Agreement by a subcontractor, which liability is not covered by the subcontractor's insurance.