

# Request for Quote

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS  
 ONE CAPITOL HILL  
 PROVIDENCE RI 02908

**CREATION DATE :** 21-DEC-10  
**BID NUMBER:** 7448142  
**TITLE:** Elevator Maintenance & Repairs, Veteran's Cemetery  
  
**BLANKET START :** 01-FEB-11  
**BLANKET END :** 30-JUN-14  
**BID CLOSING DATE AND TIME:** 24-JAN-2011 11:15:00

**BUYER:** Ohara 2nd, John F  
**PHONE #:** 401-574-8125

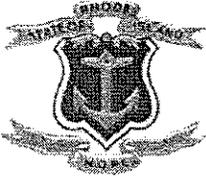
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**DOA CONTROLLER**  
**ONE CAPITOL HILL, 4TH FLOOR**  
**SMITH ST**  
**PROVIDENCE, RI 02908**  
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**DHS VETERANS CEMETERY**  
**301 SOUTH COUNTY TRAIL**  
**EXETER, RI 02822-9712**  
**US**

Requisition Number: 1201636

Line	Description	Quantity	Unit	Unit Price	Total
1	Blanket Requirement: February 1 2011 - June 30 2014 Contact Person: Davis Kirchner (401) 268-3088 APA-9657 2/1/11- 6/30/11 Rate for Monthly Inspection Full Service for 2 Elevators-Admin Bldg & Chapel	5 00	Month		
2	APA-9657 7/1/11- 6/30/12 Rate for Monthly Inspection Full Service for 2 Elevators-Admin Bldg & Chapel	12 00	Month		
3	APA-9657 7/1/12 - 6/30/13 Rate for Monthly Inspection Full Service for 2 Elevators-Admin Bldg & Chapel	12 00	Month		
4	APA-9657 7/1/13 - 6/30/14 Rate for Monthly Inspection Full Service for 2 Elevators-Admin Bldg & Chapel 7/1/13-6/30/14	12 00	Month		
5	APA-9657 2/1/11 - 6/30/11 Rate Per Hour On Site	7 00	Hour		
6	APA-9657 7/1/11 - 6/30/12 Rate Per Hour On Site	12 00	Hour		
7	APA-9657 7/1/12 - 6/30/13 Rate Per Hour On Site	12 00	Hour		
8	APA-9657 7/1/13 - 6/30/14 Rate Per Hour On Site	12 00	Hour		
9	APA-9657 2/1/11- 6/30/11 Rate Per Hr on site work not covered by Monthly Service	7 00	Hour		
10	APA-9657 7/1/11 - 6/30/12 Rate Per Hr on site work not covered by Monthly Service	12 00	Hour		
11	APA-9657 7/1/12 - 6/30/13 Rate Per Hr on site work not covered by Monthly Service	12 00	Hour		
12	APA-9657 7/1/13 - 6/30/14 Rate Per Hr on site work not covered by Monthly Service	12 00	Hour		
13	APA-9657 2/1/11 - 6/30/11 Overtime Rate Per Hr on Site Work Not Covered By Monthly Service	7 00	Hour		
14	APA-9657 7/1/11 - 6/30/12 Overtime Rate Per Hr on Site	12 00	Hour		

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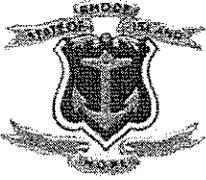
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Requisition Number: 1201636

Line	Description	Quantity	Unit	Unit Price	Total
	Work Not Covered By Monthly Service				
15	APA-9657 7/1/12 - 6/30/13 Overtime Rate Per Hr on Site Work Not Covered By Monthly Service	12 00	Hour		
16	APA-9657 7/1/13 - 6/30/14 Overtime Rate Per Hr on Site Work Not Covered By Monthly Service	12 00	Hour		
17	APA-9657 2/1/11 - 6/30/11 Helper Rate Per Hr on Site Work Not Covered By Monthly Service	7 00	Hour		
18	APA-9657 7/1/11 - 6/30/12 Helper Rate Per Hr on Site Work Not Covered By Monthly Service	12 00	Hour		
19	APA-9657 7/1/12 - 6/30/13 Helper Rate Per Hr on Site Work Not Covered By Monthly Service	12 00	Hour		
20	APA-9657 7/1/13 - 6/30/14 Helper Rate Per Hr on Site Work Not Covered By Monthly Service	12 00	Hour		
21	APA-9657 2/1/11 - 6/30/11 O.T.Helper Rate per Hr On Site Work Not Covered By Monthly Service	7 00	Hour		
22	APA-9657 7/1/11 - 6/30/12 O.T.Helper Rate per Hr On Site Work Not Covered By Monthly Service	12 00	Hour		
23	APA-9657 7/1/12 - 6/30/13 O.T.Helper Rate per Hr On Site Work Not Covered By Monthly Service	12 00	Hour		
24	APA-9657 7/1/13 - 6/30/14 O.T.Helper Rate per Hr On Site Work Not Covered By Monthly Service	12 00	Hour		
25	APA-9657 2/1/11 - 6/30/11 Cost For Annual Pressure Test (If Needed)	7 00	Each		
26	APA-9657 7/1/11 - 6/30/12 Cost For Annual Pressure Test (If Needed)	12 00	Each		
27	APA-9657 7/1/12 - 6/30/13 Cost For Annual Pressure Test (If Needed)	12 00	Each		
28	APA-9657 7/1/13 - 6/30/14 Cost For Annual Pressure Test	12 00	Each		

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Line	Description	Quantity	Unit	Unit Price	Total
	(If Needed) Parts at Manufacturers List Price Less _____ %  Hours Overtime Rates apply to: From: _____ To: _____				

Delivery: \_\_\_\_\_

Terms of Payment: \_\_\_\_\_

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## Specifications for Elevator Maintenance

### I. General Requirements

- A. The Contractor shall be responsible for insuring that all work performed as scheduled maintenance or under separate order, not included in the maintenance service monthly cost as a result of inspection recommendations, is completed in compliance with chapter 23-33 of the General Laws of the State of Rhode Island as Amended, and The National elevator Code Section 8.6 ASME A17.1 must be complied within its entirety. He shall also pay for all permit fees required.
- B. If, at any time during the contract period, the Rhode Island Department of Labor, Division of Occupational Safety determines that the completed work has not been done in compliance with previously cited portions of Rhode Island Law, the Contractor shall correct the work to insure compliance, at no additional cost to the Department of Administration/Division of Central Services.
- C. Emergency Service
  - 1. The Contractor shall provide emergency call back service at any hour, at no additional cost over and above the monthly cost. This is a full service maintenance contract to include all emergencies and intervening services call in the monthly cost. This service shall consist of a prompt response to a request for services and such adjustments and/or repairs as may be required to restore the elevator to safe and satisfactory operation. Response times shall be: 1 hours during regular business hours; 2 hours during non-business hours; 20 minutes for entrapments; and 30 minutes to aid those with disabilities.
  - 2. Call back service shall be initiated by the Division of Central Services Office of Property Management during regular business hours or the Capitol Police during non-business hours. Service request from other sources must be verified before responding. The Contractor will respond immediately, regardless of the origin of the call, if someone is trapped in an elevator.
  - 3. The Contractor may invoice on a time and material basis, for authorized call backs in which the service requirement results from vandalism, negligence, abuse or misuse of the elevator by persons other than the Contractor, his agents or employees, or damages resulting from a cause other than normal wear and tear.

4. Invoices for billable call back service as required and described in paragraph 3 must include the date and time of the call and the name of the authorized caller. Also included shall be a copy of the technician's time sheet or service report clearly showing the time of arrival and departure, the nature of the service problem and its resolution, materials used, and a statement of the operation status of the elevator. It shall be the Contractor's responsibility to insure that his employees and agents maintain sufficient records to provide the Authority with all documentation required by this paragraph.
- D. Contractor personnel working in state building sign in and out at the Building Manager's office.

## II. Scope of Service

- A. During regularly schedule maintenance the following services will be performed as required and/or as may be dictated by monthly inspections and the national Elevator Code Section 8.6 ASME A17-1 must be complied with in its entirety.
1. Clean the elevator machine, including motor and brake; control equipment including controller, selector, hoist way and car operating devises' safety equipment including car safeties, over speed governor, safety linkages, releasing devices, interlock and automatic door protective devices; door operator equipment including linkage, drive motor, speed reduction units and electro-mechanical or motor operated cam devices. In addition, contractor will brush down and vacuum the hoist way, divider beams, door hangers, car top and bottom, and doorsills (beyond opening). Elevator pits shall be kept clean and dry. Water or other liquids shall be pumped out.
  2. Lubricate bearings, gear reduction unit, selector, governor, tension frame, sheaves, hoist ropes, cam equipment, door operator, hangers, interlocks, safety and door operator linkages, roller guides and guide rails.
  3. Adjust associated equipment and devices including the following, providing the adjustment can be performed by the examiner as part of examiner's 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 the hoist way and pit.
    - Mechanical and electro-mechanical devices (not requiring disassembly for adjustments) including brake, machine, safety

shoe and door operator linkages, hangers, interlocks, pit equipment, cams and rollers, roller guides and guide shoes.

4. Provide Parts and Supplies as Follows:

Lubricating oils and greases; cleaning materials; operating switch and relay components (including metal and carbon contacts, insulators, springs, connectors, holders, arc deflectors and barriers, and distance pieces); motor brushes, special lamps for cars and hall signal fixtures; and fuses (Except main line disconnect).

B. Parts, Inventory and Wiring Diagrams: Contractor will, during the term of this contract, maintain for the performance of routine preventive maintenance, either in each elevator machine room or as part of their inventory, a supply of frequently used replacement parts and lubricants selected by Contractor to meet the specific requirements of the units. Any parts replaced under this contract will be with new parts, manufactured or selected by Contractor or with parts refurbished to Contractor's standards. All replacement parts will be furnished by Contractor in exchange for the parts replaced. Contractor further agrees to maintain a supply of replacement parts in their local parts warehouse, available for express delivery in case of emergencies. Contractor, during the term of the contract must, obtain and maintain all original wiring diagrams for the units.

C. Safety Tests

1. Rhode Island General Law requires that car safety and speed governor devices be tested annually in the presence of a State Elevator Inspector or other authorized inspectors. The elevator Contractor shall schedule all tests to be completed no later than the last working day in May of each year.
2. Three-year full load safety test shall be performed on all hydraulic elevators and a five-year full load safety test shall be performed on all cable elevators in accordance with Rhode Island General Law.
- 2A. Hydraulic elevators must be maintained according to new regulations pertaining to underground cylinders.
3. The State Building and Grounds Coordinator shall be notified, by letter, when the testing date is established.
4. The Contractor shall furnish all necessary labor, tools, and weights required for the test. All necessary retests, as may be required by the State Elevator Inspector, will be made at no cost to the Division of Central Services.

### III. Reports

- A. Service Personnel shall leave a written copy of a report of the condition of the elevators, which he has inspected, with the Building Manager when he signs out at the end of each monthly inspection.
- B. The State Buildings & Grounds Coordinator shall be immediately notified by service personnel of any elevator found in to be in unsafe operating condition. This notification shall be confirmed in a special report. The Contractor shall, within seven (7) calendar days, submit a report to the State Buildings and Grounds coordinator advising him of the problem, cost to repair, shutdown time, and if parts are required, the elapsed time required to obtain the parts.

### IV. Vendor Requirements

- A. Bidders must visit the agency to review the work required and the equipment to be serviced.
- B. Vendors must ask questions and satisfy themselves that they fully understand this requirement. After the bids are opened, there will be no opportunity to change your bid price or negotiate the terms because of a misunderstanding of this requirement.
- C. Any objection to the specifications must be filed in writing with the Purchasing Agent at least 96 hours before the bid opening. This equipment is and has been, under a maintenance service type contract.
- D. Three successive one year contracts annually renewable at the discretion of the State. Termination may be affected by the State based upon determining factors such as unsatisfactory performance of the determination by the State to discontinue the service, or to revise the scope and need of the type of service; also, management-owner determinations that may preclude the need for service and subject to availability of funds. Termination will be effective thirty (30) days after notification by the State to discontinue service.

**Contract Terms and Conditions**

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## **Terms and Conditions**

### **BID STANDARD TERMS AND CONDITIONS**

#### **TERMS AND CONDITIONS FOR THIS BID**

#### **RIVIP INFO - BID SUBMISSION REQUIREMENTS**

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#### **PURCHASE AGREEMENT AWARD**

THIS IS A NOTICE OF AWARD, NOT AN ORDER. Any quantity reference in the agreement or in the bid preceding it are estimates only and do not represent a commitment on the part of the state to any level of billing activity, other than for quantities or volumes specifically released during the term. No action is to be taken except as specifically authorized, as described herein under AUTHORIZATION AND RELEASE ENTIRE AGREEMENT - This NOTICE OF AWARD, with all attachments, and any release(s) against it shall be subject to: (1) the specifications, terms and conditions set forth in the Request/Bid Number cited herein, (2) the General Terms and Conditions of Contracts for the State of Rhode Island and (3) all provisions of, and the Rules and Regulations promulgated pursuant to, Title 37, Chapter 2 of the General Laws of the State of Rhode Island. This NOTICE shall constitute the entire agreement between the State of Rhode Island and the Vendor. No assignment of rights or responsibility will be permitted except with the express written permission of the State Purchasing Agent or his designee. CANCELLATION, TERMINATION and EXTENSION - This Price Agreement shall automatically terminate as of the date(s) described under CONTRACT PERIOD unless this Price Agreement is altered by formal amendment by the State Purchasing Agent or his designee upon mutual agreement between the State and the Vendor.

#### **READING VENDOR NAMES ONLY**

DUE TO LENGTH OF BID AND TIME CONSTRAINTS, THE STATE WILL ONLY ACKNOWLEDGE RECEIPT AND READ THE NAMES OF VENDORS SUBMITTING PROPOSALS. NO EXAMINATION OF DOCUMENTS OR PRESENTATION OF INFORMATION CONTAINED IN PROPOSALS WILL BE MADE AVAILABLE AT THE BID OPENING; HOWEVER, INSTRUCTIONS TO OBTAIN THE TABULATION OR SUMMARY OF BID RESPONSES WILL BE MADE AVAILABLE AT THE RI DIVISION OF PURCHASES WEBSITE AT WWW.PURCHASING.RI.GOV

#### **WAGE REQUIREMENTS**

BIDDERS ARE ADVISED THAT ALL PROVISIONS OF TITLE 37 CHAPTER 13 OF THE GENERAL LAWS OF RHODE ISLAND APPLY TO THE WORK COVERED BY THIS REQUEST, AND THAT PAYMENT OF THE GENERAL PREVAILING RATE OF PER DIEM WAGES AND THE GENERAL PREVAILING RATE FOR REGULAR, OVERTIME, AND OTHER WORKING CONDITIONS EXISTING IN THE LOCALITY FOR EACH CRAFT, MECHANIC, TEAMSTER, OR TYPE OF WORKMAN NEEDED TO EXECUTE THIS WORK IS A REQUIREMENT FOR BOTH CONTRACTORS AND SUBCONTRACTORS. THE PREVAILING WAGE TABLE MAY BE OBTAINED AT THE RI DIVISION OF PURCHASES HOME PAGE BY INTERNET at [www.purchasing.state.ri.us](http://www.purchasing.state.ri.us) SELECT "INFORMATION" AND THEN SELECT "PREVAILING WAGE TABLE". THE STATE OF RHODE ISLAND USES THE GENERAL DECISION NUMBER RI20100001. PRINTING THE ENTIRE DOCUMENT AVERAGES APPROXIMATELY ONE MINUTE.

PER PAGE - YOU MAY WANT TO PRINT ONLY THE PAGES APPLICABLE TO YOUR BID.  
BIDDERS NOTE: IN THE EVENT THIS BID SPECIFIES PRICE OFFERS ON A  
TIME-AND-MATERIALS BASIS, i.e., AN HOURLY RATE, ANY OR ALL BIDS SUBMITTED IN AN  
AMOUNT LESS THAN THE PREVAILING RATE IN EFFECT FOR THE WORK COVERED BY  
THIS REQUEST AS OF THE DATE OF BID ISSUANCE SHALL BE REJECTED BY THE DIVISION  
OF PURCHASES

#### **WORK ORDER LIMITATIONS**

IN NO EVENT WILL ANY INDIVIDUAL WORK ORDER EXCEED \$5,000.00 WITHOUT PRIOR  
APPROVAL OF THE OFFICE OF PURCHASES

#### **INSPECTION REQUIREMENTS**

BIDDERS ARE RESPONSIBLE FOR INSPECTION OF EQUIPMENT AND/OR LOCATION, TAKING  
MEASUREMENTS\* WHEN REQUIRED, AND MAKING THEMSELVES AWARE OF THE TOTAL  
REQUIREMENT BEFORE SUBMITTING A BID. \*MEASUREMENTS PROVIDED WITH ANY BID  
ARE FOR REFERENCE PURPOSES AND ARE NOT GUARANTEED TO BE COMPLETELY  
ACCURATE.

#### **INSURANCE REQUIREMENTS**

AN INSURANCE CERTIFICATE IN COMPLIANCE WITH PROVISIONS OF ITEM 31  
(INSURANCE) OF THE GENERAL CONDITIONS OF PURCHASE IS REQUIRED FOR  
COMPREHENSIVE GENERAL LIABILITY, AUTOMOBILE LIABILITY, AND WORKERS'  
COMPENSATION AND MUST BE SUBMITTED BY THE SUCCESSFUL BIDDER(S) TO THE  
DIVISION OF PURCHASES PRIOR TO AWARD. THE INSURANCE CERTIFICATE MUST NAME  
THE STATE OF RHODE ISLAND AS CERTIFICATE HOLDER AND AS AN ADDITIONAL  
INSURED. FAILURE TO COMPLY WITH THESE PROVISIONS MAY RESULT IN REJECTION OF  
THE OFFEROR'S BID. ANNUAL RENEWAL CERTIFICATES MUST BE SUBMITTED TO THE  
AGENCY IDENTIFIED ON THE PURCHASE ORDER. FAILURE TO DO SO MAY BE GROUNDS  
FOR CANCELLATION OF CONTRACT.

NOTE: IF THIS BID COVERS CONSTRUCTION, SCHOOL BUSING, HAZARDOUS WASTE, OR  
VESSEL OPERATION, APPLICABLE COVERAGES FROM THE FOLLOWING LIST MUST ALSO  
BE SUBMITTED TO THE DIVISION OF PURCHASES PRIOR TO AWARD: \* PROFESSIONAL  
LIABILITY INSURANCE (AKA ERRORS & OMISSIONS) - \$1 MILLION OR 5% OF ESTIMATED  
PROJECT COST, WHICHEVER IS GREATER \* BUILDER'S RISK INSURANCE - COVERAGE  
EQUAL TO FACE AMOUNT OF CONTRACT FOR CONSTRUCTION. \* SCHOOL BUSING - AUTO  
LIABILITY COVERAGE IN THE AMOUNT OF \$5 MILLION \* ENVIRONMENTAL IMPAIRMENT  
(AKA POLLUTION CONTROL) - \$1 MILLION OR 5% OF FACE AMOUNT OF CONTRACT,  
WHICHEVER IS GREATER \* VESSEL OPERATION - (MARINE OR AIRCRAFT) - PROTECTION &  
INDEMNITY COVERAGE REQUIRED IN THE AMOUNT OF \$1 MILLION

#### **LICENSE REQUIREMENTS**

VENDOR (OWNER OF COMPANY) IS RESPONSIBLE TO COMPLY WITH ALL LICENSING OR  
STATE PERMITS REQUIRED FOR THIS TYPE OF SERVICE. A COPY OF LICENSE/PERMIT  
SHOULD BE SUBMITTED WITH THIS BID. IN ADDITION TO THESE LICENSE REQUIREMENTS,  
BIDDER, BY SUBMISSION OF THIS BID, CERTIFIES THAT ANY/ALL WORK RELATED TO THIS  
BID, AND ANY SUBSEQUENT AWARD WHICH REQUIRES A RHODE ISLAND LICENSE(S),  
SHALL BE PERFORMED BY AN INDIVIDUAL(S) HOLDING A VALID RHODE ISLAND LICENSE.

#### **CHARGES PERMITTED**

NO CHARGES OTHER THAN PARTS AND LABOR ON THE JOB - NO TRAVEL, NO MILEAGE,  
NO MISCELLANEOUS CHARGES, NO PORTAL TO PORTAL

**DELIVERY PER AGENCY**

DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY