

# BID SOLICITATION



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

**BID NUMBER: B04316**  
**TITLE: ELEVATOR MAINTENANCE/REPAIR**  
**BID OPENING DATE AND TIME:**  
**10/14/2004 11:00 AM**

BUYER: STEPHEN HARRIS  
 PHONE #: (401) 222 - 2142 ext. 127  
 BLANKET PERIOD: 10/1/04 - 9/30/07

**B** LABOR AND TRAINING  
**I** DLT BUSINESS AFFAIRS UNIT  
**L** BUILDING #69  
**L** 1511 PONTIAC AVE  
**T** CRANSTON RI 02920  
**O**

**S** LABOR AND TRAINING  
**H** DLT BUSINESS AFFAIRS UNIT  
**I** BUILDING #69  
**P** 1511 PONTIAC AVE  
**T** CRANSTON RI 02920  
**O**

Requisition Number(s): R73A051347

Item	Class-Item	Quantity	Unit	Unit Price	Total
	BLANKET REQUIREMENTS: 10/1/04 - 9/30/07  THREE YEAR ELEVATOR MAINTENANCE AND REPAIR CONTRACT PER ATTACHED SPECIFICATIONS FOR ELEVATORS LOCATED AT THE FOLLOWING LOCATIONS:  DLT, 1511 PONTIAC AVE., CRANSTON, RI 02920 THYSSEN/DOVER ELEVATORS (3): MODEL EP15040 (BLDG. 73) MODEL EP08020 (BLDG. 70) MODEL EP12540 (BLDG. 69)  DLT, DR. JOHN E. DONLEY REHABILITATION CENTER, 249 BLACKSTONE BLVD., PROVIDENCE, RI 02906 OTIS HYDRAULIC PISTON PASSENGER ELEVATOR WITH 2000 POUND CAPACITY				

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	<p><b>BIDDING</b></p> <p>(a) A single price shall be quoted for each item against which a proposal is submitted. This price will be the maximum in effect during the agreement period. Any price decline at the manufacturer's level shall be reflected in a reduction of the agreement price to the State.</p> <p>(b) Quantities, if any, are estimated only. The agreement shall cover the actual quantities ordering during the period. Deliveries will be billed at the single, firm, awarded unit price quoted regardless of the quantities ordered.</p> <p>(c) Bid price is net F.O.B. destination and shall include inside delivery at no extra cost.</p> <p>(d) Bids for single items and/or a small percentage of total items listed, may, at the State's sole option, be rejected as being non-responsive to the intent of this request.</p> <p><b>ORDERING</b></p> <p>(a) The User Agency(s) will submit individual orders for the various items and various quantities as may be required during the agreement period.</p> <p>(b) Exception - Regardless of any agreement resulting from this bid, the State reserves the right to solicit prices separately for any extra large requirements for delivery to specific destinations.</p>				

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	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.				
1.0	910-13 MONTHLY MAINTENANCE PONTIAC AVE. LOCATION OCT. 2004 - SEPT. 2005	12.00	MO		
2.0	910-13 MONTHLY MAINTENANCE PONTIAC AVE. LOCATION OCT. 2005 - SEPT. 2006	12.00	MO		
3.0	910-13 MONTHLY MAINTENANCE PONTIAC AVE. LOCATION OCT. 2006 - SEPT. 2007	12.00	MO		
4.0	910-13 RATE PER HOUR PONTIAC AVE. LOCATION OCT. 2004 - SEPT. 2005	2.00	HR		

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Item	Class-Item	Quantity	Unit	Unit Price	Total
5.0	910-13 OVERTIME RATE PER HOUR PONTIAC AVE. LOCATION OCT. 2004 - SEPT. 2005	2.00	HR		
6.0	910-13 RATE PER HOUR PONTIAC AVE. LOCATION OCT. 2005 - SEPT. 2006	2.00	HR		
7.0	910-13 OVERTIME RATE PER HOUR PONTIAC AVE. LOCATION OCT. 2005 - SEPT. 2006	2.00	HR		
8.0	910-13 RATE PER HOUR PONTIAC AVE. LOCATION OCT. 2006 - SEPT. 2007	2.00	HR		
9.0	910-13 OVERTIME RATE PER HOUR PONTIAC AVE. LOCATION OCT. 2006 - SEPT. 2007	2.00	HR		
	ANNUAL TEST - PONTIAC LOCATION 1ST YEAR - OCT. 2004 - SEPT. 2005				
	\$ _____				

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Item	Class-Item	Quantity	Unit	Unit Price	Total
	ANNUAL TEST - PONTIAC LOCATION 2ND YEAR - OCT. 2005 - SEPT. 2006 \$ _____				
	ANNUAL TEST - PONTIAC LOCATION 3RD YEAR - OCT. 2006 - SEPT. 2007 \$ _____				
	3 YEAR TEST - PONTIAC LOCATION \$ _____				
	5 YEAR TEST, IF NEEDED \$ _____				
10.0	910-13 MONTHLY MAINTENANCE BLACKSTONE BLVD. LOCATION OCT. 2004 - SEPT. 2005	12.00	MO	_____	_____
11.0	910-13 MONTHLY MAINTENANCE BLACKSTONE BLVD. LOCATION OCT. 2005 - SEPT. 2006	12.00	MO	_____	_____
12.0	910-13 MONTHLY MAINTENANCE BLACKSTONE BLVD. LOCATION OCT. 2006 - SEPT. 2007	12.00	MO	_____	_____

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13.0	910-13 RATE PER HOUR BLACKSTONE BLVD. LOCATION OCT. 2004 - SEPT. 2005	2.00	HR		
14.0	910-13 OVERTIME RATE PER HOUR BLACKSTONE BLVD. LOCATION OCT. 2004 - SEPT. 2005	2.00	HR		
15.0	910-13 RATE PER HOUR BLACKSTONE BLVD. LOCATION OCT. 2005 - SEPT. 2006	2.00	HR		
16.0	910-13 OVERTIME RATE PER HOUR BLACKSTONE BLVD. LOCATION OCT. 2005 - SEPT. 2006	2.00	HR		
17.0	910-13 RATE PER HOUR BLACKSTONE BLVD. LOCATION OCT. 2006 - SEPT. 2007	2.00	HR		
18.0	910-13 OVERTIME RATE PER HOUR BLACKSTONE BLVD. LOCATION OCT. 2006 - SEPT. 2007	2.00	HR		

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	ANNUAL TEST - BLACKSTONE LOCATION 1ST YEAR - OCT. 2004 - SEPT. 2005  \$ _____				
	ANNUAL TEST - BLACKSTONE LOCATION 2ND YEAR - OCT. 2005 - SEPT. 2006  \$ _____				
	ANNUAL TEST - BLACKSTONE LOCATION 3RD YEAR - OCT. 2006 - SEPT. 2007  \$ _____				
	3 YEAR TEST - BLACKSTONE LOCATION  \$ _____				
	5 YEAR TEST, IF NEEDED \$ _____				
	DISCOUNT FROM MANUFACTURER'S LIST FOR PARTS  _____ %				

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	<p>STATE RESERVES THE RIGHT TO MAKE MORE THAN ONE AWARD FOR THIS REQUIREMENT.</p> <p>QUANTITIES INDICATED ARE FOR BIDDING PURPOSES ONLY.</p> <p>CONTACT PERSON:                      ROBIN NOURY                      (401) 462-8211</p> <p>DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY.</p>				
				<b>TOTAL:</b>	

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Sept. 2004

## **Department of Labor and Training Elevator Maintenance & Repair Specification**

### **Background**

The Department of Labor and Training, Center General Complex is a State facility located at 1511 Pontiac Avenue, Cranston, RI. The normal hours of operation are from 7:00 a.m. to 4:00 p.m. Monday through Friday. Evening or weekend usage of the building(s) is possible although this occurs infrequently.

Thyssen/Dover installed the three (3) hydraulic elevators located at the Center General Complex in 2000 as part of a major construction/renovation project. Elevator in-service dates are between March and June 2000. Each elevator has diagnostic software capability, accessible through connection of a 'fast tool' at the mechanical control panels located in the elevator machine rooms. Maintenance and repairs covered by this request for proposals will commence on October 1, 2004.

The Department of Labor and Training Donley Rehabilitation Center is a State facility located at 249 Blackstone Blvd., Providence, RI. The normal hours of operation are 8:30 a.m. to 4:00 p.m. Monday through Friday. Evening or weekend usage of the building(s) is possible although this occurs infrequently. A major upgrade was performed on this Otis hydraulic piston passenger elevator at the beginning of 2003.

### **General Requirements:**

1. The Contractor will be responsible for insuring that all work performed is completed in compliance with all statutes, rules and regulations of the State of Rhode Island as amended. The Contractor is also responsible for payment of all permit fees as required.
2. If, at any time during the contract period, the Rhode Island Department of Labor & Training 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.
3. Contractor personnel working at the either facility will check in and out at the reception desk located in the lobby of Building 73 at the Center General and the main entrance at the Donley Center.

### **Scope of Service:**

1. This is a full maintenance contract. The Contractor will provide full maintenance and service to the elevators, including parts, supplies and electronic diagnostic

Sept. 2004

tools as set forth herein. Said maintenance shall include, but is not limited to, the following:

- A. Contractor will maintain all elevator safety devices and verify proper operation of hydraulic systems.
- B. Contractor will maintain adequate levels of hydraulic fluid, filling as frequently as is necessary, so as to maintain appropriate factors of operational safety.
- C. Contractor will regularly and systematically (not less than once per month) visually examine, adjust, refill and lubricate as required and necessary for the maintenance outlined herein, all elevator equipment subject to this contract including the furnishing of all proper lubricants and fluids and if, in Contractor's opinion, conditions warrant, repair or replace the following components:
  - 1) car equipment including safety edge, guide shoes or rollers when reasonably necessary to ensure smooth and quiet operation and proper lubrication of guide rails, except where roller guides are used
  - 2) all components of the hydraulic systems including, but not limited to, pumps, valves, seals, rings, oil, etc.
  - 3) buffers, guide rails, top and bottom limit switches, springs
  - 4) entrance hardware including door interlocks and hangers, door guides and closing mechanism(s) and all door open safety devices
  - 5) car door equipment including power operator, gibbs, motors and contacts
  - 6) relamp signals as required, during regular monthly examinations
  - 7) regular cleaning of the elevator pit and machine room of dirt, debris, etc. accumulated due to elevator operation no less than every six (6) months
  - 8) supply of lubricants and hydraulic oil specific to meet manufacturer's specifications
  - 9) hoistway enclosure, including hoistway doors and gates, hoistway door frames and sills and hoistway cleaning
  - 10) proper operation of electronic diagnostics
- D. The Contractor may invoice, on a time and material basis, for authorized call backs in which the service requirements result from vandalism, negligence, abuse or misuse of the elevator by persons other than the Contractor, his/her agents or employees or damages resulting from a cause other than normal wear and tear.
  - 1) Invoices for billable call back service as required and described in paragraph D 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

*Sept. 2004*

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 operational status of the elevator. It shall be the Contractor's responsibility to insure that his/her employees and agents maintain sufficient records to provide the Department of Labor and Training will all documentation required by this paragraph.

## **2. Parts, Inventory & Wiring Diagrams**

- A. The Contractor will, during the term of this contract, maintain for the performance of routine preventive maintenance either in each elevator machine or as part of their inventory, a supply of frequently used replacement parts, lubricants and oil(s) selected by the Contractor to meet the specific requirements of the units. Any parts replaced under this contract will be with new parts, manufactured or selected by the Contractor or with parts refurbished to manufacturer's standards. The Contractor will furnish all replacement parts in exchange for the parts replaced. The Contractor further agrees to maintain a supply of replacement parts in their local parts warehouse, available for express delivery in case of emergencies. The Contractor, during the term of the contract, must obtain and maintain all original wiring diagrams for the units on site.

## **3. Safety Tests**

- A. The Contractor shall schedule and conduct all tests in compliance with applicable Rhode Island General Law including, but not limited to, annual testing of car safety and speed governor devices and 3-year static load testing. Such testing shall be completed not later than the last working day in May of each applicable year and in the presence of a State Elevator Inspector or other authorized inspector(s).
- B. The Administrator of the Property Management Unit, or his/her designee, shall be notified by letter when the testing date(s) are established.
- C. The Contractor shall furnish all necessary labor, tools, weights, etc. required for all testing. All necessary retests, as may be required by the State Elevator Inspector, will be made at no cost to the Department of Labor and Training.

## **4. Reports & Records**

- A. Under Rhode Island General Laws, the Contractor is responsible for providing a written maintenance control program. The Contractor will furnish and maintain, in the appropriate mechanical room, a comprehensive service record for each elevator. All inspections, service, repairs, maintenance visits, etc. will be recorded in the appropriate service log, as required by law.

Sept. 2004

Emergency Service:

1. All emergency and intervening service calls are included in the monthly cost of this contract. Service shall consist of a prompt response to a request for service, evaluation of cause of non-operation through visual inspection and electronic 'fast tool' and such adjustment and/or repairs as may be required to restore the elevator to safe and satisfactory operation. Response times shall be:
  - A. one (1) hour during previously described business hours
  - B. two (2) hours during non-business hours
  - C. thirty (30) minutes for entrapments and to aid those with disabilities
2. Call-back service shall be initiated by authorized staff of the Department of Labor and Training: Robin Noury/Property Management Unit for Center General and David Beck/Maintenance Section for Donley Center.

Service requests 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.

1511 Pontiac Ave., Cranston, RI

249 Blackstone Blvd., Prov.

Thyssen/Bover Elevators (3):

Otis 2000-pound passenger

Model EP15040 (Building #73)

Model EP 08020 (Building #70)

Model EP 12540 (Building #69)

~~Monthly Maintenance \$ \_\_\_\_\_~~

~~Rate per hour on site \$ \_\_\_\_\_~~

~~Overtime rate per hour on site \$ \_\_\_\_\_~~

~~Overtime rates apply from \_\_\_\_\_ to \_\_\_\_\_.~~

*No charges other than parts & labor on the job – no travel, no mileage, no miscellaneous charges, no portal-to-portal.*