

Northern Maine Community College
Request for Proposals
Elevator Service and Maintenance
January 2024

Northern Maine Community College is currently requesting proposals for maintenance and repair of 4 campus elevators. The college is seeking bids for a 3 year contract for regular maintenance, emergency repair, and all inclusive contracts. The initial contract period will be for 3 years and may be extended, at the discretion of the College, for two additional one year terms for a total maximum of 5 years.

SCOPE OF SERVICES

The rates quoted shall be based on the following specifications, terms and conditions.

RESPONSE TIME: Any condition which potentially can negatively impact the health, safety or welfare of the public will be considered an **emergency**. Calls for service in an emergency, as defined, must be responded to in person within forty-five (45) minutes. Service will be required 24 hours per day, seven days a week, 365 days per year, holidays included.

Non-emergency repairs must be completed within one (1) business day. The successful bidder must respond by telephone to all calls made for service within thirty minutes. Non-emergency repairs shall be done during regular business hours between 7:00 a.m. -5:00 p.m., unless otherwise arranged with appropriate department representatives.

The successful bidder shall maintain an adequate inventory of all required, historically high volume use items. The successful bidder shall be expected to obtain non-inventory items within less than 24 hours so that equipment can be promptly repaired and returned to service. If parts are not available within the contract stated timeframe the vendor must supply in writing the reasons that parts cannot be obtained.

It is expected that ALL units maintained will pass State of Maine inspection and licensing. The successful bidder(s) is not responsible for conducting the annual inspection.

All equipment, materials and installation shall conform to the latest versions of the following codes:

**ANSI, A17.1 -The American National Standard Safety Code for
Elevators, Dumbwaiters, escalators and Moving Walks**
**A17.2 -American Standard Practices for the Inspection of Elevators,
Inspectors Manual**

Also, the selected vendor must follow all OSHA confined spaces and elevator regulations. The College will work with the selected vendor to establish the elevator top and pit as non-permit required spaces.

When the successful bidder shall furnish and install all replacement parts including those that may be current or previously required by federal, state or local entities. All parts shall be of the original manufacturer's design and specifications, or acceptable alternates. With regard to code changes, during the term of this contract, it will be the responsibility of the successful bidder(s) to notify the appropriate

College staff of any and all code changes. The successful bidder will also be responsible for ensuring that the equipment is maintained up to all code standards at the time of the bid award. The successful contractor(s) will NOT be responsible for completing upgrades under this agreement.

The successful bidder will, at a minimum of once every 3 months, examine all identified units with trained and supervised personnel having full knowledge of all manufacturers' equipment. During each visit, the successful bidders' personnel will lubricate, adjust, clean, and if required, repair or replace the following parts:

- Machines, worms, gears, thrust bearings, drive sheaves, drive sheave shaft bearings, brake pulleys, brake coils, linings and component parts;
- Motors and motor generators, motor windings, rotating elements, commutators, brushes, brush holders bearings;
- Pumps, pump motors, operating valves, valve motors, plunger packings, exposed piping, hydraulic fluid, and inspect hydraulic fluid tanks;
- Controllers, selectors and dispatching equipment, relays, solid state components, transducers, resistors, condensers, power amplifiers, transformers, contacts, leads, dashpots, timing devices, computer and microcomputer devices, steel selector tapes, and mechanical and electrical driving equipment, lamps, signals and position indicating equipment;
- Governors, governor sheaves and shaft assemblies, bearings, contacts and governor jaws, deflectors or secondary sheaves, bearings, car and counterweight buffers, car and counterweight guide rails, top and bottom limit switches, governor tension sheave assemblies, compensating sheave assemblies, counterweight and counterweight guide shoes including rollers or gibs;
- Hoist way door interlocks and hangers, bottom door guides and auxiliary door closing devices;
- Door operators, car door hangers, car door contacts, door protective devices, load weighing equipment, car frames, all safety mechanisms, platforms, wood platform floorings, car guide shoes, including gibs or rollers.
- Emergency Lights units and batteries.
- Circulating/Exhaust fan units.

After each maintenance visit, the contractor shall test operate the equipment prior to returning it into service.

The cost of said maintenance AND the cost of all parts/labor shall be included in the price bid.

The successful bidder shall also examine all safety devices and governors of each elevator monthly.

The firm shall also replace all wire ropes as necessary to maintain a sufficient factor of safety. The firm shall equalize the tension of all hoisting ropes, resocket ropes for drum machines, and repair or replace conductor cables and Hoist way and machine room elevator wiring, if necessary. As mandated by State, Federal or local regulations/laws, each elevator will have a no load test performed, and if required, the governor will be recalibrated and sealed for proper tripping speed.

The successful bidder(s) will be responsible for ensuring that the smoke detection devices are tested as required. Should that testing need to be completed by a fire alarm/smoke device company, it will be the responsibility of the successful bidder(s) to schedule, coordinate, and be present, at that testing. The fire alarm/smoke device company used for the testing shall be the company that the College has under contract at the time of the inspection. Stand-by time for witnessing/overseeing the testing shall be included in the prices bid. It will be the responsibility of the successful bidder(s) to ensure that the Manager of Facilities receives all documentation regarding the smoke device testing.

For units that require full load testing, since this testing is required once every 5 years, it will not be included in the bid price. Instead, should any unit be required to have the test done during this contract's 3 year term, the test shall be performed at the hourly rates given.

Upon completion of each service visit, the successful bidder shall furnish a written report to College representatives. Reports shall advise of any repairs or repair parts and labor hours that are necessary to maintain the equipment in acceptable operating condition. The contractor shall also be responsible for notifying College representatives any code/mandate/regulatory changes, including, but not limited to, any required equipment upgrades.

The successful bidder shall maintain an accurate and complete log of all work performed in addition to routine inspections. The log shall include emergency call back service and describe the nature of all complaints and their resolution.

The successful bidder shall maintain an *as-built record* of all system modifications. This record shall be delivered to the College at the expiration/termination of the contract.

All equipment, materials, and installation must comply with the applicable codes. Any alteration to equipment, including its parts, components or subsystems other than maintenance, repair, or replacement will be treated as a modernization. Modernizations will be handled on a case-by-case basis and NMCC will act within the capacity defined by the Maine Community College System. All modernizations would require pre-approval by NMCC.

LOCATIONS/EQUIPMENT

Martin Building
Christie Building
Edmunds Building
Snow Hall

Proposals shall include:

- Emergency response time
- Annual pricing (years 1, 2, and 3) for a maintenance contract including required inspections (excluding monthly fire service check). Pricing for an "all inclusive" service contract. Including annual fire alarm testing & coordination, NMCC is still responsible for paying for the fire alarm inspection, but the selected vendor is responsible for coordination. The inspection must be done during regular business hours.
- Hourly rates for emergency service, normal business hours, and how travel will be billed.

Evaluation Criteria

The evaluation criteria will be used and considered in the evaluation of written submissions. Scoring weight is listed for each criterion.

Submissions should include all necessary information that is pertinent to these evaluation criteria. Additional information required for proper assessment of submissions may be requested at the discretion of NMCC. All proposals must include the bid form included with this RFP.

SELECTION CRITERIA

Factor	Weight
Total proposed price and billing rates	50%
Experience	25%
References	25%

Bids are due back to the college no later than February 2, 2024 at 2:00pm. If you have any questions concerning this RFP please direct them to Julie Edgecomb at 768-2760. All questions must be submitted by e-mail before January 31, 2024. All responses to questions will be posted at <http://www.nmcc.edu/rfp>. It is the bidder's responsibility to check this site for updates. Vendor walk-throughs will be scheduled upon request, 48 hour notice is required. Proposals can be e-mailed to njedgenco@nmcc.edu, or sent to:

Northern Maine Community College
Julie Edgecomb – Elevator Maintenance and Repair
33 Edgemont Drive
Presque Isle, ME 04769

The college reserves the right to reject any or all bids.
This RFP shall be referenced in, and considered part of, any final contract.
See attached Notice to Bidders.

Bid Form
Elevator Service and Maintenance
Northern Maine Community College

To: Northern Maine Community College – Facilities
33 Edgemont Drive
Presque Isle, ME 04769

From: _____

Contact name & number: _____

Having carefully examined:

- A. The Elevator Service and Maintenance January 2024 Request for Proposal including its attachments
- B. Related correspondence and documents

We, the undersigned, propose to perform the services described in the amount of:	
Response time for Emergency Calls:	_____
On-site response time for Emergency Calls:	_____
Annual pricing for a Maintenance Contract years 1, 2, and 3: \$ _____	
	\$ _____
	\$ _____
Annual pricing - All Inclusive Service Contract years 1, 2 & 3: \$ _____	
	\$ _____
	\$ _____
Hourly Rate for Emergency Service:..... \$ _____	
Hourly Rate for Normal Business Hours Service..... \$ _____	
Travel billing policy/rates:	

Signed by: _____

Bids Due: February 2, 2024 at 2:00pm