

BID PACKAGE PART IV SPECIFICATIONS

THE COMMONWEALTH OF MASSACHUSETTS EXECUTIVE OFFICE OF HUMAN SERVICES DEPARTMENT OF MENTAL HEALTH

SPECIFICATIONS

FOR

PREVENTATIVE MAINTENANCE, SERVICE, & REPAIRS OF OTIS ELEVATORS

 \mathbf{AT}

WORCESTER RECOVERY CENTER AND HOSPITAL 309 BELMONT STREET WORCESTER, MASSACHUSETTS 01604

> OFFICE OF FACILITIES MANAGEMENT DEPARTMENT OF MENTAL HEALTH 167 LYMAN STREET WESTBOROUGH, MA 01581

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PART I - GENERAL

1-01 GENERAL

- 1. Attention is directed to the printed form of proposal and the "GENERAL CONDITIONS" which are hereby made a part of this Section of the Specifications.
- 2. Equality of materials or articles other than those named or described in this Section will be determined in accordance with the provisions of the "GENERAL CONDITIONS".

1-02 SCOPE OF WORK

- 1. The scope of work required, without limiting the generality thereof, consists of furnishing all labor, equipment, parts, materials, riggings and appurtenances required to regularly and systematically examine, adjust, clean, maintain, service and repair the required elevator equipment or parts for ten (10) elevators at Worcester Recovery Center and Hospital, Worcester, Massachusetts for a period of thirty six (36) months. The specifications call for service, maintenance and full repairs of the ten (10) elevators detailed in Schedule "D".
- 2. In general, the work shall consist of, but not necessarily be limited to the following:

A. <u>Inspections</u>

The Contractor shall be required to conduct weekly Preventative Maintenance (PM) and service of each elevator.PM and service and shall take place on Wednesday of each week, for a minimum of eight (8) hours for the ten elevators, commencing July 1, 2020 to June 30, 2023 (inspections scheduled on holidays will be rescheduled by the Hospital's Facility Manager). The bid prices shall include 52 inspections per year and annual inspections and certifications of all elevators for a period of three (3) years. The yearly inspections shall be in accordance with the requirement set forth by the Commonwealth of Massachusetts for the type of elevators in question.

1-02 SCOPE OF WORK (CONT'd):

3. Work to be Performed

The Contractor shall provide Worcester Recovery Center and Hospital with qualified licensed elevator mechanics at all times, including recognized Commonwealth of Massachusetts holidays and on weekends to execute the requirements of these specifications.

4. Full Preventive Maintenance

The Contractor shall examine, on Wednesday of each week for not less than eight (8) hours, and clean, lubricate, adjust the vertical transportation equipment, and provide call back service and safety tests.

5. Full Service

Consequentially upon inspection and Preventive Maintenance or as conditions warrant, Contractor must provide full service including all repairs or replacements to all components of the vertical transportation equipment including the following.

Inclusions

- A. Parts: In performing the required work, the Contractor shall agree to provide only genuine parts used by the manufacturers of the equipment for replacement or repair, and to use only those lubricants obtained from and/or recommended by the manufacturer of the equipment. Equivalent parts or lubricants may be used if approved in writing by the Facility Manager, Worcester Recovery Center and Hospital. Parts requiring repair shall be rebuilt to an "as new" condition. No parts of vertical transportation equipment covered under this division of work may be permanently removed from the job site without written approval by the Facility Manager.
- B. Vendor shall examine weekly for not less than eight (8) hours, adjust, lubricate and to the extent conditions warrant (unless otherwise specifically excluded herein) repair or replace the items of elevator equipment listed under item 1-02 5E of this specification.

- C. By the 15th of each month, examine all safety devices and governors and conduct annual test as required by any applicable municipal or state regulatory agency.
- D. Renew all cables when necessary to maintain industry safety standards, equalize the tension on all hoisting cables and repair or replace conductor cables and hoistway and machine room elevator wiring.
- E. Elevator equipment to be maintained or replaced:
 - a. Machine worm gear, thrust bearings, drive sheave, drive sheave shaft bearings, brake pulley, brake coil, brake contact, linings, and components parts.
 - b. Motor and motor generator, motor windings, rotating element, commutators, brushes, brush and bearings.
 - c. Controller, selector and dispatching equipment, all relays, solid state components, resistors, condensers, transformers, contacts, leads, dashpots, timing devices, computer devices, steel selector tape and mechanical and electrical driving equipment. Repair or replace all "hall call" and car "push button" lights as needed, for all elevators.
 - d. Governor, governor sheave and shaft assembly, bearings, contacts and governor jaws.
 - e. Deflector or secondary sheave, bearings, car and counterweight buffers, car and counterweight guide rails, top and bottom limit switches, governor tension sheave assembly, and guide shoes including rollers or gibs.
 - f. Hoist door interlocks, hoistway door hangers, bottom door guides and auxiliary door closing devices.
 - g. Automatic power operated door operator, car door hanger, car door contact, door protective device, load weighing equipment, car frame, car safety mechanism, platform and platform flooring and car gates, door tracks, etc.

1-02 SCOPE OF WORK (CONT'd):

- h. Elevator car guide shoes, gibs or rollers when necessary to ensure smooth and quiet operation. Except where roller guides are used, where applicable, guide rails will be kept properly lubricated.
- F. The stated performance requirement tests will be conducted on every elevator a minimum of once a year as part of these specifications. The Director of Maintenance reserves the right to request additional performance tests as and when deemed advisable. Cost for additional test will be at the Contractor's expense only when the requirements of these specifications are not being fulfilled. The Contractor agrees to maintain the following individual care performance requirements of the elevators.
 - Stopping accuracy shall be measured under all load conditions.
 - b. Variance from rated speed, regardless of machines, +/-10% hydraulic machines.
 - c. Door closing pressures shall not exceed 30 lbs.
 - d. In accomplishing the above requirements, the Contractor shall maintain a comfortable elevator ride with a smooth acceleration, retardation, and a soft stop. Door operation shall be quiet and positive with smooth checking at the extreme of travel.
 - e. <u>Group Supervisory Performance:</u> The Contractor shall, where applicable, check the group dispatching system and make necessary tests to ensure that all circuits and time settings are properly adjusted and that the system performs as designed and installed by the manufacturer.
 - f. <u>Elevator Leveling Performance</u>: Elevator level at the floors must be within the specified industry standard.

1-03 EXCLUSIONS

- Repair or replace building items, such as hoistway or machine walls and floors, car enclosures, car finish floor material, hoistway entrance frames, door and sills, telephone instrument and signal fixture faceplates, smoke detectors and communication equipment not part of the original elevator installation.
- 2. Mainline and auxiliary disconnect switches, fuses and feeders to control panels.
- 3. Lighting fixture lamps for car and machine room illumination.
- 4. Cleaning of car interiors and exposed portions sills.
- 5. Repairs of the damage done by Worcester Fire Department to free entrapped people from the elevator.

1-05 SPECIAL CONDITIONS

- 1. **Wiring Diagrams:** The elevator wiring diagrams, lubrication charts, and parts ordering manuals, located in the elevator machine rooms and elevator service spaces, are the property of the Worcester Recovery Center and Hospital shall remain at the job site at all times. As-built-drawings shall be provided to the Contractor and kept in the machine room for any new wiring or the alterations.
- 2. **Equipment Reliability:** Should any elevator be shut down for a period exceeding five (5) working days (except for pre-scheduled repairs), the maintenance cost will be suspended and the cost for the month will be prorated.
- 3. Elevator Performance: The Contractor shall furnish Worcester Recovery Center and Hospital with an annual written report documenting the condition of each elevator including group supervisory performance (where applicable), individual car performance and ride quality. If any elevator is found to have deficient performance the problem shall be corrected within five (5) days, to the satisfaction of the Director of Maintenance. Once a year the vendor shall perform 24 hour landing call waiting time and distribution tests for each elevator using event recorders. Charts shall be examined and data compiled by the Contractor and submitted with the report.

- 4. <u>Meetings:</u> The Contractor shall agree to meet with the Director of Maintenance on a monthly basis to discuss the full maintenance program, repair schedules, call-back reports and any other vertical transportation problems.
- 5. The Contractor must use only manufacturer's replacement parts and have in stock in their office, replacement parts including but not limited to:
 Two (2) complete sets of Otis Type Automatic Door Operators, Drive Motors, Coupling, Worm and Gear Housing, Clutch and Relating Arm Assemblies, and Control Assemblies.

Various types of Controller and Selector Components - included, but not limited to - coils, relays, shunts, carbon and copper contacts, resistors, reverse phase relays and timers.

1-06 GENERAL CONDITIONS

- 1. The Contractor shall maintain a log of all preventative maintenance services performed and submit a copy of the same to the Director of Maintenance on a monthly basis, including the time spent on such services. The Contractor shall maintain a master log of all reported trouble calls and will submit a copy of same to the Director of Maintenance on a weekly basis.
- 2. The Contractor is responsible for the proper and safe operation of each elevator, therefore, the Contractor shall notify the Director of Maintenance promptly, in writing, of elevator repair or maintenance work needed or desirable which is not included in the scope of a given division of work. Said notification should include a firm estimate of the cost to perform the recommended work, along with an estimate of the time required to perform the same.

The Director of Maintenance reserves the right to obtain bids on all work not covered by this specification for any repair work and award work to any service company.

3. The Contractor shall supply for every elevator serviced, a maintenance check chart to be hung conspicuously on wall just inside machine room entrance. Check chart shall list those activities which suit service being supplied for that given unit. Work activities to be completed shall be listed in weekly, semi-monthly, monthly, quarterly, semi-annually, or annual classifications. A place for checking off activities when completed shall be available. Chart shall have space for examiner's name and examiner's supervisor's name and company emergency phone number.

- 4. The Contractor's mechanic will sign in at the maintenance office prior to commencing repair and/or call-back service. When work is completed and mechanic is leaving the facility, he will sign out at the maintenance office and leave a copy of the work voucher describing the nature of the work performed.
- 5. Should it be found that the requirements and standards herein specified are not being satisfactorily maintained, the Facility may immediately demand that the Contractor, at his expense, place the elevators in condition to meet these requirements.

1-07 <u>CALL BACK SERVICE</u>

The call back service shall be as follows:

1. <u>Emergency Call Back:</u> In cases where people are trapped in the elevator, Worcester Fire Department shall be called immediately. However, prompt emergency call back service by the elevator contractor shall be provided in response to requests by telephone. Emergency call back response involving persons trapped in elevators shall be immediate, one hour (60 minutes) or less.

The Contractor's mechanic shall work beyond regular working hours, holidays or on weekends in case of emergency without asking for overtime compensation. Therefore, the Contractor's bid price shall be deemed to include all prices including overtime, if any. No emergency work request shall be refused by the Contractor even though it is made on weekend, holidays or beyond regular working hours. Repairs of the damage done by Worcester Fire Department shall be paid as an extra by the Facility provided elevator contractor responds within (1) one hour.

2. **Regular Call Back:** The response time for regular call back service shall be two (2) hours or less during regular work days.

1-08 BID FORMAT

The Contractor shall submit his bid on the enclosed proposal form for a period of three (3) years. However, he/she should attach completed appendices A, B & C with his/her bid sheet showing breakdown of the total price into three (3) consecutive years, that is, for the fiscal years 2021, 2022 and 2023. The contract will be awarded on the basis of a combined total price for three (3) years. (Please refer to the sample sheets)

Example

| | Total Price for Three (3) Years | \$177,000 |
|----|--|-----------------|
| c) | Price for the Fiscal Year 2022-(7/1/2022 to 6/30/2023) | <u>\$62,000</u> |
| b) | Price for the Fiscal Year 2021-(7/1/2021 to 6/30/2022) | \$59,000 |
| a) | Price for the Fiscal Year 2020-(7/1/2020 to 6/30/2021) | \$56,000 |

(To be entered on the bid proposal sheet \$177,000) (One Hundred Seventy Seven Thousand and Five Hundred Dollars)

1-09 <u>VENDOR PAYMENTS/BILLINGS</u>

Vendor payment and billings for services performed will be on a monthly basis, payments will be in accordance with bid sheet data.

1-10 TERMINATION

The Department of Mental Health reserves the right to make inspections and tests as and when deemed advisable, to ascertain that the requirements of this contract are being fulfilled. Should it be found that the requirements of these specifications are not being satisfactorily maintained, the Department may immediately demand that the Contractor, at his expense, place the elevators in condition to meet this requirement. The contract may be canceled by the Department at any time, provided non-performance or sufficient cause can be shown.

- 30 days written notice for non-performance
- 30 days written notice for other than non-performance

1-11 QUALIFICATIONS

Subsequent to the bid opening, the low bidder shall be required to comply with the following if required by the Dept. of Mental Health.

1. Written documentation and proof that they have maintained an elevator maintenance organization comprising of at least five (5) regularly employed licensed elevator mechanics for a minimum of five (5) years prior to the date of this bid.

- 2. Written documentation that they have been engaged in the maintenance of elevators by listing at least three (3) installations of the type indicated in this specification that they have maintained satisfactorily within the past three (3) years. Please list a contact person and telephone number for each location.
- 3. The contractor must maintain and/or establish, within a reasonable distance of the Facility, an office to be used as a facility for the storage of an adequate inventory of parts as set forth in these specification.
- 4. All maintenance and repair work shall be performed by licensed personnel who have experience in working with the types of equipment installed in this facility.
- 5. The Contractor must use only manufacturer replacement parts and have in stock on the job site, replacement parts including microprocessor boards as needed.
- 6. The Contractor must maintain, at his own expense, a toll free number for twenty-four (24) hour service, staffed by the Contractor's employees. (Answering services acceptable.) The Contractor must have the ability to provide estimated time of arrival, as well as have access to all employees and supervisors. Please supply a list of employees who will be available to the Facility. This list should include the name, title and years of experience in elevator repair. The Contractor's local office must have a staff of at least three (3) mechanics for maintenance. Please provide names, titles and years of employment for these individuals.

1-12 SUPERVISION

The Contractor shall appoint a maintenance superintendent who will be in charge of a have overall responsibility for the work to be performed by the Contractor on a twenty-four (24) hour basis under this agreement. The Contractor shall appoint a mechanic who will have primary responsibility for the servicing of the elevators at the site. This mechanic shall have a minimum of five (5) years experience with equipment, as described in paragraph 1-11.4. Please provide beeper numbers and/or cellular phone numbers of these employees.

1-13 CODES, REGULATIONS AND STANDARDS

The requirements of the American National Standards Safety Code for elevators, escalators and dumbwaiters A-17.1 including supplement 1b herein after called ANSI Code, Commonwealth of Massachusetts Elevator Regulations and Massachusetts State Building Code established the minimum acceptable quality of workmanship and materials, and all work shall conform to these regulations thereof unless more stringent requirements are indicated or specified by the contract documents.

1-14 <u>ELEVATOR IDENTIFICATION</u>

All ten (10) elevators in the facility are manufactured and installed by Otis Elevator Company.

1-15 PERMIT AND FEES

It shall be the Contractor's responsibility to obtain and pay for all permits and fees required by the Department of Public Safety for repairs and for the annual test of the elevators and the elevator safety devices.

1-16 ANNUAL TEST OF THE ELEVATORS

The Contractor shall obtain the permits, pay the fees sufficiently far enough in advance to allow the Department of Public Safety Elevator Inspector sufficient advance notice to schedule the Annual Safety Test.

- 1. The Contractor shall furnish the necessary labor, equipment and the required measured weights, in the amount as required by the Public Safety Inspector, to be used in this test.
- 2. The Contractor shall, within a period of seven (7) calendar days send a letter to the Director of Maintenance stating on a per elevator basis, all of the items of repair and/or adjustments made before/during/after the test is completed to get the elevators passed by the DPS.
- 3. Request for first annual test shall be made in July January of 2021 for an annual test in the month of March 2021.
- 4. Cost of repairs/upgrades/modifications required by the Department of Public Safety during the first, second and third yearly test shall be born by the Contractor.

1-17 GUARANTEE

- 1. The Contractor shall guarantee any or all repairs which have been made under the Maintenance specifications or other major repairs required because of misuse or damage, for a one (l) year period starting as of the date of completion of the repair.
- 2. The Contractor shall be responsible for this guarantee period even though the period extends beyond the life of the Maintenance contract.
- 3. It shall be understood between the Department of Mental Health and the Contractor that the repairs which may be required under the guarantee are based upon failure, due to normal wear and tear or defect in material, and/or faulty workmanship.
- 4. Failure of, or damage to a previously repaired item which is due to negligence on the part of the Contractor currently maintaining the elevators under the contract at the time of the failure shall be the sole responsibility of the current Contractor, and the repairs shall be made by him at no additional cost to the Commonwealth.
- 5. The decision as to the responsibility for the failure of the repaired equipment shall be made by the Director of Maintenance, and there shall be no appeal from this decision. The Contractor, upon signing and accepting this contract, unequivocally agrees with the provisions of this entire Guarantee, Paragraph 1-17.

* * * END OF SECTION * * *

SAMPLE SHEET

APPENDIX "A"

PRICE FOR THE FISCAL YEAR 2020 (7/1/2020 TO 6/30/2021)

| | MONTHLY | YEARLY | ANNUAL |
|-----------------|--------------|----------|---------|
| ELEVATOR | PRICE | PRICE | TEST |
| 1 | \$520 | \$5200 | \$400 |
| 2 | \$520 | \$5200 | \$400 |
| 3 | \$520 | \$5200 | \$400 |
| 4 | \$520 | \$5200 | \$400 |
| 5 | \$520 | \$5200 | \$400 |
| 6 | \$520 | \$5200 | \$400 |
| 7 | \$520 | \$5200 | \$400 |
| 8 | \$520 | \$5200 | \$400 |
| 9 | \$520 | \$5200 | \$400 |
| 10 | \$520 | \$5200 | \$400 |
| TOTAL | \$5,200 | \$52,000 | \$4,000 |

Total price for 2021 = \$52,000 + \$4,000 = \$56,000....(A)

SAMPLE SHEET

APPENDIX "B"

PRICE FOR THE FISCAL YEAR 2021 (7/1/2021 TO 6/30/2022)

| ELEVATOR | MONTHLY PRICE | YEARLY PRICE | ANNUAL TEST |
|----------|------------------|-----------------|----------------|
| 1 | \$550 | \$5500 | \$400 |
| 2 | \$550 | \$5500 | \$400 |
| 3 | \$550 | \$5500 | \$400 |
| 4 | \$550 | \$5500 | \$400 |
| 5 | \$550 | \$5500 | \$400 |
| 6 | \$550 | \$5500 | \$400 |
| 7 | \$550 | \$5500 | \$400 |
| 8 | \$550 | \$5500 | \$400 |
| 9 | \$550 | \$5500 | \$400 |
| 10 | \$550 | \$5500 | \$400 |
| TOTAL | \$5,500 | \$55,000 | \$4,000 |

Total price for 2022 = \$42,000 + \$4,000 = \$59,000....(B)

SAMPLE SHEET

APPENDIX "C"

PRICE FOR THE FISCAL YEAR 2022 (7/1/2022 TO 6/30/2023)

| | MONTHLY | YEARLY | ANNUAL |
|-----------------|----------------|----------|---------|
| ELEVATOR | PRICE | PRICE | TEST |
| 1 | \$580 | \$5,800 | \$400 |
| 2 | \$580 | \$5,800 | \$400 |
| 3 | \$580 | \$5,800 | \$400 |
| 4 | \$580 | \$5,800 | \$400 |
| 5 | \$580 | \$5,800 | \$400 |
| 6 | \$580 | \$5,800 | \$400 |
| 7 | \$580 | \$5,800 | \$400 |
| 8 | \$580 | \$5,800 | \$400 |
| 9 | \$580 | \$5,800 | \$400 |
| 10 | \$580 | \$5,800 | \$400 |
| TOTAL | \$5,800 | \$58,000 | \$4,000 |

Total price for 2023 = \$58,000 + \$4,000 = \$62,000....(C)

Hence, total bid price for 3 years = A + B + C

\$56,000 + 59,000 + 62,000 = \$177,000

Bid price to be entered on the bid proposal sheet \$177,000 (One Hundred and Seventy-Seven Thousand Dollars)

SCHEDULE 'D' WORCESTER RECOVERY CENTER AND HOSPITAL ELEVATOR SERVICE, MAINTENANCE & REPAIRS

ELEVATOR DETAILS

| Elevator | Location | State ID | Speed | Motor HP | Make and Number |
|----------|----------------|------------|------------|----------|--------------------|
| 1 | Section K3/A3 | 348-P-2395 | 200 ft/min | 17 HP | Otis, 737804 |
| 2 | Section J3/A7 | 348-P-2396 | 200 ft/min | 17 HP | Otis, 737805 |
| 3 | Section J3/A7 | 348-P-2397 | 200 ft/min | 17 HP | Otis, 737806 |
| 4 | Section J4/C5 | 348-P-2398 | 200 ft/min | 17 HP | Otis, 737807 |
| 5 | Section J4/C5 | 348-P-2399 | 200 ft/min | 17 HP | Otis, 737808 |
| 6 | Section G/P2 | 348-P-2400 | 200 ft/min | 17 HP | Otis, 737809 |
| 7 | Section G/P2 | 348-P-2401 | 200 ft/min | 17 HP | Otis, 737810 |
| 8 | Section F/P1 | 348-P-2402 | 200 ft/min | 17 HP | Otis, 737811 |
| 9 | Section F/P1 | 348-P-2403 | 200 ft/min | 17 HP | Otis, 737812 |
| 10 | Section F2/C10 | 348-P-2404 | 200 ft/min | 17 HP | Otis, 737813 |

APPENDIX "A"

PRICE FOR THE FISCAL YEAR 2021 (7/1/2020 TO 6/30/2021)

| | MONTHLY | YEARLY | ANNUAL |
|----------|---------|--------|--------|
| ELEVATOR | PRICE | PRICE | TEST |
| 1 | | | |
| | | | |
| 2 | | | |
| | | | |
| 3 | | | |
| | | | |
| 4 | | | |
| | | | |
| 5 | | | |
| | | | |
| 6 | | | |
| | | | |
| 7 | | | |
| | | | |
| 8 | | | |
| | | | |
| 9 | | | |
| | | | |
| 10 | | | |
| | | | |
| TOTAL | \$ | \$ | \$ |

Total price for 2021: \$ +\$ =\$(A)

Note: Please attach this sheet with your bid proposal.

APPENDIX "B"

PRICE FOR THE FISCAL YEAR 2022 (7/1/2021 TO 6/30/2022)

| FLEWATION | MONTHLY | YEARLY | ANNUAL |
|-----------|---------|--------|--------|
| ELEVATOR | PRICE | PRICE | TEST |
| 1 | | | |
| | | | |
| 2 | | | |
| | | | |
| 3 | | | |
| | | | |
| 4 | | | |
| 7 | | | |
| | | | |
| 5 | | | |
| | | | |
| 6 | | | |
| | | | |
| 7 | | | |
| | | | |
| 8 | | | |
| | | | |
| 9 | | | |
| 9 | | | |
| 10 | | | |
| 10 | | | |
| | | | |
| TOTAL | \$ | \$ | \$ |

Total price for 2022 = \$ + \$ = \$(B)

Note: Please attach this sheet with your bid proposal.

APPENDIX "C"

PRICE FOR THE FISCAL YEAR 2023 (7/1/2022TO 6/30/2023)

| ELEVATOR | MONTHLY PRICE | YEARLY PRICE | ANNUAL TEST |
|----------|------------------|-----------------|----------------|
| 1 | | | |
| | | | |
| 2 | | | |
| | | | |
| 3 | | | |
| | | | |
| 4 | | | |
| | | | |
| 5 | | | |
| | | | |
| 6 | | | |
| | | | |
| 7 | | | |
| | | | |
| 8 | | | |
| | | | |
| 9 | | | |
| 10 | | | |
| 10 | | | |
| TOTAL T | ф. | φ. | Δ. |
| TOTAL | \$ | \$ | \$ |

Total price for
$$2023 = \$ + \$ = \$$$
(C)

Hence, total bid price for 3 years = A + B + C =\$

Bid price to be entered on the bid proposal sheet = \$

Note: Please attach this sheet with your bid proposal