



BID PACKAGE

PART IV

SPECIFICATIONS

DMH Project#2021-007R

**11 Month Preventative Maintenance of
Six (6) Elevators (8/1/20-6/30/21)**

at

**S.C. Fuller Mental Health Center
85 East Newton St.
Boston, MA 02118**

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

S P E C I F I C A T I O N S

FOR

**PREVENTATIVE MAINTENANCE, SERVICE, & REPAIRS
OF
TKE ELEVATORS**

AT

**S.C. FULLER MENTAL HEALTH CENTER
85 EAST NEWTON STREET
BOSTON, MASSACHUSETTS 02118**

PROJECT NO. 2021-007R

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

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July 10, 2020

**ELEVATOR MAINTENANCE, SERVICE & REPAIRS
S.C. FULLER MENTAL HEALTH CENTER**

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SECTION I
ELEVATOR MAINTENANCE, SERVICE & REPAIRS
S.C. FULLER MENTAL HEALTH CENTER

PART I - GENERAL

1-01 GENERAL

1. Attention is directed to the printed Part 3 of the Bid Documents and the “GENERAL CONDITIONS” which are hereby made a part of this Section of the Specifications.

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 six (6) elevators at S.C. Fuller Mental Health Center, Boston, Massachusetts for a period of eleven (11) months. The specifications call for service, maintenance and full repairs of the six (6) elevators detailed in Schedule “D”.
2. In general, the work shall consist of, but not necessarily be limited to the following:

A. Inspections

The Contractor shall be required to conduct weekly Preventative Maintenance (PM) and service of six elevators. PM and service shall take place on Wednesday of each week, for a minimum of four (4) hours for the six elevators, commencing August 1, 2020 to June 30, 2021 (inspections scheduled on holidays will be rescheduled by the Hospital’s Facility Manager). The bid prices shall include weekly inspections (Preventive Maintenance Services) 48 per the 11 month contract period and annual inspections and certifications of all elevators for a period of eleven (11) months. The yearly inspections shall be in accordance with the requirements set forth by the Commonwealth of Massachusetts for the type of elevators listed in Schedule “D”.

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

3. Work to be Performed

The Contractor shall provide S.C. Fuller Mental Health Center 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 and perform P.M., on the same day of each week for not less than four (4) hours(as agreed to with Facility Manager), 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 of S.C. Fuller Mental Health Center. 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 four (4) 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.

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

- C. By the End 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.
 - a. 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. **Group Supervisory Performance:** 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. **Elevator Leveling Performance:** Elevator level at the floors must be within the specified industry standard.

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1-03 EXCLUSIONS

1. 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 Boston Fire Department to free entrapped people from the elevator. **Unless Elevator Contractor fails to respond to Emergency call within 1 hours.**

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 S.C. Fuller Mental Health Center 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 S.C. Fuller Mental Health Center with an annual written report documenting the condition of the six elevators 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 Facility. 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.

1-05 SPECIAL CONDITIONS – (CONTINUED)

4. **Meetings:** 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: One (1) complete set of G.A.L.Manufacturing Corp.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 and enter in DMH Log Book..
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.

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1-06 GENERAL CONDITIONS – (CONTINUED)

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 CALL BACK SERVICE

The call back service shall be as follows:

1. **Emergency Call Back:** In cases where people are trapped in the elevator, Boston 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 Boston 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 eleven (11) months. He/She should attach completed appendices A with his/her bid sheet showing breakdown of the total price for the fiscal year FY 2021,. The contract will be awarded on the basis of total price for eleven (11) months.

1-09 VENDOR PAYMENTS/BILLINGS

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.

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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 ELEVATOR IDENTIFICATION(SEE SCHEDULE "D")

All six (6) elevators in the facility are manufactured by NIDEC Elevator Systems/Motion Control Engineering and installed by TKE 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.

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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. Scheduling for first annual test shall be made in consultation with Facility Manager and depends on current status of Annual Elevator Inspections . Three(3) annual inspections for the six (6) Elevators to be included in Bid Price.,
4. Cost of repairs/upgrades/modifications required by the Department of Public Safety during the first, second and third yearly test shall be borne 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 (1) 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.

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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 * * ***

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SAMPLE SHEET

APPENDIX "A"

PRICE FOR THE FISCAL YEAR 2020 (8/1/2020 TO 6/30/2021)

ELEVATOR	MONTHLY PRICE	11 MONTH PRICE	ANNUAL TEST
1	\$520	\$5720	\$400
2	\$520	\$5720	\$400
3	\$520	\$5720	\$400
4	\$520	\$5720	\$400
5	\$520	\$5720	\$400
6	\$520	\$5720	\$400
TOTAL	\$3,120	\$34,320	\$2,400

Total price for 2021 = \$34,320 + \$2,400 = \$36,720.....(A)

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APPENDIX “A”

PRICE FOR THE FISCAL YEAR 2021 (8/1/2020 TO 6/30/2021)

ELEVATOR	MONTHLY PRICE	11 MONTH PRICE	ANNUAL TEST
1			
2			
3			
4			
5			
6			
TOTAL	\$	\$	\$

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

Note: Please attach this sheet with your bid proposal.

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SCHEDULE 'D'
S.C. FULLER MENTAL HEALTH CENTER
ELEVATOR SERVICE, MAINTENANCE & REPAIRS

ELEVATOR DETAILS

Elevator	Location	State ID	<u>Speed</u> <u>Capacity</u>	Motor HP	<u>Make</u> <u>Frame Numb.</u> <u>Catalogue #</u> <u>Motor Manuf.</u>
1	1st Floor North/West	1-P-3344	500 ft/min 3,000 lbs	27.8 HP	Nidec Elev.Syst 525 HS 525EAG027K744 Imperial Electric Motor
2	1 st Floor South/West	1-P-3345	500 ft/min 3,000 lbs	27.8 HP	Nidec Elev.Syst 525 HS 525EAG027K744 Imperial Electric Motor
3	1 st Floor North/Center	1-P-3346	500 ft/min 3,000 lbs	27.8 HP	Nidec Elev.Syst 525 HS 525EAG027K744 Imperial Electric Motor
4	1 st Floor South/Center	1-P-3347	500 ft/min 3,000 lbs	27.8 HP	Nidec Elev.Syst 525 HS 525EAG027K744 Imperial Electric Motor
5	1 st Floor North/East	1-P-3348	350 ft/min 4,000 lbs	23.6 HP	Nidec Elev.Syst 527 LS 527EAG023K729 Imperial Electric Motor
6	1 st Floor South/East	1-P-3349	350 ft/min 4,000 lbs	23.6 HP	Nidec Elev.Syst 527 LS 527EAG023K729 Imperial Electric Motor