



## **BID PACKAGE**

## **SCOPE OF WORK**

# **Vertical Lift Gate**

**DMH Project #2022-046  
Westborough, Campus, Allen Hall  
288 Lyman Street  
Westborough, MA 01581**

**November 8, 2022**

## **ITEM NO. 001**

### **GENERAL QUARTERLY PREVENTATIVE MAINTENANCE, INSPECTION AND SERVICE FOR VERTICAL LIFT GATE**

Under this item on a quarterly basis, the Contractor shall provide a qualified service technician to perform the general quarterly preventative maintenance and service for vertical lift gate once every 3 months (quarterly) during the duration of the contract.

As part of this item, Quarterly maintenance shall include (one time per four quarters) schedule of maintenance as noted below:

#### *Schedule of Maintenance:*

- 1) *Inspect all cables (lifting and anti-racking). If any cable is found to be kinked or frayed, replace the cable immediately. Use proper torque sequence for cable clamps*
- 2) *Check the tension of each anti-racking cable & adjust as necessary so the tension on each cable is equal.*
- 3) *Inspect each truck assembly for wear.*
- 4) *Inspect the inside of each track member for any unusual wear and check to be sure that all the bolts holding the track to the column are secure (look for aluminum shavings at the base of the track which could be an indicator that there is an adjustment needed).*
- 5) *Using standard multi-purpose grease, locate and grease the four (4) flange bearings located on the lifting columns. Tighten set screws.*
- 6) *Check lubricant in the gearbox and add as needed to maintain the proper level. Use a high-grade multi-purpose gear lubricant, SHC634 Mobil Synthetic or equal.*
- 7) *Check the alignment of each sprocket in relation to corresponding chain & make necessary adjustments.*
- 8) *Check adjustment of the primary drive chain. If the chain is loose, any necessary adjustments may be made by loosening the motor mount bolts and moving the motor unit until the chain is tight.*
- 9) *Check adjustment of the secondary drive chain. If the chain is loose, any necessary adjustments can be made by raising the gate to the open position, removing lower column covers and tightening the corresponding bolt on the counterweight basket.*
- 10) *Lubricate drive chain and cables with any commercial grade cable and roller chain lubricant.*  
**DO NOT USE GREASE.**
- 11) *Check Limit & Clutch adjustment in the Operations Manual (if available).*
- 12) *Check all safety equipment;*
- 13) *Inspect photo eyes, clean lenses, check for proper operation*
- 14) *Inspect edges- confirm edge works from several locations along edge- change batteries twice a year*
- 15) *Confirm traffic loops are working properly*
- 16) *Check traffic lights or caution lights for proper activation*

At the completion of each visit, the Contractor shall submit to DMH a copy of his checklist, which is a part of this item, with his constructive comments on any abnormal conditions that are observed and the recommendations for correcting any problems.

Troubleshooting and related equipment problems shall be included as part of this item for a reasonable time period (approximately one hour additional time spent beyond general maintenance). Any additional time/equipment required to determine problem resolution must be submitted as an estimate to the DMH for approval.

### **BASIS OF PAYMENT**

The above item shall be paid for at the contract unit bid price per each for Item No. 001, "General Quarterly Preventative Maintenance Inspection and Service for Vertical Lift Gate" which price and payment shall constitute full compensation for all labor, tools, test equipment, transportation and other equipment necessary to complete this item as outlined, and to the satisfaction of the Contract Project Manager.

## **ITEM NO. 002**

### **HOURLY RATE FOR SERVICE TECHNICIANS**

Under this Item when called for by DMH, the Contractor shall provide a qualified service technician to perform improvements as well as General and Emergency repairs to the Vertical Lift Gate located at Department of Mental Health Westborough Campus, Allen Hall, 288 Lyman Street.

This Service Technician shall be fully equipped to handle most types of repairs.

The Service Technicians equipment shall consist of all appropriate types of hand tools, power tools, and test equipment necessary to check the components, electrical controls, and all associated equipment, as well as measurement and test equipment necessary to perform all required maintenance, testing, service, and repair and all associated equipment.

The Service Technician shall be paid to the nearest ½ (30 minutes) hour for the time worked at any given job site, at the Hourly Rate for Service Technicians. Only that labor approved by the Contract Project Manager or done in the presence of the Contract Project Manager will be paid for under this item.

If in the opinion of DMH another Service Technician is required to handle a particular job, he shall inform the DMH and this Service Technician shall also be paid at the same hourly rate as bid for this item.

The Service Technician(s) shall have a complete cognizant knowledge of the operation and repair of similar equipment.

### **BASIS OF PAYMENT**

The above item shall be paid for the contract unit bid price per hour for Item No. 002, "Hourly Rate for Service Technicians", which price and payment shall constitute full compensation for all labor, tools, test equipment and other equipment necessary to complete this item to the satisfaction of DMH. This labor time shall be shown on the records and paid to the nearest ½ (30 minutes) hour showing the starting and finishing time.

### **ITEM NO. 003**

#### **EQUIPMENT, MATERIALS, COMPONENTS, AND PARTS**

Under this item, the Contractor shall furnish, transport, and supply all materials, components, parts or equipment that are necessary in the opinion of the DMH, to repair and maintain the systems listed in the contract in operating condition, which are not paid for elsewhere in this contract. Replacement of parts shall be done in accordance with the Specification and Instructions to Bidders. These prices shall be the actual price paid by the Contractor to the manufacturer or authorized distributor. It shall be the Contractor's Responsibility to have these materials, components, parts or equipment available or readily available from suppliers to the best of their ability. Cost of labor and vehicles necessary to complete installation of above item will be paid for under the appropriate contract item for the type repair that they are used for.

Also, under this item and before payments are made, the Contractor must submit to the DMH, a copy of actual bills on supplier's letterhead listing all equipment, materials, parts, and their prices. The Contractor shall include the location installed, used, or stored.

#### **METHOD OF MEASUREMENT**

Measurement will be made by actual bills for equipment, parts, and materials as submitted, verified, and approved by the DMH.

#### **LUMP SUM FOR EQUIPMENT, MATERIALS, COMPONENTS, AND PARTS**

The Contractor shall include in his/her bid the Lump Sum of **Ten Thousand Dollars (\$10,000.00)**, for the furnishing and supplying all materials, components, and parts. This lump sum will be adjusted to the actual amount paid by the Contractor including **Fifteen Percent (15%) markup** as authorized and approved by the DMH.

#### **BASIS OF PAYMENT**

The above item shall be paid for at the exact amount paid by the Contractor plus **fifteen percent (15%)** markup for Item No. 003, "Equipment, Materials, Components, and Parts", furnished and supplied as described and stipulated above. Any cost for overhead shall be considered to have been included for payment in the prices stipulated in the numbered items of the proposal.

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**BID SHEET**

**BIDDER'S NAME:** \_\_\_\_\_

Item Nos.	Items with bid prices Must be written in words and figures	Approximate Quantities	Completed Totals
001	<b>GENERAL QUARTERLY PREVENTATIVE MAINTENANCE INSPECTION AND SERVICE AT ALLEN HALL FOR VERTICAL LIFT GATE</b> _____ _____ (\$ _____) Rate per each quarterly insp.	9 each	\$ _____
002	Hourly FLAT Rate for Lift Gate Service Technician(s) with transportation _____ _____ (\$ _____) Charge Rate per Hour.	50 (50 hundred hours)	\$ _____
003	<b>EQUIPMENT, MATERIALS, COMPONENTS, AND PARTS</b> Ten thousand dollars (\$10,000.00) Lump Sum.	1 (one) Lump Sum	\$10,000

**Total Bid (Items 1-3) for Contract:** \$ \_\_\_\_\_ (figures only)