

## **Elevator Maintenance Program**

The County of Brunswick requests proposals from qualified contractors to provide elevator maintenance services. This includes the furnishing of all material, labor, supervision, tools and supplies necessary to provide these services. Please bid each service individually. The County reserves the right to award bids accordingly.

### **I. Scope of Work**

The contractor will provide full service and preventative maintenance services and repairs; including inspections, adjustments, test and replacement of parts as herein specified for all equipment covered under this request for proposal. Such maintenance services are to include reliable established and documented maintenance procedures and schedule to insure performance of equipment under a regularly scheduled program.

#### **1. Preventative Maintenance Program:**

Elevator services will be scheduled on a monthly basis. These services will be performed Monday through Friday from 8:00 AM to 4:30 PM. The contractor will examine elevator equipment. The examination will include the control and landing positioning systems; signal fixtures; machines, drives, motors, governors, sheaves and ropes; power units, pumps, valves and jacks; car and hoist way door operating devices and door protection equipment; loadweighers, car frames and platforms and counterweights; and safety mechanisms. During examination, contractor will lubricate equipment for smooth and efficient performance and adjust elevator parts and components to maximize performance and safe operation. Documentation of all work performed must be provided.

#### **2. Full Coverage Parts – Normal Wear and Tear**

Contractor shall provide full coverage parts repair and/or replacement for all component parts due to normal wear, excluding cosmetic, construction or ancillary components of the system, including the finishing, repairing or replacement of the cab enclosure, ceiling frames, panels and/or fixtures, hoist way door panels, door frames, sills, car flooring, floor covering, lighting fixtures, ceiling light bulbs and tubes, main line power switches, breakers, feeders to controller, hydraulic elevator jack outer casing, buried piping, alignment of elevator guide rails, smoke and fire sensors, fire service reports, communication devices, security systems, batteries for emergency lighting and lowering, air conditioners, heaters and ventilation fans. All replacement parts used must be new or refurbished. Contractor will relamp all signals as required (during regularly scheduled visits).

#### **3. Safety Testing**

Contractor shall test equipment in accordance with periodic testing requirements as outlined in the American National Safety Code for Elevators and Escalators, ANSI A 17.1 and any other requirements by state or local government.

#### **4. Fire Service Testing**

Contractor shall provide monthly fire service testing and record completion in accordance with American National Safety Code for Elevators and Escalators, ANSI A 17.1.

#### **5. On Call Service**

In the event of an elevator failure or malfunction, the contractor shall provide on call repair services within two (2) hours of the receiving the call.

#### **6. Repairs**

Failure or malfunction of equipment and other repair services not covered in preventative maintenance or normal wear and tear will be performed on a labor hour rate basis with part pricing as a percentage markup.

II. Equipment List

Building Name	Unit Quantity	Manufacturer	Type of Unit	# of Stops
Courthouse	6	Otis	Hydraulic	3
Administration	1	Schindler	Hydraulic	3
Social Services	1	ThyssenKrupp Elevator	Hydraulic	2
Hickman Library	1		Dumbwaiter	2
Building M	1	Dover	Hydraulic	2
Shallotte Senior Center	1		Hydraulic	2

III. Insurance Requirements

Contractor must meet the minimum insurance requirements listed as “Attachment A” and maintain in full force and effect during the term of the service agreement and renewals.

IV. Proposal Content

The package shall include the following information:

1. The company name, address and telephone number.
2. The name, address and telephone number of a company representative with the authority to answer questions or provide clarification regarding the proposal.
3. Any assistance or requirements from the county.
4. A bid price proposal according to the proposal form attached to this document.

V. Time of Performance

The contract period shall be for a minimum of one year from the date the contract is signed, each said renewal options to be exercised automatically unless notice of termination is given by either party ninety (90) days prior to the end of the term. The contractor shall begin service within 30 days after the date the contract is signed.

VI. Right to Reject

The county reserves the unqualified right to reject any or all proposals when such rejection is deemed to be in the best interest of the county.

VII. Cost to Prepare Proposals

Any cost incurred by a contractor in preparing or submitting a proposal is the sole responsibility of the contractor and will not be eligible for reimbursement by the contractor.

VIII. Right to Submitted Proposals and Supporting Documents

All written correspondence, proposals and supporting documents received by the county regarding the Request for Proposals will become property of the county.

IX. Proposal Deadline

All proposals must be received by 4:00 pm on April 2, 2018 at the Brunswick County Operation Services Department, Attn: Heather Murray, PO Box 249, 179 March 9, 1764 Drive, Bolivia, NC 28422. Proposals may be emailed to [heather.murray@brunswickcountync.gov](mailto:heather.murray@brunswickcountync.gov).

**X. Inquiries**

All inquiries concerning this Request for Proposals may be directed to James Carter, Brunswick County Operation Services at (910) 253-2529 or [james.carter@brunswickcountync.gov](mailto:james.carter@brunswickcountync.gov).

**ELEVATOR MAINTENANCE PROPOSAL FORM**

Please provide cost for all services excluding #6 under Scope of Work:

\$ \_\_\_\_\_

Please provide labor rates and part percentage markup for # 6 which is all repairs not covered in preventative maintenance or normal wear and tear.

**Elevator Repairs**

**Services**

Labor Cost Per Hour – Regular Time	\$ _____
Labor Cost Per Hour – Overtime or After Hours	\$ _____
Labor Cost Per Hour – Holidays/Weekends	\$ _____
Travel Charge/Trip Charge	\$ _____
Fuel Surcharge	\$ _____
Percentage Markup for Parts & Supplies, Supplied by Contractor	\$ _____
Percentage Markup for Freight Charges for Parts	\$ _____

**Any Additional Costs:**

**Notes:**

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company

\_\_\_\_\_  
Preferred Contact: Phone / Email



## BRUNSWICK COUNTY MINIMUM INSURANCE COVERAGE REQUIREMENTS

At contractor's expense, contractor shall procure and maintain the following recommended lines of insurance according to the scope of work. The County may choose to elect higher or lower coverages according to the work performed. Contractors must be insured by a licensed agent in North Carolina and rated A-VII or better by A.M. Best.

### A. COMMERCIAL GENERAL LIABILITY

Covering all operations involved in this Agreement.

- \$2,000,000 General Aggregate
- \$2,000,000 Products/Completed Operations Aggregate
- \$1,000,000 Each Occurrence
- \$1,000,000 Personal and Advertising Injury Limit
- \$ 5,000 Medical Expense Limit

### B. WORKERS' COMPENSATION

Statutory limits covering all employees, including Employer's Liability with limits of:

- \$500,000 Each Accident
- \$500,000 Disease - Each Employee
- \$500,000 Disease - Policy Limit

### C. COMMERCIAL AUTOMOBILE LIABILITY

- \$1,000,000 Combined Single Limit – Any Auto

### D. PROFESSIONAL LIABILITY

- \$1,000,000 Per Occurrence

### E. POLLUTION LIABILITY INSURANCE

- \$1,000,000 Per Occurrence

When a contractor is required to bind pollution/environmental coverage, the contractor must provide evidence of continuation or renewal of liability insurance for a period of three (3) years following termination of the agreement.

## ADDITIONAL INSURANCE AND INDEMNIFICATION REQUIREMENTS

- A. Contractor agrees to defend, indemnify, and hold harmless Brunswick County, its officers, employees, and agents from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees, or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings, or causes of action of every kind in connection with or arising out of this Agreement and/or the performance hereof that are due in part or in the entirety of Contractor, its employees or agents. Contractor further agrees to investigate, handle, respond to, defend and dispose of same at its sole expense and agrees to bear all other costs and expenses related thereto.

The Contractor's General Liability policy shall be endorsed, specifically or generally, to include the following as Additional Insured:

BRUNSWICK COUNTY, ITS OFFICERS, AGENTS AND EMPLOYEES ARE INCLUDED AS ADDITIONAL INSURED UNDER CONTRACTOR'S GENERAL LIABILITY INSURANCE.

- B. Before commencement of any work or event, Contractor shall provide a Certificate of Insurance in satisfactory form as evidence of the insurances required above.
- C. Contractor shall have no right of recovery or subrogation against Brunswick County (including its officers, agents and employees), it being the intention of the parties that the insurance policies so affected shall protect both parties and be primary coverage for any and all losses covered by the above-described insurance.
- D. Brunswick County shall have no liability with respect to Contractor's personal property whether insured or not insured. Any deductible or self-insured retention is the sole responsibility of Contractor.
- E. All certificates of insurance must provide that the policy or policies shall not be changed or cancelled without at least thirty (30) days prior written notice.
- F. The Certificate of Insurance should note in the Description of Operations the following:
  - Department: Operation Services
  - Contract #: \_\_\_\_\_
- G. Insurance procured by Contractor shall not reduce nor limit Contractor's contractual obligation to indemnify, hold harmless and defend Brunswick County for claims made or suits brought which result from or are in connection with the performance of this Agreement.
- H. In the event Contractor receives Notice of Cancellation of Insurance required pursuant to this Agreement, Contractor shall immediately cease performance of all services and shall provide Notice to Brunswick County's Legal/Risk Management personnel within twenty-four (24) hours.
- I. Certificate Holder shall be listed as follows;
  - ATTENTION: Brunswick County Risk Manager
  - 30 Government Center Dr. NE
  - P.O. Box 249
  - Bolivia, NC 28422
- J. If Contractor is authorized to assign or subcontract any of its rights or duties hereunder and in fact does so, Contractor shall ensure that the assignee or subcontractor satisfies all requirements of this Agreement, including, but not limited to, maintenance of the required insurances coverage and provision of certificate(s) of insurance and additional insured endorsement(s), in proper form prior to commencement of services.