

INVITATION FOR BID NOTICE ISSUED: 03-11-2010

JEFFERSON COUNTY, MISSOURI
Department of Administrative Services
729 Maple Street
PO Box 100
Hillsboro, MO 63050
www.jeffcomo.org
636-797-5382

SPECIFICATION CONTACT
WILLIAM KOEHRER
Department of Public Works
Jefferson County, Missouri
636-797-5369

INVITATION FOR BID
ELEVATOR MAINTENANCE 2010

BIDS SHALL BE ACCEPTED UNTIL:

TUESDAY, APRIL 13, 2010, at 2:00 p.m. local time.

Thereafter, bids shall be opened in the Assembly Room of the Jefferson County Administration Center.

THREE (3) COMPLETE COPIES OF SEALED BIDS MUST BE DELIVERED TO:

**Department of the County Clerk
Wes Wagner (636) 797-5478
Jefferson County, Missouri
729 Maple Street
Hillsboro, MO 63050**

The outside of the envelope must contain the vendor's name, address and the following language:

SEALED BID FOR: ELEVATOR MAINTENANCE 2010

SUBMITTED BIDS ARE SUBJECT TO THE TERMS AND CONDITIONS OF THIS INVITATION FOR BID AND SPECIFICATIONS.

**The Agreement/Contract term is from:
05-03-2010 through 05-02-2011.**

The undersigned certifies that he/she has the authority to bind this company in an agreement/contract to supply the commodity or service in accordance with all terms, conditions, and pricing specified. Prices are firm during this agreement term, unless agreed upon in writing by the County. The County has the option to renew this agreement at the same terms and conditions as the original agreement for one additional one-year term with the written consent of the successful bidder. Price increases for renewals are not authorized unless approved in writing by the County.

_____ Company Name	_____ Authorized Agent (Print)	
_____ Address	_____ Signature	
_____ City/State/Zip Code	_____ Title	
_____ Telephone #	_____ Date	_____ Tax ID #
_____ E-mail	_____ Fax #	

TABLE OF CONTENTS:

Legal Notice and Invitation for Bid	Page 1
Table of Contents	Page 2
Bid Requirements	Page 3
Bidders Response and Contract	Page 5
Affidavit	Page 8
Specifications	Page 9
Exceptions to Bid	Page 9

1.0 BID REQUIREMENTS

Bidder shall initial all pages and return where the Bid Document denotes “BIDDER”S INITIALS: _____”

1.1 BID SUBMISSION:

Submit bid form in triplicate (three copies) with specification pages, if applicable. No facsimile bids shall be accepted and shall be rejected. The Vendor prior to the submission dead line as stated on page 1 must submit all bids. Late bids will not be accepted and returned to the vendor unopened. The County reserves the right to request additional written or oral information from Respondents in order to obtain clarification. A fully executed Affidavit is required by Section 285.530 RSMo and shall be submitted with the bid form. A copy of the Affidavit is attached hereto. Failure to execute the Affidavit shall result in the bid being rejected.

1.2 BASIS OF BID AWARD:

Award may be made on an item-by-item basis to the lowest and best bidder(s) or award may be made to the lowest and best bid total, whichever provides the greatest value to the County from the standpoint of suitability to purpose, quality, service, previous experience, price, ability to deliver, or any other reason deemed to be in the best interest of the County. Quantities stated herein represent an estimate for the period stated. Orders shall be placed for actual requirements as needed. The County may reject any or all bids for any reason and may waive any informality. Bids submitted from a Missouri State Contract shall include a copy of the State Contract with the bid. Bid award does not constitute an order or obligation to order by the County. The issuance of a Purchase Order Number shall be construed as acceptance of a Contract with all terms, conditions, and prices firm during the length of the agreement terms.

1.3 BID AWARD:

It is further agreed that the Contract shall not be valid and binding upon the County until approved by the County Counselor, as to legal form and is subject to the Ordinances, Resolutions and Orders of Jefferson County, Missouri, and State and Federal Law. If no Bid or Bids have been awarded by the County Council within thirty (30) days following the opening of the bids then all bids will be deemed Rejected.

1.4 BID PREPARATION:

1. Bidders are responsible for examination of drawings, specifications, schedules and instructions. Failure to do so will be at the bidder's risk..
2. Each bidder shall furnish the information required by the invitation. The bidder shall sign all required documents. All deletions and erasures shall be initialed
3. Alternate bids for supplies or services other than specified shall not be considered unless authorized by invitation.
4. Bidder shall state a definite time for delivery of goods or for performance of services unless otherwise specified in the invitation for bid.
5. When specified, samples must be timely submitted and at no expense to the County.
6. Failure to adhere to all requirements may result in the response being disqualified as non-responsive.

1.5 MODIFICATION OR WITHDRAWAL OF BIDS:

Bids may be modified or withdrawn prior to the exact hour and date specified for receipt of bids, provided the modification or withdrawal is in writing and is delivered in the same manner as a bid submission.

1.6 LATE BIDS:

It is the responsibility of the bidder to deliver his bid or bid modification on or before the date and time of the bid closing to the Department of the County Clerk. Bids received late will be rejected and returned unopened to the bidder.

1.7 BID DEPOSITS:

Bid Deposits are not required unless specified in the specifications.

1.8 MATERIAL AVAILABILITY:

Bidders must accept responsibility for verification of material availability, product schedules and other pertinent data prior to submission of bid and delivery time. It is the responsibility of the bidder to notify the County immediately if the materials specified are discontinued, replaced, or not available for an extended period of time. All materials ordered by the County, shall be as needed. A sample of materials may be requested.

1.9 ALTERNATE BIDS:

Alternate Bids for items will be accepted except when stated “**NO SUBSTITUTIONS**”. Bidders must submit complete specifications on all alternate bids with the bid form. Alternate bids without complete specifications may be rejected.

Alternate bids and exceptions to bid clauses must be clearly noted on the bid form. The County may accept or reject alternate bids; whatever is most advantageous to the County.

1.10 INCORPORATION OF DOCUMENTS:

The terms of the Bid Invitation, Bid Specifications, Bid Form are incorporated into the contract as if fully setout therein.

1.11 ADDENDA:

Addenda to bid specifications are incorporated by reference as if fully setout herein. It is the responsibility of the vendor to insure and verify that they are in receipt of and completed all attached addenda's prior to submission of bid forms. Verification is made by contacting the Office of Contracts and Grants at (636) 797-5382, or by reviewing the County Web Site. (www.jeffcomo.org).

1.12 INSURANCE:

The Vendor/Contractor shall purchase and maintain in force, with an insurance company licensed to do business in the State of Missouri, at it's own expense, such insurance as will protect the Vendor/Contractor from claims which may arise out of or result from the Vendor/Contractor's execution of the work, whether such execution be by himself, his employees, agents, or by anyone for whose acts any of them may be liable. If any such work covered by the Contract is to be performed on County owned or leased premises, the Vendor agrees to carry liability and workman's compensation insurance, satisfactory to the County, and to indemnify the County against all liability, loss, and damage arising out of any injuries to persons and property caused by the Vendor, his sub-contractors, employees or agents. The insurance coverage shall be such as to fully protect the County and the general public from any and all claims for injury and damage resulting by any actions on the part of the Vendor/Contractor or its' forces as enumerated above. All policies must name the County as an additional insured and provide for thirty (30) days written prior to any material changes or cancellation.

THE COUNTY REQUIRES ORIGINAL CERTIFICATES OF INSURANCE BEFORE THE CONTRACT IS AWARDED.

A. Required Not Required **Comprehensive General Liability Insurance**

The Vendor/Contractor shall maintain and keep in force of this Contract such comprehensive general liability insurance as shall protect them from claims which may arise from operations under this Contract, whether such operations be by themselves or by anyone directly or indirectly employed by them. The amounts of insurance shall be not less than \$1,000,000.00 combined single limit for any one occurrence covering both bodily injury and property damage, including accidental death.

B. Required Not Required **Professional Liability Insurance**

The Vendor/Contractor shall provide the County with proof of Professional Liability Insurance, which shall protect the County against any and all claims, which might arise as a result of the operation of the Vendor/Contractor in fulfilling the terms of this Contract during the life of the Contract. The minimum amounts of such insurance will be \$1,000,000.00. Should any work be subcontracted, these limits will also apply.

C. Required Not Required **Worker's Compensation Insurance:**
per Missouri Revised Statutes Chapter 287

The Vendor/Contractor shall maintain and keep in force of this Contract such worker's compensation insurance limits as required by the statues of the State of Missouri and Employer's Liability with limits no less than \$500,000.00.

1.13 BID SUBMISSIONS

Bids submitted on separate forms are NOT acceptable unless specified in the Bid Document. Failure to complete bid forms to the satisfaction of the County may result in rejection of your bid. It is the responsibility of each bidder before submitting a bid to examine ALL documents thoroughly, and request written or oral interpretation of clarifications soon after discovering any conflicts, ambiguities, errors, or omissions in the bidding documents. Request for clarification must be received prior to bid openings.

1.14 BID OPENINGS

Bids will be publicly opened and read aloud at the time indicated on page 1. The bidders and the public are invited but not required to attend the formal opening of the bids. No decisions relating to the award of a contract or agreement will be made at the opening.

1.15 BID TABULATIONS

Bid Tabulations are not available for 5 to 7 business days following the Bid Opening. Bid submissions are open for public review at the time of the Bid Opening. Bid tabulations are posted on the County's web-site address, www.jeffcomo.org. **NO COPIES** of bid tabulations are sent to vendors.

2.0 BID RESPONSE AND CONTRACT

2.1 BIDDER REPRESENTATIONS:

The Bidder, by executing the Bid form certifies that:

- A. The bid complies with Invitation for Bid form and Bid Specifications.
- B. Bidder is not debarred or suspended from participation in Federal Assistance programs.

2.2 CERTIFICATION OF INDEPENDENT PRICE DETERMINATION:

- A. The prices in the bid shall be independently determined, without consultation, communication, or agreement for the purpose of restricting competition as to any matter relating to price with any bidder or other person.
- B. Unless otherwise required by law, the prices shall not have been knowingly disclosed by the bidder prior to opening.
- C. No attempt has been made or will be made by the bidder to induce any other person or firm to submit or not to submit a bid.

2.3 PRICE:

The price(s) specified in this bid shall be firm and not subject to contingency or reservation. If the Vendor fails to honor stated prices as submitted in the Bid Form or Contract, the County reserves the right to obtain the same items from the next lower vendor who submitted a bid price for the item. The original vendor shall be responsible for the difference in price and required to make restitution to the County for the difference in price. The bidder represents prices specified in the bid do not exceed current selling price for the same or substantially similar good or service, and are the same as or lower than other prices charged to the bidder's most favored customer. In the event the stated prices are determined to be higher than the prices for which Supplier has sold the items, or services, to others, this contract price shall be reduced accordingly. **Bid prices are ALL INCLUSIVE: (Shipping, Handling, Delivery, and Assembly to locations specified by the County). Prices shall be firm for ALL County departments and locations for term of the agreement.**

2.4 MISSOURI DOMESTIC PRODUCT PROCUREMENT ACT:

Bidder represents that the goods provided comply with Sections 34.350 to 34.359, RSMo, known as the Domestic Product Procurement Act. The Act encourages the purchase of products manufactured or produced in the United States, State of Missouri, and Jefferson County, Missouri. Bidder shall include proof of compliance with the Act with the bid when requested.

2.5 NON-EXCLUSIVE AGREEMENT:

The contractor shall understand and agree that the contract shall not be construed as an exclusive agreement and further agrees that the County may secure identical and/or similar services or products from other sources at anytime in conjunction with or in replacement of the contractor's services.

2.6 DEFINITIONS:

- A. The term "County" means the Jefferson County, Missouri and its designated representatives.
- B. The term "Vendor" means Supplier, Contractor, and Seller and includes designated representatives.
- C. The term "IFB" means Invitation for Bid.
- D. The term "Agreement/Contract" means Binding Agreement, Contract, Request for Purchase, Order.

2.7 INSPECTION, ACCEPTANCE AND APPROVALS:

Goods shall at all times and places, including the period of manufacture, are subject to inspection and test by County. County will accept or give notice of rejection of goods delivered within a reasonable time after receipt. Acceptance shall not waive any warranty. All goods supplied are subject to final inspection and acceptance by County notwithstanding payment, prior inspections or approvals. County may require prompt replacement or correction of rejected goods at Supplier's expense, including a reduction in price for rejected goods. Supplier shall not resubmit rejected goods to County without prior written approval and instructions from County. In addition, Supplier shall identify resubmitted goods as previously rejected. Supplier shall provide and maintain a quality assurance and control system acceptable to County.

2.8 WARRANTY:

Unless otherwise agreed to in writing by the parties, Supplier warrants that items ordered to specifications will conform thereto and to any drawings, samples or other descriptions furnished or adopted by County, or, if not ordered to specifications will be fit and sufficient for the purpose intended, and that all items will be new, merchantable, of good material and workmanship, and free from defect. Such warranties, together with Supplier's service warranties and guarantees, if any, shall survive inspection, test, acceptance of, and payment for the items and shall run to County and its assigns. Except for latent defects, the County shall give notice of any nonconformity to the Supplier within one (1) year after acceptance. County may return for credit or require prompt correction or replacement of the defective or non-conforming goods or have the defective good corrected or replaced at Supplier's expense. Return to Supplier of any defective or non-conforming goods and delivery to County of any corrected or replaced goods shall be at Supplier's expense. Defective or non-conforming items shall not be corrected or replaced without written authorization by County. Goods required to be corrected or replaced shall be subject to the provisions of this clause and the clause hereof entitled "Inspection, Acceptance and Approvals" in the same manner and to the same extent as goods originally delivered under this contract.

2.9 PAYMENT:

County will pay Supplier for goods upon delivery to, submission of certified invoices and acceptance. The County will not be responsible for articles or services furnished without a purchase order. Price is tax-exempt.

2.10 CHANGE ORDER:

County may make changes within the general scope of this contract. If any such changes cause an increase or decrease in the cost of or the time required for the performance of any part of the work, whether changed or not changed by any such order, an equitable adjustment shall be made in the price or delivery schedule or both, and any change order shall be in writing. Any claim by a Supplier for adjustment under this clause shall be asserted within fifteen (15) days from the date of receipt of this written order directing the change, provided, however, County, if it decides that the facts justify such action, may receive and act upon such claim asserted at any time prior to final payment.

2.11 DELIVERIES:

Deliveries shall be made in strict accordance with any delivery schedule contained in the bid specification or contract and in the exact quantity ordered. Failure to adhere to delivery schedule is reason for termination in accordance with the "termination" clause. Deliveries are to be made at locations specified by the County at time of Order.

2.12 RESPONSIBILITY FOR SUPPLIES:

Pursuant to Section 290.560 RSMo, Supplier/Contractor shall employ only Missouri laborers and laborers from nonrestrictive states except that other laborers may be used when Missouri laborers or laborers from nonrestrictive states are not available, or are incapable of performing the particular type of work involved, if so certified by the contractor and approved by the County. Except as otherwise provided, Supplier shall be responsible and bear all risks for loss and damage to goods until delivery at County's facilities, regardless of F.O.B. point, point of inspection or acceptance; and if the goods are rejected.

2.13 SUBCONTRACTS:

Supplier shall not enter into any subcontract(s) in excess of \$25,000 or 20% of this contract price; whichever is less, for any goods without County's prior written approval.

2.14 CHOICE OF LAW:

This bid and contract shall be governed and interpreted according to the laws of the State of Missouri. Venue for any court action shall be in Jefferson County, Missouri.

2.15 TERMINATION:

- A. General: Performance of work may be terminated by the County in whole, or from time to time in part, whenever County shall determine that such termination is in the best interests of County with a thirty (30) day written notice. The Vendor may terminate the Agreement/Contract upon a sixty (60) day prior notice in writing. In the event of any termination of the Agreement/Contract by the Vendor, the County may purchase such supplies and/or services similar to those terminated and for the duration of the Agreement/Contract period the Vendor will be liable for all costs in excess of the established contract pricing.

- B. Bankruptcy or Insolvency: In the event bankruptcy proceedings are commenced by or against Supplier or under any provisions of the United States Bankruptcy Act or for the appointment of a receiver or trustee or a general assignment for the benefit of creditors of either party, County shall be entitled to terminate without further cost or liability. The County may cancel the Agreement/Contract or affirm the Contract and hold the Vendor responsible for damages.

- C. Default: County may terminate the whole Contract or any part in either of the following circumstances:
- C-1. If supplier fails to deliver the items required by the contract within the time specified; or
 - C-2. If supplier fails to perform any of the other provisions of the contract, or so fails to make progress as to endanger performance of the contract in accordance with its terms, and in either of these two circumstances does not cure such failure within a period of ten (10) days after notice from County specifying such failure. In the event of termination under subparagraph 1, County shall have the right to procure, on such terms and in such manner as it may deem appropriate, items similar to those terminated, and to recover from Supplier the excess cost for such similar items provided, however, Supplier shall not be liable for such excess costs where the failure upon which the termination is based has arisen out of causes beyond the control of Supplier and without the fault or negligence of Supplier. Such causes shall be deemed to include fires, floods, earthquakes, strikes, and acts of the public enemy. The rights of County provided in subparagraph 1 shall be in addition to any other rights provided by law or the contract.
 - C-3. In the event of the Supplier's non-compliance with the provisions as set forth, this Contract may be cancelled, terminated or suspended in whole or in part and the supplier may be declared ineligible for further County contracts. The rights and remedies of the County provided in this paragraph shall not be exclusive but are in addition to any remedies provided in this Contract or as provided for by law.

2.16 NOTICE AND SERVICE THEREOF:

Any notice from the County shall be in writing and considered delivered and the service thereof completed when said notice is posted, by certified or regular mail, to the Supplier, at the address stated on the bid form.

2.17 CONTRACT TERM:

Performance shall be governed solely by the terms and conditions as set forth in the Invitation for Bid, Bid Specifications, Bid Form and the Contract notwithstanding any language contained on any invoice, shipping order, bill of lading or other document furnished the Seller at any time and the acceptance by the County for any goods furnished.

2.18 COMPLIANCE WITH APPLICABLE LAWS:

Supplier warrants it has complied with all applicable laws, rules and ordinances of the United States, Missouri or any other Governmental authority or agency in the manufacture or sale of the goods, including but not limited to all provisions of the Fair Labor Standards Act of 1938, as amended, including provisions of the Home Rule Charter of Jefferson County, Missouri requiring all workers performing work under any contract with Jefferson County be paid a wage that is at least the prevailing hourly rate of wages for work of a similar character in Jefferson County.

2.19 ACTS OF GOD:

No party shall be liable for delays, nor defaults due to Acts of God or the public enemy, riots, strikes, fires, explosions, accidents, governmental actions of any kind or any other causes of a similar character beyond its control and without its fault or negligence.

2.20 SELLER'S INVOICES:

Invoices shall contain the following information. Contract number (if any), Purchase Order Number, Item number, contract description of goods or services, sizes, quantities, unit prices and extended totals. Invoices for and inquiries regarding payment should be addressed to the County Accounts Payable Clerk.

2.21 APPROVAL:

It is agreed the acceptance of a Bid shall not be valid and binding upon the County until approved by the County Purchasing Agent, County Council, and the County Counselor.

2.22 RENEWAL OPTION:

The County reserves the right to negotiate the contract for one (1) additional one-year term with the written consent of the awarded vendor. If the contractor/vendor request an increase in compensation for any renewal period, the vendor shall notify the Office of Contracts and Grants no less than 60 days prior to the end of the contract period. The County shall notify the Vendor of the intent to exercise the renewal option. However, failure to notify the Vendor does not waive the County's right to exercise the renewal option.

2.23 INDIVIDUAL, PARTNERSHIPS, CORPORATIONS:

Indicate: [] Individual: [] Partnership: [] Corporation.

Incorporated in the State of _____.

AFFIDAVIT
(as required by Section 285.530, Revised Statutes of Missouri)

STATE OF _____)
) ss
COUNTY OF _____)

BEFORE ME, the undersigned Notary Public, _____

personally appeared who is _____ (Title) of _____

_____ (Company Name), and after being sworn did depose and say:

- 1. that said company is enrolled in and participates in a federal work authorization program with respect to the employees working in connection with the following services contracted between Contractor and Jefferson County, Missouri for the _____ Project.
- 2. that said company does not knowingly employ any person who is an unauthorized alien in connection with the contracted services set forth above.

The terms used in this affidavit shall have meaning set for in Section 285.525 RSMo, Et seq.

Signature (Person with Authority)

Printed Name

Title

Date

Subscribed and sworn to before me this _____ day of _____, 2009

My Commission Expires: _____

Signature of Notary

Date

SPECIFICATIONS

1. All bids shall be deemed final, conclusive, and irrevocable, and shall not be subject to correction or amendment for any error or miscalculation for any other reason.
2. **Payment**- will be made monthly by the County of Jefferson.
 - a. **Permits, Licenses, Inspections, and Taxes** – The supplier shall obtain and pay for all permits and licenses, and shall give notices, pay all taxes and comply with all laws, ordinances, rules and regulations bearing on the work. If the specifications are at variance herewith, the work shall be installed in accordance with local laws, rules and regulations and ordinances, provided the standard of work required by ordinance is not less than the requirements of this specification.
 - b. The successful bidder agrees to carry the following insurance coverage during the period of this contract, and will provide the Jefferson County with certificates of insurance on all required coverage prior to commencement of the work under this contract.
 - 1). **WORKERS COMPENSATION** - As required by the law of the State of Missouri, including Employer's Liability.
 - 2). **PUBLIC LIABILITY** – Limits of not less than \$500,000, per person and \$800,000 per occurrence and \$800,000 property damage per occurrence to protect the contractor against claims for personal injury to or death of one or more than one person and property damage claims that may occur as a result of operations under this contract.
 - 3). **AUTOMOBILE, BODILY INJURY AND PROPERTY DAMAGE LIABILITY** – Limits of not less than \$500,000 per person and \$800,000 property damage per occurrence is required. Non-ownership hired cars are to be included in the coverage.
 - 4). The successful bidder, by accepting this contract, agrees to save and hold harmless Jefferson County, its elected and appointed officials and all employees.
 - 5). **IF APPLICABLE** – If applicable, Explosion (X), Collapse (C), Underground (U), hereinafter referred to as XCU, shall be required if these hazards are to be performed under this contract. Same limits of liability is indicated in No. 2, Public Liability, shall apply.
 - 6). All certificates of insurance are required to indicate Jefferson County, 300 Second Street, Hillsboro, Missouri, 63050 as certificate holder and a 45 day advance written notice of cancellation or non-renewal. Such notice is to be sent to the Contract Administrator for Jefferson County.
3. **Wages** – Contractor shall pay the rate of wages for Workmen required for proposed work to comply with Sections 290.210 to 340 V.A.M.S., the Dept. of Labor and Industrial Relations acting through the Industrial Commission of Missouri.
4. Bidder must submit references of previous contracts. (Attach Separate List).
5. No proposal shall be considered unless submitted on the Specification and Bid form, attached and made a part hereof. Bidders are required to properly sign each sheet on which a proposal has been made.

6. The County may terminate the whole or any part of the agreement if the supplier fails to deliver within the time specified or if the Supplier fails to perform any other provisions of the agreement or so fails to make progress as to endanger performance of the agreement and in either of these two circumstances does not cure such failure in a period of ten days after notice from the County specifying such failure.
7. In the event of termination, the County will have the right to procure items similar to those terminated and to recover from the Supplier the excess cost of such items provided the failure of the Supplier has not arisen but of causes beyond the control of the Supplier.

LISTED BELOW ARE THE BUILDING ADDRESS AND ELEVATORS AT EACH LOCATION:

<u>BUILDING</u>	<u>ADDRESS</u>	<u>ELEVATORS</u>
Courthouse	300 Second Street, Hillsboro, MO	1 Traction Elevator (Otis)
Jail	510 First Street, Hillsboro, MO	2 Hydraulic Elevators (Long)
Annex	725 Maple Street, Hillsboro, MO	1 Hydraulic Elevator (Dover)
Administration	729 Maple Street, Hillsboro, MO	1 Hydraulic Elevator (Long)

8. Quality/Safety Assurance. Submission of a bid price implies contractor and its service technicians possess appropriate training, expertise, familiarity and equipment to work consistent with acceptable industry standards, and that same contractor carries insurance coverage as required in the “Insurance Requirements Clause”. Also implicit in bid price submission is the assurance that the service contractor and those of its employees implementing tests, repairs, and inspections are thoroughly trained in all requisite procedures and precautions as pertains the safety to these people, as well as the passengers in County elevators.
9. Maintenance/Service Schedule. A proposed schedule of operations and test will be provided by the Successful bidder with the bid form. Schedule should include elevator location, type, ID#, the kind of service performed and the frequency with which each operation is to take place. Upon approval, every effort to implement work on a timely basis will be expected.
 - a. Hours of service: Work outlined hereunder will be performed during regular working hours on regular working days. Service contractor may receive compensation for charges over and above straight time costs if the County requires service outside the regular working hours (8:00 am to 5:00 pm).
10. Reports. Service contractor will provide the County Representative with monthly reports detailing elevator location, type, ID#, kind of service performed, date and technicians name.
11. Intent of Contract Specifications. The creation of the enclosed elevator maintenance contract specifications and subsequent awarding of said contract, evidences the intent of the County to provide the type of preventive maintenance coverages, services, repairs, testing, etc., typical and representative of industry standard elevator maintenance contracts.
12. Contract Coverage. Maintenance, services, repairs and test to be performed will be inclusive, but not limited to the following:
 - a. Maintenance/Service: per schedule, the following shall be examined, cleaned, lubricated and adjusted as needed: hoistway piping, guide rails, packing; drive system, rotating elements, bearings, motors, pumps, valves, strainers, controllers components and related parts such as resistors, contractors, relays, coils, windings and all solid state devices.

- i. On an “as needed” basis, the following shall be cleaned: car top and associated equipment, devices and covers, hatch and hatch equipment, hangers, tracks, rails, switches, machine room and elevator pit.
 - b. Repairs: coverage shall include repair and/or replacement as needed of: hydraulic/oildraulic fluids, guide shoe gibs or rollers, control cables, door gib, car and corridor operating stations (buttons, switches, etc.); hangers, tracks, car fan and door operating devices.
 - i. Relamp all signal indicators as required.
 - c. Safety tests: per American National Standard Safety Code for elevators and escalators ANSI A 17.1, test governors, buffers, limit, landing and slowdown switches, interlocks, door closers, protective devices and alarms.
 - i. Performance of all code-designated tests of Fire Emergency equipped elevators is also to be included.
13. Callback Service. Should additional adjustment, repairs, service be required, service contractor will dispatch technician upon request from the County Representative. Requests involving time outside of regular working hours shall be handled as listed in Paragraph 6, Subsection A: Hours of Service.
14. Conditions/Exclusions/Exceptions. These specifications shall exist with conditions set forth in typical, standardized elevator maintenance contracts and schedules as provided for by this specific maintenance contract. However, should contradictions arise, the County take precedence over such standardized documents and forms.
- A. As the specific intent of the above specifications is primarily directed at maintenance and testing, upgrades and repairs due to vandalism, misuse, or obsolescence are typically excluded from the contract requirements.
 - B. Additionally, further exceptions/exclusions to specific terms and conditions must be agreed upon, in writing, by both parties prior to the final approval of selected bidder(s).

ALL BIDDERS MUST ATTACH A COPY OF THEIR BUSINESS LICENSE WITH THE BID FORM.

Do you stock all the parts for the equipment listed? _____

Is the inventory within the St. Louis Metropolitan area? _____

Number of years in the elevator maintenance business? _____

What would be your response time? _____

<u>Name of Repair Technicians</u>	<u>Year of Experience</u>	<u>Job Title</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Do you have a full-time dispatcher to take calls and dispatch technicians? _____
 If not, how are technicians dispatched? _____
 Is this a 24 hours, 7 days a week service? _____

What are your normal service hours? _____ to _____

Is 24 hour Emergency service included in the monthly maintenance bid price? _____
 If not, what are the additional cost for 24 hour Emergency service or after hours service?
 \$ _____ per _____.

How many elevators do you presently service in the Jefferson County area? _____

How many regular maintenance checks/test are included in the annual maintenance fee? _____
 Attach a proposed maintenance schedule.

Do you have special expertise and the needed equipment needed to repair and maintain the listed elevators?

REFERENCES:

Company: _____
Address _____

Telephone _____ **Contact person** _____
Number of elevators _____ **Type** _____ **age** _____

Company: _____
Address _____

Telephone _____ **Contact person** _____
Number of elevators _____ **Type** _____ **age** _____

Elevator	Monthly Maintenance Bid Price	Annual Maintenance Price
County Jail 2 Hydraulic (Long)	\$ _____	\$ _____
County Courthouse 1 Traction (Otis)	\$ _____	\$ _____
County Annex 1 Hydraulic (Dover)	\$ _____	\$ _____
County Administration 1 Hydraulic (Long)	\$ _____	\$ _____

Are parts, labor, supplies and travel included in the bid price? _____

COMMENTS:
